



## RECORD OF MEETING

<b>TASK GROUP NAME:</b>	<b>Finance and Commissioning Sub-group</b>
<b>CHAIRPERSON:</b>	<b>Mark Cooper, Superintendent, Division 2, Grampian Police (MC)</b>
<b>DATE OF MEETING:</b>	08 March 2013
<b>LOCATION:</b>	Resource Centre, Grampian Police, Elgin
<b>APOLOGIES:</b>	Bob Sivewright, Finance Manager, NHS ( <b>BS</b> ) Roddy Huggan, Commissioning Manager, TMC ( <b>RH</b> )
<b>ATTENDING:</b>	Mark Cooper, Superintendent, Division 2, GP ( <b>MC</b> ) Ken Hamilton, Business Manager, NHS ( <b>KH</b> ) Tracey Gervaise, Public Health Lead, NHS ( <b>TG</b> ) Blair Dempsie, Service Manager, TMC ( <b>BD</b> ) Robert Gilmour, Accountant, TMC ( <b>RG</b> ) Colin Mowat, Safer Communities Inspector, Grampian Police
<b>IN ATTENDANCE:</b>	John Campbell, Service Manager (Drug & Alcohol), MADP ( <b>JC</b> ) Amanda Ware, Research and Information Officer, MADP ( <b>AW</b> ) Donna Philip, Administrator, MADP, ( <b>DP</b> ) - Minutes

<b>AGENDA ITEM/TOPIC</b>	<b>ACTION POINT</b>	<b>ACTION BY</b>
<b>1. Welcome and Apologies</b>	The Chair welcomed the group. It was agreed at a previous ADP Meeting that Mark Cooper, Superintendent, Division 2 would Chair the Finance and Commissioning Sub-group for the foreseeable future.	
<b>2. Previous Minutes and Matters Arising</b>	The minutes were read as accurate.  The NHSG Public Health review document will be published for feedback. The D&A Service Manager will distribute to all when it is available and bring back to the table.	
<b>3. ADP Update</b>	Workforce and Development – The ADP are currently working with City, Shire, NHS and RGU to look at work done locally in regards to Training Needs Analysis. An event was held at RGU with over 100 participants from across Grampian and was a success. They will now be looking at a delivery plan that can deliver fit for purpose learning in a model appropriate for current service delivery.	

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	<p>Children and Young People – This sub-group will tie in with the Early Years collaborative. The Head of Integrated Children Services will Chair this meeting. The agenda of this group will link into other groups.</p> <p>Management and Performance – The Scottish Government will not be requesting a Delivery Plan for 2013/14 as the current one is for 3 years. They have asked that an extra page is added to the Annual Report with any changes to the Delivery Plan. All quarters have been reported on the Management Performance Plan and the A11 target has been met and the ADP is currently sitting at 100%. The MP Sub-group will be leading on the new ADP Strategy. A project plan is in place and focus groups have taken place for feedback. An event will be held at the end of April and the Strategy will then be pulled together and circulated for comments.</p> <p>Finance and Commissioning Sub-group – The Moray Council and NHSG will ceased commissioning addictions counselling services with MCA from 31 March 2013 and are now looking at how they will deliver these types of services. Current organisations can deliver these services at no cost and the use of volunteers and spot purchasing will be implemented. The ADP is currently engaging with procurement to look at how to tender for this.</p>	
<b>4. Finance Report</b>	<p>The Finance Manager (NHS) submitted a report to the Finance Group highlighting that there was a small amount of under spend projected for 2013/14. The D&amp;A Service Manager will be looking at where the slippage/under spend has occurred. Slippage/under spend can be carried forward.</p> <p>The new Strategy will be for 5 years and the group will need to decided where funding aligns for the period April 2014 – March 2019.</p>	
<b>5. Commissioning 2014-2018</b>	<p>With the new Strategy in process of development, a decision on the outcomes for commissioning and plan how to take this forward will be required. Thoughts to help this were;</p> <ul style="list-style-type: none"> <li>• Main points from the needs assessment;</li> <li>• List of what is happening locally;</li> <li>• Evaluation from previous funded projects;</li> <li>• Service evaluation report;</li> <li>• Data from outcome star (wouldn't include domestic violence);</li> <li>• Report from Tim Chapman; and</li> <li>• Options appraisal.</li> </ul> <p>It was agreed that the D&amp;A Service Manager would refresh the Delivery Plan and redefine priorities. He will also meet with services to get basic information from them and provide a report for the next Finance Sub-group.</p>	
<b>6. Meeting Dates</b>	<p>The meeting dates have been set for the year. It was agreed that given the work that may be required over the next 12 months, the chair would call additional meetings when and where required.</p>	
<b>7. AOCB</b>	<p>The Business Manager (MSCHCP) commented that this is the last week in his post and that it is hoped when his successor is in place they will sit at the table.</p>	

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	The Chair thanked Mr Hamilton for his time and commitment in delivering for the ADP over the years and wished him well in his new endeavours.	