



Moray Alcohol and Drug Partnership

RECORD OF MEETING

TASK GROUP NAME:	MADP Partnership	
CHAIRPERSON:	Jane Mackie - Head of Integrated Services - MC	
DATE OF MEETING:	30 October 2017	
LOCATION:	Unit 9a, Southfield Drive, Elgin	
APOLOGIES:	Emma Johnston Tracey Gervaise Kelly Donnachie Joyce Lorimer Bruce Davidson Frank Brown Peter Adamson Susan MacLaren Fiona Raeburn	Service Co-ordinator - Quarriers Health & Wellbeing Lead – NHS Grampian Manager – SACRO Service Manager - MC Psychiatrist - MIDAS Team Elected Member Trading Standards Manager, Licensing Standards - MC Head of Children’s Services – MC NHS Grampian
ATTENDING:	Kate Stephen Willie Findlay Paul Johnson Elidh Brown David Munro Jen Upson Laura Sutherland	Superintendent – Police Scotland Community Safety Officer - MC MADP Lead Officer TSi Moray Housing Services Manager – MC SDF Acting HIT Lead & Advanced Area Public Health Co-ordinator
MINUTES:	Louise McKenzie	MADP Administrator

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
1. Welcome and Apologies	Jane welcomed everyone to the meeting and apologies were noted as above.	
2. Previous Minutes & Matters Arising	The minutes of the previous were approved.	

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	<p>Actions from the previous meeting:</p> <ul style="list-style-type: none"> • The meeting that Brydie Du Pon was going to arrange between Dr Gray's and Quarriers is still outstanding. • Paul received feedback on the Delivery Plan from Bridget Mustard and has made adjustments. He has also arranged meetings with Suzanne Wilson, RIO to review the targets and Gareth Williams, Performance Officer to review the Needs Assessment for the future Delivery Plan. • Paul informed he has yet to receive a business proposal from Children's Services for the Operation Avon underspend. • The MADP Annual Report has been submitted to Scottish Government. This report links in and relates to the Delivery Plan. • A meeting between Paul and David Munro, Housing is outstanding due to annual leave. 	
<p>3. MADP Development Day – SDF Report</p>	<p>Jen Upson, SDF attended the meeting to go through the findings from the recent MADP Development Day.</p> <p>There was a good turnout from members of the partnership and sub-groups on day and we need to take this commitment into future meetings to plan focussed work and build on our successes.</p> <p>Jen talked through the main themes from the day which were:</p> <ul style="list-style-type: none"> • Review the purpose and aims of the ADP and how it fits with national and local agendas / needs. Review ADP structures and how sub - groups and committee communicate / connect / complement. Draft new constitution. Ensure ADP is 'owned' by members by engaging them fully in this process. Review frequency, function, and focus of meetings. • Clarify what it means to be an ADP member including the development of a role description and induction pack. This would help to demystify expectations, ensure the appropriate people / organisations are included and empower members to contribute more fully. Role descriptions could include effective contributions, decision making authority, information sharing protocols, accountability, representation etc. The induction pack could include an overview of ADP and local planning structures, partner visits etc. • Review links with other local planning structures and strategic groups to ensure the correct 'fit' within local structures • Performance measurement and management: Review what ADP members see as 'performance' and clarify what is being measured and why. Simplify data gathering and also make best use of intelligence available. Clarify how services evidence impact. • Service user and community member involvement: members highlighted that alot of progress has been done in this area but there is more to do. Clarify purpose of 	

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	<p>consultation and involvement. How does it inform / benefit all parties?</p> <ul style="list-style-type: none"> • ROSC development: ensure ADP has appropriate services / stakeholders represented within the system to best meet the needs of the local community / service users. This could include a local mapping exercise to identify gaps, pathways etc. • Communication plan / strategy: create to increase flow of information out of ADP to highlight work. <p>Whilst each piece of work could take a while to complete it was suggested that a short life working group could be formed to take work forward.</p> <p>Jen then drew members attention to recommendations from the report:</p> <ul style="list-style-type: none"> • The MADP note the report and the Main Themes set out in Section 4. • An Action Plan is developed to take forward key areas identified in the report and this is presented to the MADP. The plan will set out a process and time frame for completing the tasks, which may include the formulation of a short life working group with clear terms of reference. • Members of working group are taken from wider ADP membership ensuring representation from across sub-groups as well as ADP. • Agree communication and engagement process as part of terms of reference of working group as a key task, again to ensure plan is inclusive and owned by full ADP membership. • The MADP will review progress against the actions; receiving reports on “blockages” or barriers to progress, so that these can be removed to enable progress. <p>Jen suggested and it was agreed by Jane that the report be tabled at all sub-group meetings.</p> <p>Paul reminded everyone at the table that he is interested in receiving comments on the report. He and Jen will meet following this meeting to start working on a draft of terms of reference which will be tabled at the MADP meeting on 27 November.</p>	
<p>4. Feed from Sub-groups</p>	<p>Finance/Commissioning/Management & Performance No feedback. Next meeting scheduled for 13 November 2017.</p> <p>Children & Young People No feedback. Next meeting scheduled for 20 November 2017.</p> <p>Workforce Development No feedback. Next meeting scheduled for 1 December 2017.</p>	
<p>5. AOCB</p>	<p>None.</p>	

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6. Date of Next Meeting	The next MADP Partnership meeting is scheduled for Monday 27 November 2017 10:00 – 12:00 in unit 9a, Southfield, Elgin	

Actions

- Feedback any comments regarding the SDF report on the Development Day to Paul. **ALL**
- Paul and Jen to produce a draft Terms of Reference to be tabled at the next meeting on 27 November.