

Moray Alcohol and Drug Partnership

RECORD OF MEETING

TASK GROUP NAME:	MADP Finance and Commissioning Subgroup
CHAIRPERSON:	Jane Mackie, Head of Community Care
DATE OF MEETING:	27 th February 2015
LOCATION:	9 North Guildry Street, Elgin
APOLOGIES:	Blair Dempsie – Service Manager, Criminal Justice Amanda Ware – Research and Information Officer, MADP Caroline Cameron – Accountant, Moray Council
ATTENDING:	Tracey Gervaise – Public Health Lead, NHS Grampian Tracie Wills – Senior Commissioning Officer Elidh Brown – Development Officer, Third Sector Interface Bob Sivewright – Finance Manager, NHS Grampian Kate Stephen – Police Scotland
IN ATTENDANCE:	Paul Johnson – Team lead, MADP
MINUTES:	Leah Wilson, Administrative Assistant, MADP

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
1. Welcome and Apologies	The Chair welcomed the group and the apologies were noted. It was mentioned that the MADP Finance and Commissioning Subgroup currently need a new Chair. Jane Mackie, Head of Community Care, is temporarily chairing the group. Kate Stephen, Police Scotland voiced she would be happy to chair the subgroup from now on.	
2. Budgets	Bob Sivewright, Finance Manager, NHSG, informed the group of the situation in the current financial year (14/15). There was an overall budget of £600,000. There had been a carry-over of £40,000 from the previous financial year. There has been a slippage/underspend of £228,000 in the	

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
	<p>Early Years area. The Direct Access Service was commissioned for this year but has not happened yet. There was a Coordinator position that was £25,000. It was believed that the position was filled but then the employee left after a few months. Operation Avon and Safer Streets were both agreed £10,000 each. There was a discussion regarding Safer Streets and if they instigated the service, as no money had been transferred out of the budget. Kate Stephen, Police Scotland, confirmed that Safer Streets instigated their service over Moray and that she would check with them if the money had been transferred. There will be a carry-over of £30,000 into the next financial year (15/16). The money that has been carried over will need to be spent in that year. Bob Sivewright, Finance Manager, NHSG, expressed concerns regarding slippages in the past and that it is starting to increase in 15/16. Paul Johnson, Team Lead, MADP, discussed his calculations if the tender process for the service redesign doesn't start until 1st October 2015 then this will give the MADP approximately £88,000 underspend.</p> <p>It was considered by Tracie Wills, Senior Commissioning Officer, that the money from the underspend could be added on to the tender process. It was decided the money would be used in a separate lot following the same specification but for Early Years and Young People. The specification for the Adult Services is due to be finalised today between her and Paul Johnson. The sub-group discussed and agreed that this would be the best response, as the YPAC service is closing at the end of March creating a gap in the Young People's services. The specification for the Young People's services plan to go out to tender alongside the specification for the Adult Services. The specification for the Early Years and Young people needs to be written immediately so that there are no delays for the Adult services specification.</p> <p>Using money carried over from 2014/15, the following services will be funded for the next financial year, 2015/16:</p> <p>LTSB – Quarriers It was decided that the MADP would fund £50,000 to Quarriers in 2015/16.</p> <p>Outcome Star License It was decided that the MADP would fund £3,500 for the Outcome Star License in 2015/16.</p> <p>MADP Venues and Catering It was decided that the MADP would fund £5,000 for venues and catering in 2015/16.</p> <p>Grampian Substance Misuse Conference It was decided that the MADP would fund £3,000 for Grampian Substance</p>	

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
	<p>Misuse Conference in 2015/16.</p> <p>Alcohol Brief Intervention It was decided that the MADP would fund £5,000 to Alcohol Brief Intervention in order to develop additional opportunities to carry out ABI, in 2015/16.</p> <p>Workforce Development It was decided that the MADP would fund £5,000 to support the Workforce Development in 2015/16. The work from STRADA is free but will need some funding for the cost of seminars and briefings to deliver the development.</p> <p>It was decided that the following services would be reviewed for funding:</p> <p>Safer Streets Kate Stephen, Police Scotland, will confirm if Safer Streets have used their funding from the previous year as if they haven't then any additional funding will not be needed in 2015/16. If they have used their funding from 2014/15, then MADP will fund £10,000 for 2015/16.</p> <p>Operation AVON The same applies for Operation Avon. The MADP will fund £10,000 for 2015/16 if the service has used all of the funding from last year.</p> <p>Allocation to TSI – Small grant making fund This was discussed in the subgroup and the options were to utilise the money within the Young People services instead and a smaller amount will be funded to the TSI. It was decided that the amount should be reviewed up to the amount of £10,000 as opposed to the original budget of £60,000.</p> <p>The following services were reviewed and agreed that they should not be funded by MADP:</p> <p>New Psychoactive Substances prevention Strategy The sub group discussed this and concerns were raised that this is not significant yet to the MADP. A decision was made by all that this funding should be transferred into the tender budget.</p> <p>Additional Residential rehabilitation allocation It was decided that the MADP will not be funding into this service in 2015/16 and that if this service is needed in the future we will purchase. This budget will now be transferred into the tender budget.</p> <p>A& E Nurse It was agreed that this service would not be funded in 2015/16. Tracey Gervaise, will discuss with Andy Jamieson. This budget will now be</p>	

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
	<p>transferred into the tender budget.</p> <p>Young People’s services Research and Development As discussed in the meeting, the funding originally budgeted for this will be transferred into the tender budget.</p> <p>A decision was made that any services that are not being funded in 2015/16, their budgets will be transferred into the tender budget for both Adult and Young People’s.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Paul Johnson and Tracie Wills to finalise the specification for Adult Services. • Paul Johnson, Tracey Gervaise, Susan McLaren and Ellie Brown will produce a specification for the Young People’s services and send to Tracie Wills as soon as possible. • Kate Stephen to confirm funding for 2014/15 in Safer Streets service. • Bob Sivewright to advise Paul Johnson how much funding would be available for the propose Young People’s Tender and if this could be paid over a 3 year period. 	
3. AOCB	No other business to discuss.	
4. Date of next Meeting	The dates for the MADP Finance and Commissioning Subgroups are to be arranged by Leah Wilson in the near future. Dates will be sent out in due course.	