



RECORD OF MEETING

TASK GROUP NAME:	Early Years and Young People Sub-group
CHAIRPERSON:	Susan MacLaren
DATE OF MEETING:	19 August 2014
LOCATION:	Meeting Room 5, The Annexe, Elgin
APOLOGIES:	<p>Fabio Villani, Chief Officer, Third Sector Interface Moray Cameron Matthew, Unit Operational Manager, Combined Child Health NHS Grampian Tracey Gervaise, Public Health Lead, MCHSCP, NHS Iain MacDonald, Children's Wellbeing Manager, TMC Susan Stronach, Local Integration Support Officer, TMC Kirstie Wallace, Senior Social Worker, Early Years Engagement Team, TMC Tanja Mehrer, Scottish Families Affected by Drugs John Campbell, Drug and Alcohol Service Manager, TMC Laurence Findlay, Head of Schools Curriculum and Development, TMC Harry Gordon, Partnership Development Officer, TMC</p>
ATTENDING:	<p>Susan MacLaren, Head of Integrated Children's Service, TMC Emma Johnston, Service Manager, Quarriers Carers Support Service Alan Johnstone, Senior Social Worker, Moray Youth Justice, TMC Karen Delaney, Early Engagement Team Manager, TMC Sheena Duffus, Quality Improvement Officer, Education, TMC</p>
IN ATTENDANCE:	<p>Joanne Lynham, Development Officer, ADP Support Team Paul Johnson, Moray ADP Team Co-ordinator, TMC</p>
MINUTES:	Donna Philip, Administrator, ADP Support Team

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
1. Welcome & Introduction	The Chair welcomed the group.	
2. Apologies	Apologies noted as above.	
3. Approval of minutes and matters arising	<p>Item 7 of the previous minutes should read Public Social Partnership and not Public Service Partnership. It was also agreed that abbreviations in the minute will be written in full.</p> <p>Matters Arising</p> <p>Item 6 – The Moray ADP Co-ordinator raised the Children and Young People Act at the team meeting. The team are happy with the Act as it cross references with work already being done.</p> <p>Item 8 – There has been a delay in pulling this together due to awaiting the return of information. Short focus groups will be set up and the group will ensure that it cross references with the Early Years and Young People action plan.</p>	
4. Early Years and Young People Sub-group: Work Plan Briefing	<p>A briefing paper on drug and alcohol parenting was compiled by the ADP Co-ordinator for the group to discuss a structured work plan that would cross reference with the recovery agenda. The Substance Misuse, Pregnancy and Early Years report was circulated to the group and agreed that the recommendations from the report can still be used in the plan. It was agreed that the first two recommendations of the briefing are brought to the Partnership table for consideration. The Early Years and Young People Sub-Group will work on recommendation 3 of the briefing note. It was agreed that 2 years of the plan may not be long enough due to the 10 year plan set by The Moray Council. However, the 10 year plan has no direct link to children and young people and substance misuse.</p> <p>The Early Engagement Team Manager will bring to the Integrated Children Working Group the discussion of what is currently being delivered by staff working with children, young people and families with substance misuse issues and how this can link with existing training programmes.</p> <p>It was agreed that a skeleton outline of a performance management plan for the group will be brought to the table for discussion. The report compiled by Tim Chapman will also be distributed to the group for revisiting.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Circulate Tim Chapman report to group • A Performance Management Plan is to be compiled and brought to the group. • ADP Development Officer to attend Health and Wellbeing Strategy 	

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
	<p>Group.</p> <ul style="list-style-type: none"> • Standing item for future agendas – Work Plan • Table briefing note at the next ADP Partnership meeting for consideration 	
5. Public Social Partnership	<p>The final bid awarded for the Public Social Partnership was £150k. The facilitator post has been filled. Interviews for the Support Workers post was undertaken and the successful candidate is currently considering the offer. The project looks at a change of service delivery and is based in the rural areas surrounding Elgin. It is hoped that the project will help families engage better with services and the community. The project workers will link in with the Early Years and Young people Sub-group as well as other collaborative partners.</p> <p>Action:</p> <ul style="list-style-type: none"> • The ADP Development Officer is to contact the facilitator of the Public Service Partnership • The ADP Development Officer has been invited to the Operations Meeting. • Invite the facilitator to the Early Years and Young People Sub-group 	
6. Children Act (Scotland) 2014	<p>The Children Act (Scotland) 2014 PowerPoint was circulated to the group. Anne Pendery (Strategy Development Officer) is currently working on the implementation of the Act within Moray. Part 1 of the Act has been implemented and approximately 10 children in Moray aged 2 years old have come forward who are eligible for childcare provision. It was expected that there are approximately 80 children in Moray who are eligible.</p>	
7. AOCB	<p>Social Worker Post</p> <p>It has been agreed that the Social Worker post will now be based within the intake and assessment. The post is still to be approved prior to going live on the job portal. The Assessment and Intake Team is a developing service and this will be looked at further on how to develop services informed by service development.</p>	
8. Next Meeting	<p>The next meeting is being held on 2nd December at 9.30am. Venue TBC</p>	