

Moray Alcohol and Drug Partnership

RECORD OF MEETING

TASK GROUP NAME:	JOINT: Management and Performance Sub-group Finance and Commissioning Sub-group
CHAIRPERSON:	Superintendent Kate Stephen – Police Scotland
DATE OF MEETING:	Monday 14 August 2017
LOCATION:	9 North Guildry Street, Elgin
APOLOGIES:	Susan MacLaren – Head of Children’s Services (MC) Caroline Cameron – Accountant (MC) Blair Dempsie – Justice Services Manager Tracey Gervaise – Health & Wellbeing Lead (NHS) Richard Anderson – Head of Housing & Property (MC) Bob Sivewright – Finance Manager (NHS) Emma Johnston – Operations Manager (Quarriers) Tracie Wills – Senior Commissioning Officer (MC) Fabio Villani – TSI Moray Tracey Gervaise - NHSG
ATTENDING:	Joyce Lorimer – Service Manager (MC) Jackie McLaren – Operations Manager (TSi) Willie Findlay – Community Safety Officer (MC)
IN ATTENDANCE:	Paul Johnson – MADP Lead Officer
MINUTES:	Louise McKenzie, Support Team Administrator, MADP

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
1. Welcome and Apologies	Superintendent Kate Stephen welcomed everyone to the meeting and apologies were noted.	
2. Previous Minutes & Matters	The minutes of the last meeting were approved.	

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Arising	<p>Paul confirmed that the MADP and Services have moved on from the Outcome Star tool to the Recovery Outcomes tool on 1 July and as a result are currently in an 'in-between period'.</p> <p>All 'superusers' have been identified for DAISy and MADP are currently on track with preparations for DAISy.</p> <p>A meeting will be set up to review the Single Shared Assessment documents which links into discussions around rationalising the reports and reporting framework.</p> <p>The 64k underspend in 2016/17 has been utilised by the IJB for other areas of work out with the MADP. This will need to be accounted for in the Annual Report to the Scottish Government.</p> <p>Bob and Caroline are currently on annual leave and an update will be provided for the next meeting. At present there is a projected underspend of 10k on the basis that Amanda is not returning as RIO.</p>	
3. Quarter 4 Reports	<p>Arrows – Q1</p> <p>Paul met with Marie and Emma from Arrows on 4 August to discuss quarter 1 report. Happy to report that there are no areas of concern. This quarter has seen an increase in the number of self-referrals, one to one recovery support sessions and counselling sessions.</p> <p>Due to the transition from Outcome Star to Recovery Outcomes tool there is no outcomes data this quarter.</p> <p>Paul has requested that section 5 Service User Involvement is amended as the service user involvement is far greater than indicated in the report.</p> <p>Paul is attending the Arrows next Service User meeting on 17 August.</p> <p>Kate, sub-group chair formally recognised the good work and performance from Arrows.</p> <p>Paul informed that their 3 year contract is due to run out at the end of August 2019 and this group have to schedule in looking at taking forward the option of extending this for a further 2 years (as per the contract) a good 6 months prior to this.</p>	
4. MADP Delivery Plan	<p>The current Delivery Plan runs from 2015-2018. Paul is in the process of reviewing the Plan and has put in some recommendation which he would like members of this group to read and consider over the next week. The Delivery Plan is being tabled at the next MADP meeting on 28 August and feedback /comments are required as part of the review process.</p>	

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5. Funding Projection 2017/18	<p>Paul will circulate an update on funding once received from Caroline.</p> <p>Paul has asked Bob to clarify if there will be any uncommitted money and if so how much.</p> <p>Projection on the 2018/19 budget will commence shortly. There are funding streams that are coming to end in 2018/19 and the group will look at how this funding may be utilised.</p>	
6. Transfer of Money from Operation Avon to Children & Young People's Sub-group	<p>Willie informed that Operation Avon and Safer Streets has been running for 12 years. Willie has had no feedback on what direction Operation Avon should go. MADP no longer fund Operation Avon or Safer Streets but Community Safety had an underspend of £15,828 at the end of the 2016/17 financial year.</p> <p>A Safer Streets operation ran at the end of July (payday weekend) which cost £1000.11. Willie informed that further Safer Streets operations are planned in August, October and December with costs projected to be around £6000. Therefore there would be approximately 10k available.</p> <p>It was identified at the Children and Young People's sub-group on 29 June that this underspend could possibly be used to take forward alcohol and drug actions following the recent Children's Inspection.</p> <p>Paul contacted Susan MacLaren and Iain MacDonald requesting a business plan on how the money will be utilised in order that he could present it to the MADP for consideration. A rough draft was received from Kirstie Wallace. Kirstie informed Paul that she is unable to take the plan forward. A request asking for who will take over the work has been sent. A reply is still pending therefore there is currently no business case. Therefore at this stage the money could not be allocated to Children's Services.</p> <p>It was agreed to add the Operation Avon money as an item on the MADP agenda.</p>	
7. AOCB	None.	
8. Next Meeting	Monday 13 November 2017, 10am at 9 North Guildry Street, Elgin	

Actions:

- **Send Joyce the TSI report.**
- **Joyce to add Arrows contract as an agenda item for the next Commissioners meeting in November.**
- **Paul to prepare a short statement/briefing for the Commissioners meeting.**
- **All members to read Delivery Plan and send feedback/comments to Paul by 22 August**
- **Paul will circulate funding projection update from Caroline after he's received it.**
- **Operation Avon Money to be added to MADP Agenda for 28 August.**