



RECORD OF MEETING

TASK GROUP NAME:	Finance and Commissioning Sub Group
CHAIRPERSON:	Sharon Milton, Superintendent, Grampian Police
DATE OF MEETING:	6 th October 2009
LOCATION:	Room 201, Council HQ, Elgin
APOLOGIES:	Ken Hamilton, Business Manager, NHS Grampian (KH) George Gartly, Contracts and Commissioning Manager, TMC (GG) Bob Sivewright, Finance Manager, NHS (BS) Mike Perera, Integrated Services Manager, Mental Health, NHS, (MP)
ATTENDING:	Sharon Milton, Superintendent, Grampian Police (SM) John Campbell, Support Team Lead, MADP (JC) Robert Gilmore, Accountant, TMC (RG) Blair Dempsie, Operations Manager, TMC (BD) Sandra Pick, Procurement Officer, TMC (SP)
MINUTES:	Donna Matthew, MADP Administrator, TMC (DM)

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
1. Matters Arising	SM discussed the ongoing issues around the contracts and the need to keep on top of this. Unfortunately GG unable to attend today. Still require to have clarification over the situation with funding of MCA by both local authority and NHS. SM to write to Ken Hamilton and Sandy Riddell for confirmation. We have now received 2 tenders for the right to evaluate	

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	<p>the employability situation in Moray. The papers only arrived late yesterday and as such people have not had a chance to look at these. All to look over and email their thoughts to Donna on how we take this forward by Friday 16 October 2009.</p> <p>The SOA was discussed at the CPB with regard to the Key Outcomes. SM advised that as a result of discussion at the partnership meeting, herself, Eileen Bush and Andrew Fowley would re look at those for the ADP and that there may be some changes in the key actions.</p> <p>SM advised that at the last 3 ADP Chair and Public Health Directorate meeting there was a lengthy discussion around the funding proposal for additional funding for this year. It was agreed that the following funding proposals would be accepted:</p> <ul style="list-style-type: none"> • Baseline funding as allocated in 2008/09 • Additional funding be split 55:28:17 with impact limited to 50% of the movement • Additional drugs funding be split 40:40:20 <p>SM advised that she had proposed a loss for Moray in the overall allocation but felt that the initial proposal was not in the interests of Moray. The associated risk for this allocation is that we are now 6 months into the year.</p>	
<p>2. Commissioning Strategy</p>	<p>SM advised that the Commissioning Strategy was tabled at the Partnership Meeting and there had been an agreement that this was no longer what was required and that we should re-develop and put forward a Commissioning Plan. SM advised that the padding had now been removed and the document streamlined with the focus on the priorities. The document now incorporates:</p> <ul style="list-style-type: none"> • Information; • Overview of ADP; • Principles of commissioning; • Outcomes based commissioning; • Tendering; and • Service Priorities. <p>SM advised that she would use any discussion held to incorporate into the plan.</p>	

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	<p>SP expressed concerns that the timelines were a little ambitious and we may require top look at how we deal with this. Ideas were put forward around looking at extending current service provision to allow the procurement process to run a natural course. Concerns also expressed around the length of time contract would be awarded for. SP, BD, BS and RG to look at contract variations.</p> <p>Also concerns expressed that we do not know what we have and the issue around slippage and under spend being clawed back by NHSG.</p> <p>SM advised that she would create a risk register.</p> <p>SP will take forward a procurement risk plan and forward this to SM within the next 7 days.</p>	<p>SP</p> <p>SM</p> <p>SP</p>
3. Finance	<p>SM advised of issues around the NHS advising that any under spend can not be carried forward twice. (Ie from the previous year). Moray stand to loose £263,000 from last year as this has been allocated but not yet spent.</p> <p>SM advised that partners had failed to respond to an email from JC requesting update on current situation regarding allocated funding.</p> <p>SM advised that in order to safeguard money for MADP, it may come to it that the MADP claw back the money and redistribute rather than loose it. JC to send email to those responsible for funding again with tight timeline for response.</p> <p>SM advised that we need to put together a plan that is robust, achievable and transparent. We need to look at what is working in Moray presently, what is working well, look at where the gaps are, what is the approach and what are our priorities.</p> <p>SM advised that we may have to go back to the NHS and discuss whether the approach they are taking is acceptable JC to circulate current spend and where we are.</p> <p>Sm asked what we can do with the additional money given that 6 months of the year are gone. SM asked the</p>	<p>JC</p> <p>JC</p>

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	<p>question; what are the needs, where is the starting point. Discussed the fact that this would need to compliment the commissioning plan and that we needed to address prevention. Also need to ensure that what we do is not labour intensive as we don not have the time to recruit new staff.</p> <p>Areas we require to look at:</p> <ul style="list-style-type: none"> • Prevention; • Single point access/assessment; • Service user feedback; • HEAT targets; • Waiting times; • Changing Scotland’s Relationship with Alcohol; • Road to Recovery; and • Guidance Pathways <p>All of the above must incorporate the recovery agenda and be outcomes based.</p> <p>Areas of work that could be looked at:</p> <ul style="list-style-type: none"> • Current direct access service providing single point access; • Direct access for under 16’s; • Prevention activity for under 16’s; • Needle exchange; • Mobile information bus; • Safeguarding the Operation Avon’s; and • Community Warden activity. <p>SM asked those present to look at this as a priority and to forward any suggestions to Donna by the 16 October 2009.</p> <p>RG advised that he would review the current spend with BS.</p> <p>BD, RG, BS to set up meeting to look at the possibility of transferring the funds that have been allocated.</p>	<p>ALL</p> <p>ALL</p> <p>RG/BD</p> <p>RG/BD/ BS</p>
Date of Next Meeting	DM to send out dates for next meeting.	DM

CHAIRPERSON'S NOTES/COMMENTS

ISSUES TO BE REPORTED TO Moray Alcohol and Drug Partnership

CONSULTATION PROCESS – PARTICIPANTS/OUTCOMES (where relevant)

DETAILS OF EVIDENCE RETAINED AND LOCATION
252 High Street, Elgin, IV30 1BE