



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 15 May 2017
LOCATION:	9 North Guildry Street, Elgin
APOLOGIES:	Susan MacLaren – Head of Children’s Services (MC) Caroline Cameron – Accountant (MC) Fabio Villani – Tsi Moray Pauline Knox – Senior Carers Strategy Officer (MC) Blair Dempsie – Justice Services Manager Lynsey Murray – Recovery Re-design Lead (NHS) Tracey Gervaise – Health & Wellbeing Lead (NHS) Willie Findlay – Community Safety Officer (MC) Richard Anderson – Head of Housing & Property (MC)
ATTENDING:	Bob Sivewright – Finance Manager (NHS) Joyce Lorimer – Service Manager (MC) Jackie McLaren – Operations Manager (TSi) Emma Johnston – Operations Manager (Quarriers) Tracie Wills – Senior Commissioning Officer (MC) Gareth Williams – Performance 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	<p>Superintendent Kate Stephen welcomed everyone to the meeting and apologies were noted.</p> <p>Joyce Lorimer joined the meeting at 10.30am.</p>	
2. Previous Minutes & Matters Arising	<p>The minutes of the last meeting were approved.</p> <p>Item 4 of the agenda will cover matters arising.</p> <p>Paul is linking in with SDF to do preparation work for the MADP Development Day which will determine whether or not to separate this sub-group. The Development Day will involve all MADP and sub-group members.</p> <p>RIO – Amanda came back from maternity leave for 3 weeks as she tagged accrued annual leave onto the end of her maternity leave. Amanda has decided not to return to work.</p> <p>The RIO post is still vacant as it was not backfilled. Paul and Jane are currently reviewing what requirements are needed. A briefing to the group will be circulated to the group once this has been formulated.</p> <p>Gareth confirmed that Roddy Huggan and Bruce Woodward agreed for him to do the Needs Analysis for the ADP. This will also have to be agreed with Jane Mackie.</p> <p>Paul thanked Gareth for all the work and reports thus far which has been recognised by the Scottish Government as well.</p>	
3. Quarter 4 Reports	<p>Paul went through the quarter 4 reports.</p> <p>Arrows – Q4 There are no areas of concern. Paul suggested the ADP look at areas of development, specifically expanding the range of services and accommodating to range of people’s needs, eg opening a second premises for service users further along in recovery. It was agreed to explore business and funding opportunities to look at the next stage of development with no commitment.</p> <p>Emma informed that Arrows are in the process of taking this forward there is a need for two premises.</p> <p>TSI TSI have provided the ADP with a comprehensive report with a good description of the work they have done.</p> <p>The next step is to support TSI to look at key lessons learned and opportunities for the future not just for the ADP.</p>	

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	<p>Pregnancy & Early Years Paul informed that as he has not yet met with Iain MacDonald, Children's Wellbeing Manager to discuss the report it was agreed to not table it until after their meeting on 16 May.</p> <p>Service User Report – Q4 Paul asked if the group could read this report and provide feedback within 1 week as the ADP is reviewing the data we collect and report on.</p> <p>Outcome Star data shows the most progress made in quarter 4 was in Emotional Health and Meaningful Use of Time but these still remain challenging areas. Emma informed that there needs to be an improvement in a person's emotional health to have a sustained recovery. Paul and Emma will look at having discussions out with the ADP regarding mental health.</p>	PJ/EJ
4. Budget 2017/18	<p>Bob gave the group a summary of the 2016/17 spend.</p> <p>There was a 64k underspend in 2016/17 due to Amanda, RIO being on maternity leave and the money from Fiona McPherson's post. The IJB will make a decision on whether the ADP will get to retain the under spend or absorb into the IJB. A decision is expected in June.</p> <p>The budget allocation for 2017/18 is 611K. There may not be good news for 2018/19. It was agreed to start looking and planning the 2018/19 budget.</p> <p>The Quarriers Family Support and TSI funding is coming to an end in 2017/18.</p> <p>Early Years The Family Support Worker posts come to and in December 2017 and it has been agreed not to continue funding these posts.</p> <p>The Social Worker post comes to an end in June 2018/19 financial year and this post will no longer be funded.</p>	
5. Verbal Update on Collecting Alcohol & Drug Related Crime Data	<p>Paul informed that the ADP are moving forward with this task and will report back to the group when further forward.</p>	
6. MADP Needs Analysis Update	<p>The MADP Needs Analysis is currently being reviewed. The ADP are linking in with Gareth Williams and Suzanne Wilson to take this forward.</p> <p>The Needs Analysis will be completed by the end of December 2017. The ADP is looking to present a draft for consultation in October 2017.</p>	
7. Children & Young People Needs Assessment & Targets	<p>Paul looked at the key bits of information from this assessment and highlighted that the MADP have been committed to targets and are down to deliver work as a lead but this has not come to the MADP beforehand. He would like it recognised that the work to be done is more than just the MADP. He also highlighted the baseline data from the 2013 SALSUS is out of date and if there is a significant decrease targets could be reached with any work being</p>	

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	<p>done. Joyce suggested the ADP pre-empt it and put in the effort anyway.</p> <p>It was agreed to take this discussion to the next partnership meeting to determine a way forward.</p>	
8. DAISy & ROW Update	<p>Recovery Outcome tool training is scheduled for 23 May for all staff. Staff will start using this tool from 1 July 2017.</p> <p>Training on DAISy is due to commence in October 2017. ISD are looking for ADP's to nominate 'Super users' who will receive face to face training who will then cascade the training to all staff. Louise McKenzie, MADP and Beth Bergoyne, Arrows will be the 'Super users'.</p> <p>It was suggested that Gareth Williams also be a 'Super User'. Paul will link in with Gareth</p>	PJ
9. Next Meeting	Monday 14 August 2017, 10am at 9 North Guildry Street, Elgin	

Actions:

Planning on the 2018/19 to start

Paul to link in with Gareth Williams regarding DAISy training.

Paul and Emma to meet to discuss mental health.