



Moray Alcohol and Drug Partnership

RECORD OF MEETING

TASK GROUP NAME:	Finance and Commissioning Sub Group
CHAIR:	Sharon Milton, Superintendent, Grampian Police
DATE:	1 st September 2009
LOCATION:	Room 201, Council HQ, Elgin
ATTENDING:	Sharon Milton, Superintended, Grampian Police (SM) John Campbell, Support Team Lead, MADP (JC) George Gartly, Contracts and Commissioning Manager, TMC (GG) Mike Perera, Integrated Services Manager, NHS, (MP) Bob Sivewright, Finance Manager, NHS (BS) Robert Gilmore, Accountant, TMC (RG) Blair Dempsie, Operations Manager, TMC (BD) Sandi Pick, Procurement Officer, TMC (SP)
MINUTES:	Donna Matthew, MADP Administrator, TMC (DM)

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
1. Minutes/ Action Notes	<p>Minutes</p> <p>SM advised that Agenda Item 2, paragraph 2 should read:</p> <p>“SM commented that there has been a fourth key action added which is Reduction in alcohol related offending”</p> <p>Action Points</p> <p>1.5 - SM informed the group that the meeting with ADP Chairs had been cancelled at late notice. A letter has been submitted from SM with regards to the allocation of monies to the 3 ADP’s. Aberdeenshire had also submitted a letter but was more statistically</p>	

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	<p>based .Moray wanted to makes points to show why the monies should be split differently than what is proposed (55:28:17).</p> <p>1.7 – RG, BS and GG have developed a budget monitoring sheet but still needs amendments to ensure that it is understandable to all in the group. This must be completed to influence the agenda for the next F&C meeting.</p> <p>SM made reference to Richard Careys’ letter dated 10th July and advised there was a risk of losing monies that have slipped from this year and will not be able to carry into the next year. BS commented that there needs to be timing on the spending of monies and that they would need to be spent by March 2010. BS informed the group that there was £260,000 lying due to monies being allocated late on in the financial year 08/09.</p> <p>This matter is to be added to the Agenda for the next meeting to be discussed on where we are at and how the monies should be spent by certain timescales.</p>	
2. Evaluation	<p>There was a delay in the Moray Evaluation which was due to be finished in February/March but has just been finalised recently.</p> <p>The Evaluation marks a picture of where we are at the moment but doesn’t tell us anything that we did not already know. The report showed the break down of all the drug and alcohol services provided over the Moray area. However, the Buckie area, which is showing to have a high percentage of alcohol and drug related problems (i.e alcohol related crimes, under age drinking etc) is missing services that are possibly needed.</p> <p>MP commented that the evaluation was good and informative and shows us where we should be targeting our resources.</p> <p>JC commented that there have been problems with data collection in Moray for some years but this is now in the process of being corrected. Any data that has came out in the past few years is not exact but a process has been put in place to ensure correct data collection is now taking place.</p>	
3.	JC gave the group an update into what was happening	

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Commissioning Strategy	<p>with the Commissioning Strategy.</p> <p>JC commented that the scoping exercise was being taken forward by the MADP Support Team. JC and GG met with the West Lothian DAT to discuss the outcome of the Commissioning Strategy that the West Lothian DAT had implemented which has been successful. This will give the MADP a benchmark to work from and will also help us operate in a way that we can work in partnership with services being delivered and to ensure that all services have achievable outcomes.</p> <p>JC informed the group that as there are still a few sections in the Commissioning Strategy to complete, but as other things have taken precedence, there could be a slip in timeline by 1-2 months for the tendering timeline. The Commissioning Strategy needs to go to the Healthier Strategic Group on the 22 October. The Strategy would also need to be viewed by the Chair of the Partnership (SR) and of the Chair of the Finance and Commissioning Sub Group (SM) before going to the Healthier Strategic Group.</p> <p>Once the Commissioning Strategy has been produced for 2009-2011, it will put us in a better position and give us time to work towards getting it better for the next period.</p> <p>SM has given the group a deadline of the 8th September to send feedback and suggestions to JC in regards to the Strategy.</p>	
4. Finance	<p>4a. Budget 4b. Proposal of Funding 4c. Proposal of Allocation 4d. MADP Response</p> <p>Above as discussed in Action Point 1.7.</p> <p>4e. D:Rug Bid</p> <p>JC informed the group that at an Implementation Group meeting it was decided that a Budget of £10,000 would be kept for small bids put in by services.</p> <p>D:Rug has entered a proposal for a bid of £1120 from MADP to cover expenses for Substance Misuse information talks for Primary 7 pupils.</p>	

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	<p>SM asked if there was anything that the Partnership can take forward to ensure that this is implemented and that a consistent message is given throughout the schools in Moray.</p> <p>MP asked if we knew what schools had talks and what type of talks have they had. JC said that this would be part of Stephen Hounsoms' post but he is currently on long term sick leave at the moment so we are unsure.</p> <p>JC to contact Rachel Thomson from Public Health and ask what else the Partnership can also do to help ensure this implemented correctly. SM and SR could also ask a few questions to ensure the right choice is being made.</p>	
6. SOA	<p>SM informed the group that the 4th key action for the SOA is the reduction in alcohol related offending. SM commented that Community Safety at the moment was not a priority unless it was linked with Alcohol. The key action will be measured through the following targets:</p> <ul style="list-style-type: none"> • Reduction in adult alcohol related offending • Reduction in juvenile alcohol related offending <p>The 4th key action has been approved by the Community Planning Board.</p>	
Date of Next Meeting	To be scheduled.	DM

CHAIRPERSON'S NOTES/COMMENTS

ISSUES TO BE REPORTED TO <Moray Alcohol and Drug Partnership Support Team

CONSULTATION PROCESS – PARTICIPANTS/OUTCOMES (where relevant)

DETAILS OF EVIDENCE RETAINED AND LOCATION

252 High Street
Elgin
IV30 1BE