



RECORD OF MEETING

TASK GROUP NAME:	Finance and Commissioning Sub Group
CHAIRPERSON:	Sharon Milton, Superintendent, Grampian Police
DATE OF MEETING:	23 rd December 2009
LOCATION:	Room 201, Council HQ, Elgin
APOLOGIES:	Ken Hamilton, Business Manager, NHS Grampian (KH) Mike Perera, Integrated Services Manager, Mental Health, NHS, (MP) Robert Gilmore, Accountant, TMC (RG)
ATTENDING:	Sharon Milton, Superintendent, Grampian Police (SM) John Campbell, Support Team Lead, MADP (JC) Blair Dempsie, Operations Manager, TMC (BD) Sandra Pick, Procurement Officer, TMC (SP) Tracy Gervaise, Public Health Lead, NHS (TG) Bob Sivewright, Finance Manager, NHS (BS)
MINUTES:	John Campbell

<i>AGENDA ITEM/TOPIC</i>	<i>ACTION POINT</i>	<i>ACTION BY</i>
1. Previous Minutes	The minutes from the meeting held on 6 October were agreed as read.	
2. Matters Arising	SM advised that we now require to complete the risk matrix and that this will be used as a working document. SP now requires a copy of the previous contracts/SLA's issued to TPS and MCA.	SM SP/JC

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	Relevant outcome reporting to the SOA would need to reflect the new Strategy.	SM
3. Finance	<p>BS presented the spreadsheet of accounts:</p> <p>SM advised of the money at risk for 08/09 c/f if not used appropriately by 31 March 2010.</p> <p>Issues were:</p> <ul style="list-style-type: none"> • Money now at risk given that NHS Grampian have advised they are no longer in a position to support carried forward monies for more than 1 year. • MADP have £175,000 at risk for this period due to following national guidance in completing a full needs assessment, given that the funding was authorised so late in the year and the fact that 3 year contracts were awarded in line with historical spend. <p>Advised that within this funding, given that 3 year contracts have been issued, were a 3 year SW post and the 3 year Information and Health Improvement Officer's Post.</p> <p>Subgroup made the decision that all allocated funds not spent in 08/09 would now be taken back centrally and redistributed appropriately in 2009/10 to ensure that the people of Moray benefited from this.</p> <p>Protocol to be created to ensure the transfer of funds from NHS budget to TMC budget.</p> <p>Subgroup agreed that money should not be used inappropriately and that if not allocated to a genuine cause, it would be reclaimed by NHSG to offset any imbalance.</p> <p>Priority will be put on funding to offset period of SW post and Information Officer post for year 202011/12.</p> <p>JC presented Funding/Commissioning report:</p> <p>Report was accepted by members and all background information noted. SM advised that a letter had been sent to the CEO of NHSG and JC advised that a</p>	<p>SM</p> <p>RG/BD/ BS</p>

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	<p>discussion had taken place at the last 3 Chairs Meeting.</p> <ul style="list-style-type: none"> • The subgroup noted current situation. • The subgroup noted areas at risk. • The subgroup advised of need to propose who MADP will take forward commissioning for 2010/11. <p>All recommendations were approved with the following actions:</p> <ul style="list-style-type: none"> • Current spend was reviewed. • All resources for 08/09 were re allocated. • Decision taken to extend the contracts of current services and add to them for year 2010/11. • Members to construct protocol to transfer funds from NHS to TMC. • Procurement timeline identified and will be incorporated to Commissioning Plan. <p>Funding Applications:</p> <p>It was agreed that the monies at risk would be used to fund applications to improve/enhance services for the period up to 31 March 2010. (See appendix 1)</p> <p>24 bids were addressed, 1 had already been given the okay as it addressed the period December/Jan. 12 were approved, 10 not approved and 1 given agreement in principle.</p>	<p>BD/RG/ BS</p> <p>SP</p>
4. Employability Project	<p>This was dealt with as 1 of the 24 bids and was approved. Subgroup agreed that the bid from Featherstone and Stonebridge was the best one on this occasion.</p>	JC

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