



RECORD OF MEETING

TASK GROUP NAME:	Management and Performance Sub-group
CHAIRPERSON:	Tracey Gervaise, Public Health Lead, NHSG
DATE OF MEETING:	02 August 2013
LOCATION:	Meeting Room 1, Spynie Hospital
APOLOGIES:	Willie Findlay, Chief Inspector, Grampian Police (WF) Steve McCluskey, Moray ADP (SM)
ATTENDING:	Tracey Gervaise, Public Health Lead, MCHSCP (TG) Garry Sutherland, Area Manager, TPS (GS) Harry Gordon, Partnership Development Officer, Police Scotland (HG) Pauline Knox, Carers Strategy and Development Officer, TMC (PK) Robin Paterson, Senior Performance Manager, The Moray Council (RP) Lynn Geddes, Director, Moray Council on Addictions (LG)
IN ATTENDANCE:	John Campbell, Service Manager, MADP (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	The note of the previous minute is still to be circulated.	
3. Matters Arising	There were no matters arising.	
4. Funding Allocation	A letter was received from The Scottish Government regarding allocation of funding to ADP's. Funding for Grampian as a whole has been confirmed and Moray will receive £607,000. The letter also included planning and reporting arrangements and the annual report should be submitted by 16 th September. The ADP is currently on target for this report being submitted and is working	

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
	<p>ahead of deadlines.</p> <p>The chair gave an update on ABI and stated that 90% of ABI's are delivered under mandatory settings (GP Practices, A&E etc). The Chair asked if there would be the opportunity for the 10% to be delivered in non mandatory settings. The Drug and Alcohol Services Manager stated that the ADP Strategy and spend will be set in September and this will be taken into consideration. The ADP currently funds the post of the Alcohol Liaison Nurse (ALN) and this post could be used to create and cascade knowledge and skills for non-mandatory settings. The Drug and Alcohol Services Manager is meeting with the NHS Finance Manager to discuss the 2013/14 plan for the ADP and will also look at slippage from last year.</p> <p>The ADP currently report to the Health and Social Care Partnership and not straight to the Community Planning Partnership. There is a clear gap that needs to be highlighted in the Strategy/Annual Report.</p>	
<p>5. Tim Chapman Report</p>	<p>The Tim Chapman report was circulated far and wide for comments. One comment from the Chief Inspector was regarding a statement in the report that needs to be corrected. This will be sent back to Tim Chapman for correction.</p> <p>Tim Chapman compiled the report by holding interviews over 2 days with staff from Criminal Justice, Drug and Alcohol Services Young People Services and Police. However, there tends to be a few key people/services that had been missed through the interview stages. The report highlights that there is a gap in knowledge on education and health. Tim was asked to ensure the recommendations he compiled were achievable, which they are. Questions were asked at the table regarding the Criminal Justice Change Fund and if the funds had been reduced. The Drug and Alcohol Services Manager is to discuss further with the Service Manager of Criminal Justice.</p>	
<p>6. Alcohol and the Elderly Report</p>	<p>The Alcohol and the Elderly report by Amanda Ware was also circulated for comments. Amanda stated that there was difficulty gaining data for the report. The report highlights the ratio of over 65's in drug and alcohol services as being low. There are currently only 15 over 65's in services. One of the recommendations is to try and get that age group into services where possible. The question was asked if we can track those in Community Care Services who are misusing alcohol but not accessing a Drug and Alcohol Services. The Senior Performance Manager is to flag up at the next forms meeting how a question can be added to the forms within</p>	

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
	<p>Community Care. This could include a tick box stating 'How many alcoholic drinks are you consuming a week'.</p> <p>The report is to be tabled at the next Health Intelligence meeting and will also be submitted to the Licensing forum with key recommendations to the board.</p>	
<p>7. Service User Data – Quarter 1</p>	<p>The Service User Report was tabled at the meeting. Services are currently sitting with less clients as well as less assessments being undertaken than in Quarter 4 (2012/13). The Research and Information Officer has included the postcode data that was agreed at the last meeting. 11 service users are currently residing in the same postcode area. It was agreed that this needs to be investigated further on what the process of housing currently is and how they come to stay in that postcode areas. There currently is a housing section within the SSA.</p>	
<p>8. Quality Improvement</p>	<p>A letter was received from The Scottish Government on Quality Improvement Framework. This letter will be circulated far and wide. The format will be the same as used in the past in which the ADP used the Delivery Plan. Part of the Quality Improvement Framework will include the new Drug and Alcohol Information System (DAISy) will be integrated into services by 2015.</p>	
<p>9. Performance Delivery Plan</p>	<p>Delivery Plan 2012/13 – There are still a few updates to be included in to the report but will be chased up as soon as.</p> <p>Delivery Plan – Quarter 1 – There are currently no risk areas in Quarter 1.</p> <p>There has been a lot of movement within services with staff moving posts/moving on and the Chair would like to thank Ian Wood, Aberlour Child Care Services for his input over the years and wishes him all the best in his new career.</p> <p>The Carers Strategy and Development Officer updated the group on Quarriers Carers Support Service. They have recently received funding which will sit with the Local Authority. This funding will support education and social care. The funding follows a project that Quarriers undertook with Out of the Darkness Theatre in where they put on productions regarding Carers and caring to schools in the area. After the productions took place 99 children contacted Quarriers regarding caring for someone with a substance misuse issue.</p>	
<p>10. ADP Update</p>	<p>The ADP are currently in the process of developing their Annual Report and Strategy.</p>	
<p>11. Stakeholders Event</p>	<p>The ADP held their annual Stakeholders Event on 26th July. The speakers who attended where Richard Lochhead, Kuladharini, Hilary Smith, Amanda Ware, Ann Griffin, Susan Leonard and Wendy</p>	

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
	Spencer. Table top discussions took place on what stakeholders would like to see in the new Strategy. This will be disseminated in due course. There was a lot of discussion around 'legal highs' and it was felt that this will need to be included in the Delivery Plan. The Chief Executive of the Moray Council also attended and closed the event at the end of the day.	
12. AOCB	Steve McCluskey will be working a ½ post for the ADP as Development Officer.	

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