



RECORD OF MEETING

TASK GROUP NAME:	Management and Performance Sub-group
CHAIRPERSON:	Tracey Gervaise, Public Health Lead, NHSG
DATE OF MEETING:	27 February 2014
LOCATION:	9 North Guildry Street, Elgin
APOLOGIES:	Willie Findlay, Chief Inspector, Police Scotland (WF) Harry Gordon, Sergeant, Partnership Development Officer, Police Scotland (HG) Sheena Duffus, Quality Improvement Officer, TMC (SD) Pauline Knox, Carers Strategy and Development Officer, TMC (PK)
ATTENDING:	Tracey Gervaise, Public Health Lead, MCHSCP (TG) Garry Sutherland, Area Manager, Turning Point Scotland (GS) Steve McCluskey, Moray ADP (SM) John Campbell, Drug and Alcohol Service Manager, MADP (JC)
IN ATTENDANCE:	Amanda Ware, Community Analyst, Police Scotland (AW) Donna Philip, Support Team Administrator, MADP (DP) - <i>Minutes</i>

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
1. Welcome and Apologies	Apologies noted as above. It was noted that for those who cannot attend if they could nominate a deputy instead for future meetings to ensure that we are quorate.	
2. Previous Minutes and Matters Arising	The minutes were read as accurate.	
3. Updates from Previous Meeting	a) Feedback on Moray ADP Self Assessment The ADP received feedback, via a letter, from the Scottish Government on Self Assessment and the direction that the Scottish Government wishes the MADP to take. The MADP are moving in the right direction. The Scottish Government want recovery at the	

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	<p>centre of all MADP activity.</p> <p>The Scottish Government feel we need to be smarter with our core and local indicators. In response to this there are data limitations, but we hope to further develop management and reporting streams as we progress with adult health and social care integration. Previously Councillors felt that the ADP reporting mechanism was not easy to interpret. They were offered briefing sessions on how to interpret the data reported but no one has taken up this offer. A meeting will be held with Cllr Creswell to discuss future briefing sessions that could be made available in due course.</p> <p>A letter from the Drug Policy Unit and the Chief Executive of Moray Council and the MCHSCP General Manager has been received and circulated congratulating everyone on their hard work over the past year.</p> <p>b) Estimate Prevalence of Problem Drug Use The ADP Analyst responded to ISD's request for data and notified them that they will be able to collect the data from ISD's own SMR25. ISD have not responded back.</p> <p>c) DNA Rates and Unplanned/Planned Discharge Rates The DNA rates are good for Moray and there are no current concerns. The data shows that it looks high but when this is benchmarked against other ADP's it is relatively low. As this is the 1st year of collating the data it will help to ascertain a good baseline to work from. We currently don't report on the reason behind clients DNA and this may be worth looking into. The Analyst is to meet with services and report back at the next meeting.</p> <p>d) Planning for Change The Chair of the ADP attended this meeting to discuss The Quality Principals which are centred on Recovery. There was some unrest at the meeting on the wording of the principals. With Adult Health and Social Care Integration imminent there will be more changes to come. The Analyst is to check with other ADP's in Grampian to see what they are currently doing. The Service User Information Officer will also be able to look at this area of work.</p> <p>e) Outcomes Star Electronic System See Agenda Item 9</p> <p>f) Performance Delivery Plan – Needle Stick Data</p>	

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	The Analyst has received the needle stick data from Lands and Parks and the Performance Plan has been updated to show this. See also agenda item 8.	
4. MADP Finance and Tendering Meeting – Outcome	<p>The ADP has met to initially plan the next 4-5 years in terms of finance and tendering. At the meeting it was agreed that 2 Social Work posts and 1 Alcohol Liaison Nurse post will be decommissioned. The Public Engagement Officers post will be reviewed and the Head of Children and Young People will present an activity report on the work of 2 Domestic Violence Support Worker posts and Early Years Worker posts. The current Support Workers for Early Years are now based within Children`s Integrated Services. The ADP will be considering 2 full time posts for Social Workers for the Drug and Alcohol Integrated Service. The Access and Assessment Service will be a pilot programme and the time frame for this has yet to be identified and agreed.</p> <p>The Analyst will be developing a framework of objections where we can measure services to ensure they are transparent and fit for purpose. The D&A Service Manager will also speak to the Chair of the ADP to arrange a meeting with all Chairs of the Sub-groups to discuss the framework as soon as possible. Another meeting is being held on the 7th March to discuss funding and tendering further.</p>	
5. MADP Commissioning Process	Covered as above.	
6. National Directive on Recovery	As discussed in planning for change. We will need to ensure that this fits with our Workforce Development Training Needs Assessment. We also need to ensure that we adopt robust methodology to support change. Driver diagrams will be utilised in this area.	
7. MADP Strategy	The strategy is currently behind schedule. When the document is produced it will be clear, precise and concise and will cross populate with other relevant strategies.	
8. Service Delivery Plan – Quarter 3	<p>The Analyst gave an update on the Service Delivery Plan. We are currently sitting at amber in all areas. All the data has been collected for this quarter and the needle stick data has been entered. It may seem that there are a lot of needles found but many are found when clearing houses by council staff. The D&A Service Manager is meeting with housing and will have the opportunity to speak to Richard Anderson.</p> <p>We should be looking closer at Performance Indicators and measure more localised areas. The Analyst is to email the sub group chairs on their thoughts on the Performance plan and how</p>	

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	they can help improve it.	
9. Service User Data – Quarter 3	<p>The Outcome Star is currently going well. The ADP is still working on the baseline data. It is currently not legal to be using the star as they have now introduced a licence. It is not a problem to access a licence however, training is delivered in London. Action for Children currently uses the star and the Analyst will contact them to see how they accessed training. It was agreed that the MP Sub-group endorse the use of the star.</p> <p>The Service User Data showed that for Quarter 3 emotional health was scoring high (progress) within service users. The clients currently in service have not changed hugely. There has been a slight rise in those aged 56-65 years accessing services this quarter. The majority of service users are unemployed. The Analyst has received the contact details for the Housing Support Worker for the Kingsmills area and will be in touch with them to discuss why so many service users are living in the same area.</p>	
10. AOCB	There was no other AOCB.	

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