

RECORD OF MEETING

TASK GROUP NAME:	PI Task Group
CHAIRPERSON:	Catherine Quinn, Support Manager, Mental Health Services (Temp)
DATE OF MEETING:	4 th September 2007
LOCATION:	Grampian Police Resource Centre, Grampian Police HQ – Moray Division, Moray Street, Elgin
APOLOGIES:	Lesley Fraser (Chair), Snr Planning Officer, MCHSP John Campbell, Turning Point Scotland Julie MacKay, Nurse Manager, Mental Health, NHS Grampian
ATTENDING:	Catherine Quinn (Temp Chair), Support Manager, Mental Health Services (CQ) Anna Jermyn, RIO for ASBT, CSP and MDAAT (AJ) Esther Jack, Drug & Alcohol Development Officer, MDAAT (EJ) Tricia Joyce, Moray Council on Addictions (TJ) Jacqui Taylor, Employability Representative, SCVO (JT) Blair Dempsie, Operations Manager, Criminal Justice and Substance Misuse (BD) Colin Taylor, Grampian Police (CT) Suzanne Wright, Contracts Officer, TMC (SW)
MINUTES:	Angela Mills, MDAAT

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
Item 1. Apologies	As noted above	
Item 2. Minutes from the meeting of 11th June 2007	The minutes were accepted as accurate. The meeting detailed on the last minutes as follows – ‘A small sub working group consisting of Lesley Fraser (Lead), Anna Jermyn (RIO) and Angela Mills (Co-ordinator) will progress the audit prior to the Workshop in September.’ ...did not take place.	
Item 3. Audit of Performance Indicators	A draft template was distributed amongst the group for their consideration. The group agreed it was important to identify the type of information that needs to be collected. From that, a set of Performance Indicators should be produced that reflect what we should be achieving in line with the Corporate Action Plan and national priorities. The group that upon agreeing what information will be	

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	<p>collected also agreed; additional requests for information that is not already being collected will be declined.</p> <p>The group noted that the MDAAT Implementation Group delegated the task of progressing SWIA Recommendation No. 13 to them and they agreed they would progress this action and inform the Implementation Group accordingly. At the time of the meeting there was no deadline in place for fulfilling this action, however the PI Task Group would endeavour to produce an update in time for the next Implementation Group meeting of Tuesday 25th September 2007.</p> <p>The group discussed the issue of proving effective actions when there is insufficient local information to provide a baseline of trends and statistics for Moray.</p> <p>The group were advised the issue of the common collection of information to support Performance Indicators is not restricted to Moray. Research by the DDO informed the group that most ADAT's across Scotland are struggling with the same issues.</p> <p>It was suggested each agency should provide the outcomes they collect which answer the common questions of performance indication.</p> <p>It was also suggested the PI template could be explored individually by each agency to identify what could commonly be recorded.</p> <p>The group agreed that Performance Indicators provide hard percentages whereas outcome measurements provide soft indicators.</p> <p>The group agreed as an initial step, it would be helpful to identify the main working documents which the PI's will inform -</p> <ul style="list-style-type: none"> ➤ The Corporate Action Plan ➤ The SWIA Report Action Plan ➤ The Stock-take Report ➤ The Audit & Performance Report ➤ National Quality Standards 	<p>EJ</p> <p>EJ</p> <p>ALL</p> <p>ALL</p>
Item 4. Proposed PI's	<ol style="list-style-type: none"> 1. Produce a PI Template 2. Develop a sub-group of the main working group who should identify core reporting 	AM
Item 5. Recording Method	<p>The group agreed the Covalent Performance Management System would be capable of managing the statistics for the Performance Indicators but there would be issues</p>	

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	surrounding officer input/support.	
Item 6. Actions	1. It was agreed amongst the members that a smaller sub-group should be formed. This sub group consisted of Catherine Quinn, Esther Jack, Anna Jermyn and Angela Mills. This group agreed to meet on Wednesday 5 th September 2007 at 10.30am at 252 High Street, Elgin. 2. In addition to the sub-group, it was agreed some members would meet to discuss what other PI's might help to identify additional trends e.g. geographical issues	CQ/EJ/AJ/AM JT/TJ
Item 7. Date of Next Meeting	The next meeting of the PI Task Group is scheduled for Monday 8 th October 2007 at Grampian Police Resource Centre, Grampian Police – Moray Division HQ, Elgin at 10am	

CHAIRPERSON'S NOTES/COMMENTS

ISSUES TO BE REPORTED TO PI Task Group – Lesley Fraser (Lead)

CONSULTATION PROCESS – PARTICIPANTS/OUTCOMES (where relevant)

MDAAT

DETAILS OF EVIDENCE RETAINED AND LOCATION