



RECORD OF MEETING

TASK GROUP NAME:	Finance and Commissioning Sub-group
CHAIRPERSON:	Sharon Milton, Superintendent, Grampian Police
DATE OF MEETING:	15 April 2010
LOCATION:	252 High Street, Elgin
APOLOGIES:	Bob Sivewright, Finance Manager, TMC (BS) Tracey Gervaise, Public Health Lead, NHSG (TG)
ATTENDING:	Sharon Milton, Superintendent, Grampian Police (SM) John Campbell, Support Team Lead, MADP (JC) Eileen Bush, Chief Officer, MVSO (EB) Blair Dempsie, Operations Manager, TMC (BD) Sandra Pick, Procurement Officer, TMC (SP) Mike Perera, Integrated Services Manager, TMC (MP) Ken Hamilton, Business Manager, NHSG (KH)
MINUTES:	Donna Philip, Administrator, MADP (DP)

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
Minutes/Action Notes	<p>EB noted that the attendance of the meeting should be laid out in accordance of who was present and who was in attendance.</p> <p>SM noted that on page 4 under Agenda Item 4. SM sits on many groups within the Community Planning Partnership and not The Moray Council.</p> <p>SM also noted that an action point was missed from the original minutes. JC and BD are to follow-up</p>	

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	<p>negotiations with Studio 8 regarding the breakdown of their budget and view their business plan.</p> <p>Action Notes</p> <p>RG updated the group on action point 3.4. There has been some issues around the VAT in invoices. RG is unsure if there will be the issue of avoiding VAT or being charged for VAT. There are more discussions to take place around this matter.</p>	
Finance Report	<p>SM updated the group on the progress of the FC Sub-group. Discussions had taken place with KH, BS, JC and SM regarding carrying forward under spend. Questions were asked on how much money was under spent and carried forward and how much was spent last year? The response that was given was that £263,593 was carried forward from 2008/09 and the actual spend for 2009/10 was £304,000. Anticipating that given more money was given out than carried forward there should not be any under spend. This was confirmed by KH as a correct understanding.</p> <p>EB commented that the group would need to ensure that they are commissioning the right services and spending the appropriate money. There has been an issue where funds commissioned to services have spent more than given. There is questions over who is authorising this additional funds for services. SM has suggested that clarity of who approves showed be known and that money funded to services should spend no more than what is given to them. KH commented that an audit trail of what we have and what is actually spent should be completed for records. JC is to look at where additional money funded to services has been going.</p> <p>The group agreed that an audit trail will be completed and post invoices will not be honoured for more than what the group has agreed on. It was noted that areas that have over spent have been agreed and approved by this group. It was also agreed by the group that future contracts will have monitoring evaluation and contract responsibilities so they know how much money they have been given and how much they can spend.</p>	

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Projected Spend 2010/11	<p>JC informed the group that for 10/11 there is a new approach towards how money is allocated. JC met with EB and BD to discuss how monies would be spent for the next financial year. BD, EB and JC looked at the new Strategy, Commissioning Plan and Needs Assessment to see where there were missing gaps in Moray. There are certain conditions that the MADP have to honour and these have been taken into account.</p> <p>EB commented that posts that are already in place are only for this financial year and may not be carried forward into the next financial year.</p> <p>EB also said that there had been some confusion on the Nurse Practitioner's post. As there is currently no record of when this post came into place and what the post does. SM commented that we need to look at the value of these posts.</p> <p>SM asked the group if there were any issues or concerns that they had on this item.</p> <p>MP stated that the GP sessions were taken before the MADP was formed. Sessions have changed from 1 to 2 sessions a week and this is not likely to change any further. The Spend against this budget line has increased for providing this service. In the future we need to evaluate this role but in the meantime a more realistic figure of £25,000 for this service be allocated for 2010/11. It was agreed that approval be given for the GP spend in 2009/10.</p> <p>EB asked if we would be looking to hold back a pot of money that could be used for funding bids. This will help link into outcomes and gaps in the HEAT Targets if need be. SM is to discuss how much money we have got and carry out the same exercise that we had done last year. SP commented that she was happy to work with JC on requests on what they are going to do and how much the element is going to cost. JC making sure we have evaluated the process before March last year. MP stated that he would like to look into Alcohol Related Brain Disease (ARBD) as a potential topic and would like to set aside some money to have specialist</p>	

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	<p>trainers to come in and train staff. JC added that we should put this through the Workforce Development Sub-group.</p> <p>KH informed the group that discussions had been taken regarding NHSG level encouraging GPs to take on ABI enhanced service. There is potential funding across Grampian. SM replied that meetings never got passed the proposal stage. There was a discussion on the funding being top sliced. If it comes back we may need to consider providing additional funding for this.</p> <p>RG informed the group that any posts that are going to be extended need to go through a delegated authority post for continuation.</p> <p>BD updated the group that they have been looking at the Single Door Access scheme. They are currently looking at TPS providing the completion of SSA's. Funds may need to be provided for this if and when it will go ahead.</p> <p>JC commented that the MADP have supported additional hours for thee posts in Local Authority and NHSG in service delivery. Extra hours have been funded for CPN and for the Clinical Secretary and the Social Work Secretary. This has been extended until 31st March 2011.</p> <p>SM asked the group if they had any proposals on the amount of money that they would like to set aside for funding bids. SM proposed that the figure be £100,000.</p> <p>EB considered £150,000 as she felt £100,000 may not be enough. The group agreed that they were happy with £8000 being carried over from additional bids last year and the figure for this financial year being £150,000. JC is to circulate the previous funding bid application for comment and amendment. An evaluation will be completed after the bidding has taken place.</p> <p>JC and DP were asked to leave the room so that a discussion could take place between the group regarding the MADP support office function. It was</p>	

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	<p>recognised by the partnership that the 2 staff currently working in the support office have been carrying a heavy work load with the absence of the Information and Health Improvement Officer. The support office have worked longer hours and taken on extra responsibilities. The group discussed the consideration to increase the support. BD and SM to take forward. The group agreed that the support budget would be increased from £10,000 to £15,000 for extra costs.</p> <p>SP asked for reassurance that the group were on track for the programme of tendering stated in the Commissioning Plan. JC commented that they were on track.</p> <p>SM asked that the tendering process was added to the agenda for the next meeting for discussion.</p>	
Date of Next Meeting	DP to send out a doodle on dates for the next meeting.	

Chairperson's Notes/Comments

Issues to be reported to: Moray Alcohol and Drug Partnership

Details of evidence retained and location: 252 High Street, Elgin, IV30 1BE