



RECORD OF MEETING

TASK GROUP NAME:	Partnership Meeting
CHAIRPERSON:	Sandy Riddell, Director of Community Services, (SR)
DATE OF MEETING:	3 rd November 2009
LOCATION:	Room 238, Council HQ, Elgin
APOLOGIES:	David Abernethy, Governor of Inverness Prison (DA) Tracey Gervaise, Public Health Lead, MCHSCP (TG) Andy Jamieson, Anti Social Behaviour Co-ordinator, TMC, (AJ) Sharon Milton, Superintendent, Grampian Police (SM)
ATTENDING:	Sandy Riddell, Director of Community Services, TMC (SR) John Campbell, Alcohol and Drug Development Officer, TMC (JC) Eileen Bush, Chief Officer, SCVO (EB) Andrew Fowlie, General Manager, MCHSCP (AF) Amanda Ware, Community Analyst, TMC (AW)
MINUTES:	Donna Matthew, MADP Administrator, TMC (DM)

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
1. Previous Minutes and Action Notes	Minutes and action notes were approved from meeting held on the 28 th September. Action notes have been updated.	
2. M&P and F&C Sub Group Minutes	M&P Minutes SR commented that we should consider minutes from the M&P and F&C Sub Group and any matters arising from the minutes should be dealt with.	

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	<p>SR commented that on Page 2 of the M&P minutes it commented that there were 2 briefing events being held for Hep C. JC responded that the 1st event being held in Elgin was cancelled due to Rik Hodgeson leaving Peer Involvement Project (PIP) but JC was unsure if the 2nd event in Inverness had taken place by another member of PIP. The briefing sessions were held by PIP, these were established to facilitate wider voluntary sector involvement for people affected by Hep C. SR commented that we should capture events that has and will happen in Moray.</p> <p>JC informed the group that he will be looking at data of heat targets and delivery plan. There is a lot of work to pick up for the M&P Sub Group. SR commented that we need to ensure that they are not held down with all the work and that tasks should move along quickly.</p> <p>Since Rankin Barr has now been moved from his post in Moray, Tracey Gervaise has been elected Chair of the M&P Sub Group. Dates and times of these meetings are in the process of being changed due to unavailability of some group attendees. Grampian Police have been unable to attend any meetings so far due to other commitments and this should be looked into. JC commented that he has held small meetings with members who have not been able to attend but as these are not minuted there is no evidence of what is discussed. EB asked if it would be advisable to ensure these meetings are minuted to show evidence of these taking place in case of inspections being held in the future.</p> <p>F&C</p> <p>JC informed the group that SM has completed a risk register for Commissioning Strategy. Sandy Pick has looked at all risks in these areas and this has now been taken forward and will be put to the table at the next F&C meeting. SR commented that this will show what partnerships are doing and gives a good example of what the MADP are doing. When future inspections take place inspectors will want to look at the risk register to ensure that we are following procedures.</p> <p>SM has sent a letter to Ken Hamilton to ask for</p>	

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	<p>clarification over the situation with funding for MCA by both Local Authority and NHS.</p> <p>AF asked JC if the monies were for all services commissioned. JC commented that we were currently tendering all of the MADP services. TPS have only funding for 3 years, after this there may not be anymore funding for them. AF asked if it was just core services that were being tendered. JC replied that they were not currently looking at statutory services. MCA are contracted through NHS and ADP monies, we are still waiting on confirmation from Ken Hamilton as to how the NHS will take this forward.</p> <p>AF to talk to KH regarding attendance at F&C meetings.</p>	
3. Healthier Strategic Group Papers		
3a. Moray Delivery Plan	<p>SR informed the group that the Moray Delivery Plan went through the Healthier Strategic Group on the 22nd October and that no issues were raised at the meeting regarding the paper. SR asked the group if we should look through the document again to ensure that all the details are correct before going to publishers. JC and SR to look through the documents for any grammatical errors.</p> <p>JC commented that the three points were approved. We are now driving through quarter 3 and all information is now being collected. There has been only one concern which was that the document looked too complicated but once looked through and discussed the format was simple to digest and easy to complete.</p> <p>EB asked if the information given by agencies were consistent and kept on top of. JC commented that the information will be analysed and will be brought to the Partnership group by AW.</p> <p>A few voices of concern have been raised but once the paper was broken down there was nothing new that the agencies have not done before. Information we are asking for should already be in there own action plans. JC has met with services to discuss any concerns they had. Voluntary Sector was fine with what we are asking.</p>	

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	<p>EB commented that we would need to ensure that no one was slipping and not refusing to complete outcomes. If there is slippage in receiving the information we should be looking at consequences. JC replied that deadline dates have been set for the information to be returned to the support team and that this is also in their contracts. SR commented that if services failed to report information then we will need to jump in and ensure they are supported.</p> <p>There had been problems with one service that had a few problems with completing the waiting times database but this has now been resolved. We are now receiving the information on time to the support team who then pass it on to the analyst in Aberdeen.</p>	
3b. MADP Constitution	<p>SR is to have a final read of the constitution. Any grammatical errors should be sent to Allison Stewart.</p> <p>The MADP Constitution has been put to the table at the HSG and approved with no problems.</p> <p>JC commented that the constitution will be reviewed in 12 months so any major changes can be dealt with then.</p> <p>The constitution will give us guidelines on how we are performing. Remit to different chairs to ensure they are carrying out the business to the rules.</p>	
3c. Commissioning Plan	<p>SR informed the group that SM spoke about the Commissioning Plan at the HSG.</p> <p>SM had sent a letter regarding funding to Richard Carey.</p> <p>SM has sent out an email regarding funding bids to a wide distribution and this will be put in place by the end of the year. Monies however will not be used to employ new staff but to enhance services given by agencies.</p> <p>SR commented that we were criticised by SWIA that we were not able to identify services and that this took us a long time, however we were doing this in the right way. Money has been held back due to this and we now need to spend this money on services or lose it. EB commented that we should be looking at needs based and not just any service.</p>	

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	SR commented on Page 8 on the tendering process. SM had mentioned previously that time scales had slipped and this should be amended. JC felt that the timelines were unrealistic and that we should correct them now. Once corrected SR will run through document with Cllr Lee Bell before being published.	
4. SWIA	It was decided that the SWIA follow-up report will be go to next HSG on the 4 th February 2010. The MADP should still take this report on board and look forward with what we have done and what we still need to do.	
5. MADP Seminar	<p>SR informed the group that we should be looking to organise the conference in February as soon as we can. At the conference will be launching all MADP documents. We need to start booking a venue, a speaker, banners, catering, screens, projectors, stage etc. The Convenor will do a talk on the day or Cllr Lee Bell if George McIntyre will be unable. SR will also be making a speech on the day as well as the minister and SM.</p> <p>EB suggested we look into booking Horizon in Forres as a venue.</p> <p>Local services such as TPS, Studio 8, MCA should attend the conference and show case their services to the minister as well as other officials attending the event.</p> <p>AF suggested that we should show a digital story to the minister as well.</p> <p>Guests that we should look to invite to the conference would be Councillors, Grampian Police, NHS Grampian, Grampian Fire and Rescues, Services in Moray etc.</p>	
6. MADP Strategy	The draft strategy was to go out before end of October and that we should be looking to get a paper out by the end of November. Any comments on the Strategy should be sent to SR before the end of November. JC commented that he will have a draft paper to SR by 6 th November and it should be out 13 th November for wider consultation.	
6. Date and Time of next Partnership	The next Partnership meeting will be held on the 14 th December in the Heritage Centre at 9.30am. ADDENDUM	

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
meeting	Meeting on 14 December was cancelled, next meeting on 12 January at 9.30.	

CHAIRPERSON'S NOTES/COMMENTS

ISSUES TO BE REPORTED TO *Moray Alcohol and Drug Partnership*

CONSULTATION PROCESS – PARTICIPANTS/OUTCOMES *(where relevant)*

DETAILS OF EVIDENCE RETAINED AND LOCATION

252 High Street, Elgin, IV30 1B



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