

Moray Alcohol and Drug Partnership

RECORD OF MEETING

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| TASK GROUP NAME: | JOINT: Management and Performance Sub-group Finance and Commissioning Sub-group |
| CHAIRPERSON: | Superintendent Kate Stephen – Police Scotland |
| DATE OF MEETING: | Monday 13 November 2017 |
| LOCATION: | 9 North Guildry Street, Elgin |
| APOLOGIES: | Susan MacLaren – Head of Children’s Services (MC) Caroline Cameron – Accountant (MC) Tracey Gervaise – Health & Wellbeing Lead (NHS) Bob Sivewright – Finance Manager (NHS) Joyce Lorimer – Service Manager (MC) Jen Upson – Scottish Drugs Forum Suzanne Wilson – Research & Information Officer (MC) |
| ATTENDING: | Emma Johnston – Operations Manager (Quarriers) Tracie Wills – Senior Commissioning Officer (MC) Jackie McLaren – Operations Manager (TSi) Willie Findlay – Community Safety Officer (MC) Blair Dempsie – Justice Services Manager Elaine Logue – Chief Inspector (Police Scotland) |
| IN ATTENDANCE: | Paul Johnson – MADP Lead Officer |
| MINUTES: | Louise McKenzie, Support Team Administrator, MADP |

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| 1. Welcome and Apologies | Superintendent Kate Stephen welcomed everyone to the meeting and apologies were noted. | |

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| 2. Previous Minutes & Matters Arising | <p>The minutes of the last meeting were approved.</p> <p>Previous Minutes</p> <p>Item 3 – Arrows Reports and Contract Paul confirmed that all quarterly reports and minutes show no issues or concerns with the performance and contract.</p> <p>Members agreed to a formal recommendation being made to the MADP to extend Arrows contract by 2 years from August 2018. If agreed by MADP it will then go to the next Commissioners meeting for consideration.</p> <p>Emma formally confirmed that Arrows would like the contract to continue.</p> <p>Item 5 – Funding Projection Paul met with Caroline Cameron last week. He has received figures which will tie in with item 6.</p> <p>Item 6 – Transfer of Operation Avon Money to Children & Young People’s Sub-group Willie put forward a business plan to retain £6000 of the money for Operation Avon and Safer Streets operations to end of 2017. This has been formally agreed by MADP.</p> <p>It was previously agreed subject to a business plan being submitted to MADP that the balance would go to Children’s Services. As yet MADP have not received a plan.</p> <p>The £10,000 balance is sitting in the Community Safety budget. Willie has requested that the monies be transferred to MADP budget. Paul will speak to Caroline about moving the money.</p> | |
| 3. Quarter 4 Reports | <p>Arrows Report– Q2 Paul met with Marie and Emma from Arrows on 3 November to discuss quarter 2 report. Happy to report that there are no areas of concern. Some of the highlights from this quarter are:</p> <ul style="list-style-type: none"> • Self-Referrals have increased from 60 in Q3 2016/17 to 100 referrals in Q2 2017/18. This could be due to people having previously been in treatment and now coming back into service off their own back. • GP referrals remain steady • Overall the number of people accessing the service is continuing to rise. • Groups – SMART Recovery. From Q2 2016/17 to Q2 2017/18 attendance figures have risen from 150 to 248. This is asset based and helps to build resilience and build on people’s strengths. • There is currently a gap in outcome information due to moving over from Outcome Star to the Recovery Outcome tool on 1 July 2017. At | |

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| | <p>present baseline data is being built up to produce meaningful reports in future through the Recovery Outcome Tool.</p> <p>Emma explained that due to the number of self-referrals increasing it is becoming more challenging to meet the local target of seeing people and starting treatment within 72 hours.</p> <p>MADP Service User Report – Q2 The MADP Service User report has been redesigned to make it more readable and more focussed on logical outcomes. There will be a link between all reports and it will also link in with the Delivery Plan. Paul would like to receive your views and comments on the new design.</p> <p>Thanks to Suzanne Wilson, RIO, Community Safety for the redesign we couldn't have done it without her.</p> | All |
| 4. MADP Development Day: SDF Report | Following the MADP Development day on 29 September it was agreed to circulate the report to all sub-groups. Paul and Jen, SDF have met to start developing a work plan which will be tabled at the November MADP meeting. Please read the report, particularly Section 5 – Recommendations, note the recommendations and be involved in tasks that come from them i.e. membership. | All |
| 5. 2017/18 Budget | <p>Paul met with Caroline Cameron last week to discuss 2017/18 budget. Unfortunately due to time constraints there is no briefing and no projected forecast spreadsheet. Paul informed he will circulate the up to date forecast as soon as he receives it from Caroline.</p> <p>Points to note are that:</p> <ul style="list-style-type: none"> • A Family Support Worker from the Substance Misuse: Pregnancy and Early Years team has put in a request to reduce her hours. Paul was not formally made aware of this and only found out by receiving an H.R. automated email requesting confirmation of change of hours. Caroline will look into this and get back to Paul. • Arrows and TSI budget is fully committed. • RIO post – It was anticipated that Amanda would return to work following maternity leave but this is not the case which has had an impact on the budget. • It is projected that there will be an underspend this financial year, potentially more than £36,000. • MADP were due to receive a performance report to present at this meeting from Substance Misuse: Pregnancy and Early Years team but were informed by Iain MacDonald, Children's Services that they were working on a bigger piece of work covering from when the service first began to present. Paul will link in with Iain prior to the report being circulated. Once the report is received this will be fed back through MADP and be tabled at the next Finance & Commissioning meeting in February. • Kate, Chair informed it is imperative for future meetings that Bob | BS/CC |

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| | Sivewright and Caroline Cameron provide an up to date spreadsheet if they are unable to attend a meeting. | |
| 6. Arrows Non-Recurrent Proposal | <p>The group considered Arrows proposal and stated that it is difficult to approve the proposal without seeing the financial papers.</p> <p>Paul asked members to look view the proposal favourably. He informed that the added value to be gained is cross referenced with the report. At present all service users come through one door from very chaotic people to those who are focused on the recovery path. Having a separate more visible community building would better support those more established in their recovery.</p> <p>The group agreed to support this proposal in principal subject to receiving and viewing the financial report. Paul confirmed he will request the report from Caroline today in order to confirm the decision.</p> <p>Addendum: Paul received the up to date financial spreadsheet from Caroline which has been circulated to attendees. Kate emailed Paul to confirm that the decision can now be progressed as discussed and agreed at the meeting.</p> | PJ |
| 7. 2018/19 Budget | <p>No clarification on the 2018/19 budget has been received as yet. Paul has informed he is starting to look at next year's budget to look at opportunities and challenges.</p> <p>Currently he is using this year's budget as a baseline for next year.</p> <p>Paul informed that Scottish Government has confirmed an additional 20 million for drug and alcohol services in Scotland. As yet there is no clarification of how this money will allocated or used.</p> | |
| 8. Delivery Plan Review/Forward Planning 2018-21 | <p>Paul is currently revising the Delivery Plan for 2018-21 and he presented a list of recommendations to the MADP regarding the performance section. As a result of these recommendations the document is being rationalised as some of the targets need to be revised due to some information being collected by other areas.</p> <p>The next steps agreed are to:</p> <ul style="list-style-type: none"> • Identify lead officers/services and to populate on the document. • Bring Services/Lead Officers together to go over the format. • Take to the main MADP meeting. <p>This process will help services/lead officers to define their role within the MADP.</p> | |
| 9. LOIP | <p>Paul received a draft copy of LOIP (Local Outcome Improvement Plan) and had made comments in terms of the whole document which he circulated to this group.</p> <p>Kate informed that a colleague from Police Licensing has also commented on the document.</p> | |

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| | Paul highlighted that he tried to make representation and to be involved with regards to the section on alcohol and drugs. There is a lot of work to be done and there is a lot of anomalies. He suggested that LOIP be raised at the MADP Meeting. | PJ |
| 10. AOCB | None. | |
| 11. Next Meeting | Wednesday 21 February 2018, 2pm in 11 North Guildry Street, Elgin | |

Actions:

- Paul to link in with Caroline Cameron re: transfer of Operation Avon money from Community Safety budget to MADP budget.
- Identify Lead Officers/Services for targets in the performance section of the 2018-21 Delivery Plan.
- Paul to request up to date financial report from Caroline Cameron. (Completed)
- Add LOIP to the MADP agenda.
- All to comment/feedback to Paul on the new design of the Service User Report.
- All to read and note recommendations in the SDF Report.