



RECORD OF MEETING

TASK GROUP NAME:	Management and Performance Sub-group
CHAIRPERSON:	Tracey Gervaise, Public Health Lead
DATE OF MEETING:	16 March 2010
LOCATION:	Heritage Centre, East End Primary School
APOLOGIES:	Lynn Geddes, Director, MCA (LG) Mike Perera, Integrated Service Manager (MP) Hugh Mackie, Chief Inspector, Grampian Police (HM)
ATTENDING:	April Charlesworth, Service Manager, TPS (AC) Adrian Moar, Liaison Officer, Grampian Police (AM) George Gartly, Housing Support Manager (GG) John Campbell, Support Team Manager, MADP (JC) Ian Wood, Area Manager, Aberlour (IW) Jean Sinclair, Senior Social Work, TMC (JS)
MINUTES:	Donna Philip, Administrator, MADP (DP)

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
Minutes	<p>TG informed the group that the Ministerial Launch Seminar will now be held on the 26th April at Horizon Scotland, Forres. Invitations have been sent out and should be returned to DP as soon as possible.</p> <p>There were no other matters arising from previous minutes.</p>	

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Finance & Commissioning	<p>JC updated the group and advised that it was important that we had a link between groups. The F&C Sub-group had taken forward short term funding for services in Moray. Through this process the group became aware that we could improve the transparency of decisions. As there is already an independent voluntary sector representative sitting on the Partnership, it was discussed that they should also sit on the F&C Sub-group.</p> <p>JC informed the group that F&C will now be tendering service delivery for 2011. The guidance that they have been given nationally has been slow to materialise but hopefully they will be in a stronger position for 2011 and this has been aligned in the MADP Commissioning Plan. Timeline for tendering is inline to ensure we have services in place for April 2011.</p> <p>The ADP has been notified that drug and alcohol monies that we receive will be no less than what we are getting at the moment. Once this is clarified we will then be able to look at gaps in Moray that need filled.</p> <p>IW commented that the F&C sub-group would need to look at the risk of contracting services and then not being left with any money to fund them. JC responded that Sharon Milton has instigated a risk assessment/matrix to ensure that this does not happen. Monies will be prioritised in relation to the needs assessment and MADP Strategy.</p>	
Current Position	<p>JC updated the group as to where the MADP were at. NHS Grampian and TMC are currently going through the process of reviewing and redesigning core services. Until this is completed we are unsure of what other services are needed to wrap around this.</p> <p>We are now in a position to develop the Workforce Development Sub-group. Included in this will be setting up the Service User Forum with the help of Scottish Drugs Forum (SDF). Scottish National Families Affected by Drugs (SNFAD) is also working on a media campaign on alcohol, drugs and families. SNFAD will be linking in to local services such as Studio 8, Aberlour, Quarries and the Integrated Alcohol and Drug Team etc.</p>	

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Milestones	<p>TG informed the group that the aims and objectives of the milestones are to have a robust managing reporting system to the ADP. Each milestone links in with national and local outcomes and this will show that we are delivering what we said we would. This will be an ongoing progress on how we take his forward and we need to ensure that we are not duplicating any services available in Moray.</p> <p>At the next M&P Sub-group we will be looking at how we work through each milestone to ensure we are reporting concise and precise information. It needs to be discussed on how these milestones are reported and how we take forward to the Partnership.</p> <p>A sufficient report should be written up on each milestone so that this can be reported to the groups that require this information. Each milestone needs to be evidence based information so that we can prove that these outcomes are being or have been undertaken.</p> <p>TG ran through the milestones with the group to discuss how these will be undertaken and if any service can help link-in to undertake the outcomes to ensure there is no cross working happening.</p> <p>If anyone in the group felt that they needed more discussion with Tracey regarding the outcomes then they were to contact DP or JC.</p>	
Future Meetings	<p>Dates for future M&P sub-groups would be revised. It was recommended that one meeting should be held before each Partnership meeting so that any issues can be forwarded to the Partnership. This will be revised when the milestones are up and running.</p>	

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