

## Moray Alcohol and Drug Partnership

### RECORD OF MEETING

<b>TASK GROUP NAME:</b>	<b>JOINT: Management and Performance Sub-group Finance and Commissioning Sub-group</b>
<b>CHAIRPERSON:</b>	<b>Tracey Gervaise, Health and Wellbeing Lead NHS G, Programme Manager Early Years Moray CPP</b>
<b>DATE OF MEETING:</b>	Thursday 12 May 2016
<b>LOCATION:</b>	9 North Guildry Street, Elgin
<b>APOLOGIES:</b>	Lynsey Murray – NHS Grampian Elidh Brown – Tsi Moray Richard Anderson – Head of Housing & Property, The Moray Council Kate Stephen – Superintendent, Police Scotland Kev McPherson – Partnership Development Officer, The Moray Council
<b>ATTENDING:</b>	Susan Leonard – Operational Manager, Quarriers Tracie Wills – Senior Commission Officer, The Moray Council Willie Findlay – Community Safety Officer, The Moray Council Bob Sivewright – Finance Manager, NHS Grampian Stewart Mackie – Police Scotland Fabio Villani – Chief Officer, TSi Moray Caroline Cameron – Accountant, The Moray Council Blair Dempsie – Justice Service Manager Emma Johnson – Service Co-ordinator, Arrows Shenna Duffus – Quality Improvement Officer, The Moray Council
<b>IN ATTENDANCE:</b>	Paul Johnson, Team & Partnership Manager, MADP
<b>MINUTES:</b>	Louise McKenzie, Support Team Administrator, MADP

<b>AGENDA ITEM/TOPIC</b>	<b>ACTION POINT</b>	<b>ACTION BY</b>
<b>1. Welcome and Apologies</b>	Paul welcomed everyone to the meeting and apologies were noted.	

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<p><b>2. Budget 2016/17</b></p>	<p>Declaration of interests were noted as follows:</p> <ul style="list-style-type: none"> <li>• Susan Leonard – Quarriers</li> <li>• Willie Findlay – Community Safety (TMC)</li> <li>• Fabio Villani – Tsi</li> </ul> <p>Bob briefly explained that the ADP would normally carry forward any underspend. Due to the Scottish Government’s reduction in allocation funding to ADP’s of 21% we have been left with core funding of £644,000. The budget for 2017/18 still remains to be seen and Bob is anticipating more cuts.</p> <p>Going forward the ADP will be reporting to the Joint Integration Board.</p> <p>Paul prepared a brief which was sent to all members prior to today’s meeting on what needs to be discussed and considered for the year ahead.</p> <p>A copy of the 2016/17 budget was provided to everyone around the table and Tracey went through each item on the budget as follows:</p> <p><b><u>Research and Information Officer Post – 1FTE</u></b></p> <p>This is a recurring role. The RIO post would usually be £42,000 per year but as Amanda is currently on maternity leave £28800 has been set aside to cover this. Bob worked out that maternity pay would be £21,000 which would leave a small amount for a backfill for this position. Paul advised that £8,000 would not buy much in the way of backfill and MADP has been receiving really good support from a colleague in the Community Safety department. Paul is confident that the core reports, HEAT targets, Service User Reports etc will be produced.</p> <p>The full costs of this post will be noted for future years.</p> <p><b>Recommendation</b> – This should continue.</p> <p><b><u>Administration Officer – 1FTE</u></b></p> <p>The money for Administration Officer and MADP Manager comes from two pots, £27,000 from the ADP budget and £46,000 from the other budget. This money also covers travel, subsistence, conferences etc.</p> <p><b>Recommendation to ADP</b> – This should continue.</p> <p><b><u>Service User Involvement</u></b></p> <p>It was agreed in a discussion last calendar year that due to the amount of additional time available to ADP that the priorities would be better suited to other areas. This is now being taken forward through Integrated Joint Board. It was agreed that the ADP would no longer fund this post from 1 April 2016 although at present ADP are still paying for this post due to technicalities. It may be possible that £15,000 be backdated. This should not be funded by the MADP.</p>	<p><b>JM</b></p>

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	<p>Jane Mackie will report to the Integrated Joint Board regarding this matter regarding options for how Service User involvement across all groups can be taken forward.</p> <p>Paul highlighted that if money is not backdated this will have a detrimental effect on this financial year.</p> <p><b><u>Operation Avon</u></b> Willie Findlay confirmed the position of Operation Avon that £10,000 was allocated but not fully spent. Up to the end of March this year Operation Avon cost £22,000. Currently there is an underspend of £19,000, not including the Safer Streets campaign.</p> <p>Willie also explained that there has been no planning for Operation Avon this year as not sure of what the financial position for this year is. He said that should the £19,000 underspend from previous years be carried forward Operation Avon could continue this year as a more intelligence led operation.</p> <p><b>Recommendation</b> – 1. Community Safety to utilise the £19,000 for Operation Avon and Safer Streets. 2. MADP not to allocate funding for 2016/17 budget.</p> <p><b><u>Safer Streets</u></b> Willie confirmed that the Safer Streets Winter campaign cost £4000 and the Summer campaign £2000. Willie added that the campaign does make a difference particularly the winter campaign.</p> <p><b>Recommendation</b> – See above.</p> <p><b><u>Early Years Child Protection – 1 Social Worker Post &amp; 2 Family Support Worker Posts</u></b> These posts were created as part of a three year contract which started in June 2015. There was £100,000 set for these post and they are to be reviewed at two and a half years. Since the Social Worker, Lesley started the ADP have been provided with performance reports. Paul confirmed he is to meet with Alan Johnstone, Manager Child Protection to review priorities for the posts. Caroline confirmed that the cost for the above posts for this financial year is likely to be £105,000 and the ADP has to find £5000.</p> <p><b>Recommendation to ADP</b> – 1. Criteria to be reviewed for the post to avoid duplication of funding. 2. Allocate £105,000</p> <p><b><u>Quarriers Family Support</u></b> The Quarriers Family Support Service is part of the Arrows Recovery Project and helps support young people who have parents with addiction issues. Paul informed that this service has integrated well with the Arrows service</p>	

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	<p>which started in January 2016. This service is match funded by ADP and Lloyds TSB. Bob asked what would happen ADP withdrew their funding next year. Paul advised it would go back to the table as it is a three year contract and we would lose the funding from Lloyds TSB.</p> <p><b>Recommendation to ADP</b> - Service to continue.</p> <p><b><u>Direct Access Service – Quarriers</u></b> Arrows is our commissioned contract for Direct Service Access. Paul provided documents which highlight the importance of this service. This service is central. Caroline Cameron, Accountant pointed out the need for Quarriers to stay within budget.</p> <p><b>Recommendation to ADP</b> - to continue service.</p> <p><b><u>New Young Peoples</u></b> Working with Young People options appraisal went out to tender. Only one tender was received and it was concluded that the tender would not go ahead. Instead it was decided to look at how the work could be done in house. There is currently a piece of work being completed but unsure about where it will go from there. Susan Leonard agreed this was an important piece of work and presently there is a major gap in this area. She suggested going forward we need to think about financial support.</p> <p><b>Recommendation</b> – 1. No funding from the 2016/17 allocation. 2. Susan Thom to provide a report to MADP and Children Services of findings and implications for future services.</p> <p><b><u>Outcome Star</u></b> Paul confirmed that the Outcome Star is central to the management and performance of the whole ADP and we have to have a tool such as this to remain 100% compliant with the Scottish Government. The Outcome Star has been tried and tested and used against all services. If we were to change to DAISy, Scottish Government tool to would take a significant amount of staff time and would not be good value for money.</p> <p><b>Recommendation to ADP</b>– Continue to fund Outcome Star.</p>	

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	<p><b><u>Stakeholder Event</u></b>  The ADP has previously set aside money for Stakeholder Events which are in addition to the Frontline Forum.  Paul suggested we consider the implications of no money being set aside on the budget for a Stakeholder Event and to be mindful of how these events link in with ADP.</p> <p><b>Recommendation to ADP</b> – to have further discussions at Integrated Joint Board level through Health and Social Care, not just Drug and Alcohol.</p> <p>The meeting identified gaps and risk areas, notably Workforce Development and Children and Young People, (Education, Prevention and Support.</p> <p><b><u>MADP Support Officer</u></b></p> <p><b>Recommendation to ADP</b> - Post will not go ahead.</p> <p><b><u>TSI Moray</u></b>  Confirmation needs to be provided within their business plan based on their original proposal as the business plan presented appeared to lean too much towards young people which was not what was intended.  Concerns about the management and performance of the project and what has been delivered so far against the budget.  There was insufficient clarity as to how the project was being taken forward.</p> <p><b>Recommendation to ADP</b> – funding to be provided for 2016/17 based on a robust business plan with clear outputs and outcomes taking account of the original proposal.</p> <p>The joint meeting noted that there are gaps in provision in Workforce Development and Children and Young People areas.  The meeting was not in a position to make recommendations for 2017/18 budget but work would start in this financial year.</p> <p>It was recommended that the Integrated Joint Board be advised of the financial position.</p>	