



RECORD OF MEETING

TASK GROUP NAME:	Management and Performance Sub-group
CHAIRPERSON:	Tracey Gervaise, Public Health Lead, NHSG
DATE OF MEETING:	01 February 2013
LOCATION:	252 High Street, Elgin
APOLOGIES:	Sheena Duffus, Quality Improvement Officer, TMC (SD) Lynn Geddes, Director, Moray Council on Addiction (LG) Pauline Knox, Carers Strategy and Development Officer, TMC (PK) Garry Sutherland, Area Manager, TPS (GS) Harry Gordon, Partnership and Development Officer, Grampian Police (HG)
ATTENDING:	Tracey Gervaise, Public Health Lead, MCHSCP (TG) Willie Findlay, Chief Inspector, Grampian Police (WF) Ian Wood, Area Manager, Aberlour Child Care Trust (IW) James Grant, Service Manager, Studio 8 (JS)
IN ATTENDANCE:	John Campbell, Service Manager, Drug and Alcohol Services (JC) Amanda Ware, Community Analyst, Grampian Police (AW) Donna Philip, Support Team Administrator, MADP (DP) - <i>Minutes</i>

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
1. Welcome and Apologies	The Chair welcomed the group. Apologies noted as above.	
2. Previous Minutes and Matters Arising	The minutes were read as accurate. Matters Arising Drug related Deaths – 4 confirmed and 2 possible for 2012	
3. Management and Performance	The Research and Information Officer (RIO) gave an update on the report. She is still awaiting data on Q3 for 'Increase the number of	

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Report	<p>needles exchanged in needle exchanges throughout Moray'. There has been the issue of collating data on employment and education as this is not included in the alcohol star. The RIO will look into this further on how it can be reported through services and the SSA.</p> <p>The Service Manager (D&A) has contacted national offices of mutual aid groups to gather contact details for local groups. The ADP is also working with SMART which will help aid recovery. Scottish Recovery Consortium is also taking forward work on National Recovery Outcomes.</p> <p>There should be an increase in Naloxone training since Studio 8 started training sessions with Service Users. The way in which Naloxone training is being delivered is also being looked at Grampian wide which could cut down the time training sessions take and the amount for naloxone distributed to Service Users and family members.</p> <p>There are still names missing from the reporting plan. The Chair is happy to meet with lead officers and discuss further.</p>	
4. Service User Data	<p>The RIO gave a run through of the Service User Data Report. There has been a decline on alcohol data but progress with emotional and use of time. There was also a decline from quarter 2 to quarter 3 with service users accessing services. This would be associated with a seasonal decline. There has however, been an increase in the amount of service users staying in services. There has been no over 75's accessing service which is an issue and the RIO will look into how this data can be collected (GP Framework etc).</p> <p>An impact assessment for Moray will be compiled to look at any gaps and what they are telling us. This will link into the ADP's Strategy. There are significant gaps in early years which will impact us. There has been a rise in children living with adults with substance misuse issues. The age of the children is to be added in to future reports.</p> <p>The RIO will also look into the postcode data in the report and how this can be broken down further. This will give a local picture for targeting future funding. This item will be brought to the Health Intelligence meeting.</p> <p>The Chair, RIO and Service Manager (D&A) will meet to discuss how this can be taken further.</p>	

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5. Waiting Times	Merged into conversation above.	
6. Youth Justice	<p>Tim Chapman (CTC Associates) will be meeting with key managers of criminal justice, drug and alcohol services and service users on 4th and 5th February. He will be compiling a report on the outcome of young people at risk of offending which will also link into our own framework.</p> <p>The report will look at the 6 key areas and will also take into account the current financial climate. The report will be completed by March 2013. If anyone would like to meet with Tim Chapman, VC link is available if they are unable to meet when he is in Moray.</p>	
7. ADP Strategy	<p>A timeframe flowchart has been constructed for the ADP Strategy. The Service Manager (D&A) and RIO met with the Strategy Development Officer to get a better idea of how to take the ADP Strategy forward.</p> <p>A steering group will be held to take the first stage of planning forward and key managers will attend. Workshops will also be held across the board for comments and feedback. An event will then take place for everyone to engage. From there the strategy will be pulled together and consulted on. There may be external processes that may impact the Strategy but the ADP are aware of this. The ADP will also know the amount of funding from The Scottish Government by March but this is not expected to change much from previous years.</p> <p>Once the Strategy has been compiled the ADP will then start work on the commissioning plan.</p> <p>The Service Manager (D&A) will contact key people to engage in the steering group.</p>	
8. AOCB	<p>SOA</p> <p>The new SOA has been distributed. The Chair asked the group if they were happy with what was included in the alcohol section of the SOA. Any comments on the SOA should be sent to the ADP by noon on Friday 8th of February. The Chair, Service Manager (D&A) and RIO will meet to look over comments and suggest any changes if needed. If anyone has any queries or questions to contact the Service Manger (D&A).</p> <p>Early Years Collaborative</p> <p>The Early Years Collaborative launched last October and is a national priority. The aim focuses on 3 age ranges:</p>	

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	<ul style="list-style-type: none"> • Pre birth – 1 year • 1 month – 3 years • 3 years – 5 years <p>The Chair has been appointed as the Project Manager in Moray and the Moray team will be looking at how to take the information gathered at the conference forward and report back. More conferences have been set the Chair will keep the group updated.</p> <p>Alcohol Related Brain Injury Work around ARBI will be taken forward in Moray. We will be looking at the work compiled by Shire and City and see the prevalence in Moray. This will also be brought back to the group at future meetings.</p> <p>Local Licensing Forum The RIO and Peter Mclean (Health Intelligence Analyst) are currently analysing data which will inform the Licensing Board for their new policy.</p> <p>Safer Streets An evaluation of the Safer Streets Project will come back to the group of the next meeting.</p>	
9. Date and Time of next meeting	The next meeting will be held on 3 rd May at 11am in Meeting Room 1, Spynie Hospital.	

CHAIRPERSON'S NOTES/COMMENTS

Issues to be reported to: Moray Alcohol and Drug Partnership
Details of evidence retained and location: 252 High Street, Elgin, IV30 1BE