



RECORD OF MEETING

TASK GROUP NAME:	Finance and Commissioning Sub-group
CHAIRPERSON:	Mark Cooper, Superintendent, Division 2, Grampian Police (MC)
DATE OF MEETING:	06 November 2013
LOCATION:	Resource Centre, Grampian Police, Elgin
APOLOGIES:	Tracey Gervaise, Public Health Lead, NHS (TG) George McLean, Business Manager, NHS (GM) Blair Dempsie, Service Manager, TMC (BD) Amanda Ware, Research and Information Officer, MADP (AW)
ATTENDING:	Mark Cooper, Superintendent, Division 2, GP (MC) Robert Gilmour, Accountant, TMC (RG) Colin Mowat, Safer Communities Inspector, Grampian Police Bob Sivewright, Finance Manager, NHS (BS) Roddy Huggan, Commissioning Manager, TMC (RH) Fabio Villani, Chief Officer, Third Sector Interface Moray (FV)
IN ATTENDANCE:	John Campbell, Service Manager (Drug & Alcohol), MADP (JC) Donna Philip, Administrator, MADP, (DP) - Minutes

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
1. Welcome and Apologies	The Chair welcomed the group. Apologies as noted.	
2. Previous Minutes and Matters Arising	The minutes were read as accurate. Matters Arising – The NHSG Review (Foster Report) was circulated and feedback has been given. The final report was not what the NHSG were looking for however; framework has been created with the 5 key priorities to work from. The framework is still to be signed off and will be taken forward in due course. Maria Rossi who was in charge of the framework is now on a year long sabbatical and many pieces of her work will be taken forward by the most appropriate people.	

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3. NHS Grampian Reporting	<p>The reports for June and September were tabled. These reports are submitted to the ADP Chairs meeting. There is an unallocated £31k from Moray. When ADP monies are received by The Scottish Government the ADP Chairs allocate to each area. Monies left over are then top sliced into certain areas such as ABI enhanced Services, ABI Sexual Health Admin Support and Alcohol Misuse Prisons.</p> <p>There are concerns over the pre 2006 investment where there has been no explanation where this money went. Grampian ADP's have queried this on many occasions but have received no more information.</p> <p>There are also concerns that Aberdeen City ADP are carrying forward a large amount of slippage each year and it is not known how this is happening. It was agreed that Jane Mackie will raise this at the next ADP Chairs meeting. Data from the past 3 years on slippage will be provided to Jane.</p>	
4. MADP 2013/14 Report	<p>A financial plan was tabled to the group with recurring and non-recurring funds for 13/14. Any slippage money is safe to carry forward but must be spent in that following year.</p> <p>The ADP currently funds various posts and one which is currently vacant (Service User Involvement). This has been held back due to the current Moray Council processes. It was felt that this post is essential to the ADP as it has helped engage service users and their views. It was asked if this could be commissioned to the 3rd sector. This was looked at in the past but it was felt that an independent person would need to hold the post.</p> <p>The Early Years and Pregnancy pilot is currently being looked at as a pilot for other areas through the Early Years Collaborative. The current Support Workers post will be pulled into the redesign of children services in Moray.</p> <p>Safer Streets have not contacted the ADP regarding funding for this year which they have helped fund over the past 3 years. It was agreed that the Safer Communities Inspector will contact Harry Gordon to discuss this further and send costings to D&A Service Manager by 7 November. It was agreed that the money would be made available to Safer Streets in the meantime.</p> <p>The Finance Manager (NHSG) will update the finance plan with the changes.</p>	
5. Proposed Pilot – Carers Project	<p>A proposed pilot for a carers project was tabled. Funding for this is joined from Local Authority and NHS. The 18 month pilot will benefit Moray with the aid of a support worker that will be attached to Quarriers. If successful it will be integrated into the tender process. The pilot will support the Recovery Orientated System of Care.</p>	
6. Template report on Self Assessment – The Scottish Government	<p>The Scottish Government no longer want an annual report but asked that ADP's to submit a completed template set by them. The template was discussed at the ADPs Stakeholders day and at the Front Line Forum for views. The report has been submitted to The Scottish Government but has not been signed off by the Partnership as yet. This will be done at the meeting on Friday and will be available to view on the MADP website. Any comments/feedback are to be submitted to John prior to Friday.</p>	

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7. 2013/14 Updated and Planning	This area was covered under Safer Streets.	
8. 2014-2019 Planning and Commissioning	<p>A letter was received from The Scottish Government acknowledging the fact that we are hitting the HEAT A11 target by 100%. Another letter received on Quality Improvement was sent to ADP's. We will need to take into consideration what the letter states and take the key elements into consideration. The key elements are local improvement goals and measures and Ministerial priorities.</p> <p>Strategy – The group will need to look at the spend for the next 5 years and a meeting will be pulled together with this group and the Partnership. The tender process was due to take place on 16th September due to a Scottish Government taking place. It is hoped that the process will now begin on 4th December.</p> <p>The outcomes in the tender for Access and Assessment will need to be relouked at and the D&A Service Manager will be meeting the Commissioning Team to pull this together. All applicants to tender will be made aware of the amount of money there is so that they can plan the service they can provide. There is the small issue of 3rd sector agencies not having access to CareFirst or PMS but the ADP are currently looking at the Support Team Administrator undertaking training on CareFirst. From there she will be able to add all clients coming through the allocations and which service they are working with.</p> <p>The Service Manager (D&A) will be meeting the Area Manager for Turning Point Scotland in regards to the possibility of extending their contract if there are further delays in the tender process.</p>	
9. Meeting Dates	<p>It was agreed that the meeting dates will be set for 2014/15. FC meetings will be held 2 weeks prior to the Committee meeting and after the Management and Performance Sub-group. This is to ensure that the most up to date data is submitted to the groups. Meeting dates will be signed off by the Partnership on 8th November and circulated to all.</p> <p>The Chair noted that many Police Scotland Officers will be pulled into the Commonwealth Games from July – early August and any meetings may need to be rearranged around that time.</p>	
10. AOCB	<p>The ADP funded a project by the Library to look at alcohol awareness material for libraries etc. The postcards submitted by them were circulated to all and comments were received.</p> <ul style="list-style-type: none"> • No visual impact - dark colours, poor layout, this needs to be improved; • Too much text, key messages should be clear, precise and concise, links could be supplied for those who would wish more in-depth information and support; • Font size - is this compliant with font/type requirements; • No local evidence has been applied, only national, a local 'drill down' would be more appropriate and more of interest to the Moray population/target audience; • In the current format the postcards will not attract nor inform or support the target audience; • Know Your Limits - content far too complicated, will switch off rather than 	

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	<p>switch on the target audience.</p> <ul style="list-style-type: none"> • Last, but not least - were service user groups involved in the planning and development of the postcards ? • The section at the bottom of the slide regarding the ADP would need to be changed as they do not promote low risk drinking. • The postcards are quite busy for postcard sizes. • A lot of cards and too much information. Ok to read on website but not on a small handout. <p>Any further comments are to be send to the D&A Service Manager.</p>	