



Your Moray

## Moray Alcohol and Drug Partnership

### RECORD OF MEETING

<b>TASK GROUP NAME:</b>	Management and Performance Sub Group
<b>CHAIRPERSON:</b>	John Campbell, Acting Chair
<b>DATE OF MEETING:</b>	29 June 2009
<b>LOCATION:</b>	Grampian Police Station, Resource Centre, Elgin
<b>APOLOGIES:</b>	Tracey Gervaise, Public Health Lead, NHS ( <b>TG</b> ) Mike Perera, Integrated Services Manager, NHS ( <b>MP</b> )
<b>ATTENDING:</b>	John Campbell, Support Team Lead, MADP ( <b>JC</b> ) Adrian Moar, Local Authority Liaison Officer ( <b>AM</b> ) Rankin Barr, Service Manager, Turning Point Scotland ( <b>RB</b> ) Jean Sinclair, Senior Social Worker, TMC ( <b>JS</b> ) Pat Greenhough, Scottish Drugs Forum, ( <b>PG</b> ) Lynn Geddes, Director of MCA (LG)
<b>MINUTES:</b>	Donna Matthew, Support Team Administrator, MADP ( <b>DM</b> )

<b>AGENDA ITEM/TOPIC</b>	<b>ACTION POINT</b>	<b>ACTION BY</b>
<b>1. Welcome from Chair</b>	<p>JC informed the group that SR (Chair of Partnership) had hoped to attend today but was unable to do so due to unforeseen circumstances. SR had three points that he wanted to express to the Management and Performance subgroup.</p> <p>1. SR wanted the group to know that we officially signed off as an Alcohol and Drug Partnership on the 8<sup>th</sup> April, the 1<sup>st</sup> in Scotland. A few changes have been made to the format,</p>	

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	<p>which included 3 new sub groups. These are the Management and Performance Sub Group, Workforce and Development Sub Group and Finance and Commissioning Sub Group. There will be a forum which will meet twice yearly and will be directed by the Workforce and Development subgroup. There will also be a Service User Forum which will be held twice yearly.</p> <p>2. There was some criticism from the SWIA Follow Up Inspection regarding Moray not finishing projects etc off. The person successful in taking the Chair of the Management and Performance Sub Group will need ensure that all tasks are completed and timescales are set on the completion of tasks.</p> <p>3. SR will only be standing as Chair for the Partnership for a period of 6 months only. The Vice Chair, Sharon Milton, will be taking over the Chairs position and the Vice Chairs position will be available. The only members allowed to sit as Chair are members who sit on the Community Planning Partnership.</p>	
<p><b>2. MP/Role and Remit of the Group</b></p>	<p>JC informed the group that the right foundations should be set for the M&amp;P Sub Groups. The Chair should ensure that meetings are structured and meetings should not run longer than 1½ hours. JC went through the constitution advising of the remit of the Management and Performance subgroup.</p>	
<p><b>3. Appointing Chair and Vice Chair</b></p>	<p>JC informed the group that nominations for today's vote should have been in by 12 noon on Friday 26<sup>th</sup> June. Two nominations have been put forward.</p> <p>As RB is new to the MADP, JC asked if he would like to say a few words about himself.</p> <p>RB informed the group that he is working for Turning Point Scotland as Senior Manager and that he was looking to add some value and experience into the Partnership. He was looking to be Chair as an independent role. LG asked RB how available he is to Chair the meetings and how much % of his time is spent in Moray? RB replied that as he is in between Aberdeenshire and Moray he is to be meeting with Wayne Gault in regards to when he will be spending time in each area. At the moment he is spending 3 out of 5 days in Moray and next year he is looking to be based at Moray full time.</p> <p>JC updated the group on the experience of the other candidate as they were unable to attend due to annual leave.</p> <p>The group filled in paper ballots for which Chair they would like for</p>	



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	<p>JC informed the group that the Evaluation for Moray Alcohol and Drugs Partnership was being commissioned but there are still areas of work to be done. We should receive the final draft by the end of July. The evaluation will help feed into the Moray Strategy and the Delivery Plan.</p> <p><b>Review and Re-Design Local Substances Misuse Service</b></p> <p>QTR 1 has been achieved</p> <p>JC informed the group that the scoping/mapping exercise of service users will be under taken by the Scottish Drug Forum. JC also informed the group that Sonia Morrison from contracts and JC will be visiting West Lothian on Friday to see how they have carried out the implementation of their commissioning strategy.</p> <p>The development of the commissioning strategy will take place in QTR 3 but this will need to be completed by October so that it can go to the healthier Strategic Group.</p>	
<b>7. Short Life Working Group</b>	<p>JC informed the group that we should be looking to set up the two Short Life Working Groups at this meeting.</p> <p>It was decided that for the Strategy group there would be Jean Sinclair, Rankin Barr, Mike Ross or Richard Anderson and Doug MacKenzie.</p> <p>For the Moray Delivery Plan there would be Pat Greenhough, Adrian Moar, Ian Smillie, Mike Perera and Gavin McClafferty.</p> <p>DM to send out dates by email to all involved and organise place of meeting.</p>	
<b>8. Date of Next Meeting</b>	<p>The next Management and Performance Sub Group will be held on the 7 September 2009 at the Heritage Centre, East End Primary School, Elgin</p>	

**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**