Moray Alcohol and Drug Partnership

RECORD OF MEETING

TASK GROUP NAME:	**MADP Partnership**
CHAIRPERSON:	**Jane Mackie – Head of Community Care**
DATE OF MEETING:	30 May 2016
LOCATION:	Spynie Hosptial, Spynie, Elgin
APOLOGIES:	Karen Millar — Employer & Partnership Team – DWP Ali Walker — NHS Grampian
ATTENDING:	Lynsey Murray — Recovery Re-design Lead – NHS Joyce Lorimer — Service Manager – TMC Tracey Gervaise — Health & Wellbeing Lead – NHS Willie Findlay — Community Safety Officer – TMC Kate Stephen — Superintendent – Police Scotland Fabio Villani — Chief Officer – TSI Moray Susan Leonard — Operations Manager – Quarriers Alan Weaver — Employment & Support Training Manager – TMC David Munro — Housing & Property Manager - TMC
IN ATTENDANCE:	Paul Johnson — MADP Lead Officer
MINUTES:	Louise McKenzie — MADP Support Team Administrator

AGENDA ITEM/TOPIC	*ACTION POINT*	*ACTION BY*
1. Welcome and Apologies	The Chair welcomed the group. Apologies were noted as above.	
2. Previous Minutes and Matters Arising	The minutes were read and approved.	
3. Budget	Paul gave some background information regarding the 2016/17 budget	

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2016/17	as there were new members round the table. The main points being: • The underspend from previous years was not carried forward. • The budget for 2016/17 is fixed at £644,000. At the joint Finance/Commissioning & Management/Performance meeting on 12 May detailed consideration was given to all spend areas and recommendations made for MADP members to confirm or not. Paul read out each item on the budget plan and explained why the recommendation was being made. All MADP members agreed to the 2016/17 budget recommendations put forward by the joint Finance/Commissioning and Management/Performance subgroup meeting as outlined in the briefing dated 25 May 2016. Going forward there is going to be significant challenges for 2017/18. The following points were noted: • The Finance/Commissioning and Management/Performance sub-groups will be merged. • Members agreed to start looking at the 2017/18 budget by February 2017. This gives us time to consider, explore and evaluate what's happening. • MADP will receive reports of activities from Services to consider what is happening in Moray. It was also agreed to keep having the Partnership meeting on a monthly basis and everything is coming together and working.	**PJ**
4. ADP Constitution	The constitution is out of date and requires an overhaul. There are a number of actions that need to be considered. Paul suggested that we wait until after the Quality Principles Audit to start this piece of work.	
5. Quality Principles	Paul gave a brief overview of where we are with the Quality Principles Audit. The file reading was completed on 13 May and the next piece of work is a site visit on 10 June where Sharon Robertson, auditor will speak with MADP members, staff and service users. Paul has circulated emails about what happens after the site visit: 1. The audit will contribute to a Scottish wide report. 2. Each ADP will receive feedback and get advice. Following on from the file reading an MADP development plan has already started to be compiled. This draft copy will be circulated to members by the end of week and should be read in conjunction with the Self Evaluation. Feedback from the file reading exercise on 13 May was generally positive. There were good pieces of work from all services which tie in with Lynsey's work on care pathways. This is an important piece of work and is an opportunity to learn from.	**PJ**
6. Feedback from Sub Groups	**<u>Management & Performance/Finance & Commissioning</u>** Following on from the joint meeting with Finance and Commissioning on 12 May regarding the budget it was felt that these sub-groups should be merged and meetings to take place initially on a bi-monthly basis. Paul	

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	will: • Review the members of these groups and circulate a proposed member list for the combined group. If no comments/feedback is received Paul will presume that it's ok. • Link in with Tracey and Kate to discuss and agree the agenda. • Look at dates to hold a meeting before the school holidays. **<u>Children and Young People</u>** Tracey gave an update on the Children's module being undertaken looking at children aged 12-18 years old. An extensive literature review looking at examples of best practice and best interventions for that age range should be completed by the beginning of June. A workforce questionnaire was tested at the Frontline Forum held on 18 May. This showed that there are a number of gaps. This is going to be an extensive piece of work to support and enable practitioners. Tracey has confirmed that her team are able to provide some time but this is limited. **<u>Workforce Development</u>** Joyce Lorimer has volunteered to Chair the Workforce Development sub-group. All members were in agreement.	**PJ** **PJ**
7. AOCB		
8. Date of Next Meeting	The next MADP Partnership meeting is scheduled for **Monday 27 June 10:00am-11:30am in meeting room 1, Spynie Hospital.**	

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