



## RECORD OF MEETING

<b>TASK GROUP NAME:</b>	<b>Finance and Commissioning Sub-group</b>
<b>CHAIRPERSON:</b>	<b>Sharon Milton, Superintendent, Grampian Police</b>
<b>DATE OF MEETING:</b>	24 <sup>th</sup> February 2010
<b>LOCATION:</b>	252 High Street, Elgin
<b>APOLOGIES:</b>	Bob Sivewright, Finance Manager, NHSG <b>(BS)</b> Tracey Gervaise, Public Health Lead, NHSG <b>(TG)</b> Mike Perera, Integrated Services Manager, NHSG <b>(MP)</b>
<b>ATTENDING:</b>	Sharon Milton, Superintendent, Grampian Police <b>(SM)</b> John Campbell, Support Team Lead, MADP <b>(JC)</b> Robert Gilmour, Accountant, TMC <b>(RG)</b> Mike Perera, Integrated Services Manager, NHSG <b>(MP)</b> Blair Dempsie, Operations Manager, TMC <b>(BD)</b> Sandra Pick, Procurement Officer, TMC <b>(SP)</b> Ken Hamilton, Business Manager, NHSG <b>(KH)</b>
<b>MINUTES:</b>	Donna Philip, Administrator, MADP

<b>AGENDA ITEM/TOPIC</b>	<b>ACTION POINT</b>	<b>ACTION BY</b>
<b>1. Minutes/Action Notes</b>	Minute from previous meeting held on the 23 <sup>rd</sup> December has been approved.	
<b>2. MADP Strategy</b>	JC informed the group that the MADP Strategy, Commissioning Plan and Moray Delivery Plan have been added to the MADP website for viewing. The official launch for these documents will be held on the 26 <sup>th</sup> April with Fergus Ewing in attendance.	

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<b>3. MADP Commissioning Plan</b>	<p>SM informed the group that due to recent funding bid transparencies it would be beneficial if someone from the voluntary sector sat on the F&amp;C sub-group. With this in mind there is the possibility that there maybe some cost implications which would need to be explored. Cost implications would include time attending the F&amp;C sub-group as well as any other meetings that are included in the sub-group.</p> <p>JC included that from our recent consultation it was said that the voluntary sector would not be entered into the F&amp;C sub-group due to certain issues around independence. If a voluntary sector representative did attend the group they would need to be independent from the voluntary sector services delivering commissioned services.</p> <p>Payment for an independant voluntary sector member would need to be funded through the MADP. SM is to look at how the voluntary sector representative is being currently funded so that a budget can be set aside.</p>	
<b>4. Protocol for Transfers of Funds</b>	<p>SM informed KH that a lot of work has been undertaken by BS and RG on the update of spend. It has taken a lot of work on the assessment to how much money we have in the bank, what we have to spend and how it is allocated. Are we content that what we have is accurate. Does the accounting we have match with spreadsheet on an NHS perspective. Can we carry forward and account for spend.</p> <p>BD commented that if we can carry forward from 08/09 under spend to early 09/10 and then any under spend from 09/10 can be forwarded to early 10/11.</p> <p>SM was concerned that from conversations from previous meetings, that we stand to lose money rather than 08/09 under spend being carried forward.</p> <p>KH commented that the way it has always been done is that previous years under spend will be used prior to allocated monies for that year. JC replied that there has been confusion as to how the funding is accounted for. KH commented that he is unsure on how BS has been presenting this and that he would need to meet to discuss.</p>	

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	<p>SM said that 6 or 7 months ago the MADP became aware that any monies would not be carried forward more than one year. From previous discussions £373,000 had not been spent. If we do not carry this forward from 08/09 then we stand to lose it. How do we account for it? KH informed the group that the allocation for alcohol spend for 08/09 was £334,000, the MADP have spent £120,000 last year. Are you happy that we spent this? JC commented that yes we were happy but was unsure if this was drawn down. Due to under spend of £214,000 this should be carried forward into 09/10. £32,000 was carried forward from 07/08 and claimed back by NHS Grampian in July 2009. Drugs funding of £58,000 would be carried forward to 09/10. Allocation is more the same for the following years but there will be a bigger spend coming through but this doesn't take into account £68,000 for drugs.</p> <p>RG commented that there has been some inconsistencies in the spreadsheet. Allocated money from previous years are unspent. Money that has been unspent gets allocated for the following year.</p> <p>SM commented that money that has not been spent for 08/09 should be carried forward to 09/10. If all money allocated has been spent then nothing would be carried forward into the next financial year. We need to look at how we are accounting for this and work would need to be completed on budget lines.</p> <p>08/09 monies was split into headings. £174,000 was allocated the previous year. KH commented that there would be no problem doing so but he would need to speak to BS. SM replied that we would need to look at some sort of agreement on monies carried forward. KH noted that there was a high under spend from last year. There is currently £373,000 money at risk. SM replied that the F&amp;C Sub-group took an agreement from the Partnership to allocate money to form budget lines. KH said that monies are held by NHS even though they are allocated for The Moray Council. SM commented that we spend allocated monies and account for it. KH commented that as long as the money being carried forward is less than the allocated for 09/10 there should be no problem. It was decided that KH, JC and SM to sit down with BS to discuss under and over spend.</p>	

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	<p>SM informed the group that by 10/11 the direct access service was fully funded by MADP. We should be looking at the current commitments we have but also indentify any gaps in Moray that we need to fill so that all money is spent. This is where we can look at our new Strategy. We will have more details before April this year on what is happening for 10/11.</p> <p>SP's paper submitted does raise a few issues how money is being drawn across. We need to look into how we draw money across, at what stage and how we work the invoices.</p> <p>KH commented that direct access service invoices used to be sent direct to NHSG and any small projects were sent to TMC. BD commented that if the council commission with the provider invoices are usually sent to TMC. KH replied that this was how it worked but would depend on how the commissioning is done. D&amp;A funding was for specific projects.</p> <p>SP commented that TMC pay the invoices and then they invoice NHSG. NHSG has to invoice TMC for elements that have been agreed by NHS. Any agreed funding should be sent to NHS. KH commented that he will take this forward with Andrew Fowlie.</p> <p>SP informed the group that the Partnership is not a legal entity that is why they contract through TMC and NHSG. SM felt that there was a critical issue for 11/12 for funding. We need to look at how money is to be allocated over 3 years and be savvier about their rights and what they are entitled to do. SM also commented that she sits on many groups within TMC such as the Community Planning Board etc. They are all asking the same questions. We need to ensure that we are comfortable with the people around the table and look at how we allocate money.</p>	
<b>5. Finance</b>	<p>SM informed the group that she has advised the Healthier Strategic Group about the issue of under spend.</p> <p>SM also informed the group that we would need to start looking at how we deliver the Strategy, Moray Delivery Plan and Commissioning Plan. It was decided that this would be something to discuss at the next F&amp;C Sub-</p>	

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	<p>group.</p> <p>As previously discussed SM will contact Eileen Bush to discuss if a voluntary sector representative should maybe become part of that group. If this does go ahead SM will take to the Partnership meeting to be clarified. This will then be clarified at the next Partnership.</p>	
<b>6. Funding Bids</b>	<p>JC informed the group that the MADP awarded Fetherston and Stonebridge the employability project. They are now delivering this in Moray.</p> <p>RG asked how we were paying for this service. JC replied that Elaine Fetherston will send 2 separate invoices as per instruction from procurement. JC asked RG what level of evidence is required. RG commented that the invoice will suffice as the MADP are providing a grant to Fetherston and Stonebridge to carry out a service.</p> <p>SNFAD have also been awarded to set up a service to help engage with families. They are currently putting together a campaign. A short report on each of the bids will be carried out so that we have an audit trail and be able evidence the outcomes.</p> <p>JC informed the group that we have invoices from 50% of the funded. DP is to send invoices through usual path.</p>	
<b>7. Date of Next Meeting</b>		

**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 1B**