



RECORD OF MEETING

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| TASK GROUP NAME: | Management and Performance Sub-group |
| CHAIRPERSON: | Tracey Gervaise, Public Health Lead, NHSG |
| DATE OF MEETING: | 13 April 2010 |
| LOCATION: | Room 201, TMC HQ |
| APOLOGIES: | Ian Wood, Area Manager, Aberlour Child Care Trust (IW) Mike Perera, Integrated Service Manager, NHSG (MP) Richard Donald, Head of Educational Support, TMC (RD) |
| ATTENDING: | Tracey Gervaise, Public Health Lead, NHSG (TG) Adrian Moar, Liaison Officer, TMC (AM) Lynn Geddes, Director, MCA (LG) Jean Sinclair, Senior Social Work, TMC (JS) Hugh Mackie, Chief Inspector, Grampian Police, (HG) April Charlesworth, Service Manager, TPS (AC) |
| SUPPORT: | John Campbell, Support Team Lead, MADP (JC) Amanda Ware, Community Analyst, TMC (AW) |
| MINUTES: | Donna Philip, Administrator, MADP (DP) |

| AGENDA ITEM/TOPIC | ACTION POINT | ACTION BY |
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| Previous Minutes | As papers for this meeting were tabled at the meeting, TG asked everyone to ensure that they read over the previous minutes and any issues should be sent to JC or DP. There were no other matters arising from the previous | |

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| | <p>minutes.</p> <p>JC gave the group an update on what the Finance and Commissioning Sub-group have been working on. JC had received a finance report from Bob Sivewright. The next FC Sub-group will be taking place on Thursday 15th April where the projected budget will be discussed and set. There will also be a Partnership meeting on Monday 19th April to discuss the projected spend and also the Ministerial visit on the 26th April. The budget will be taken from the milestones that have been set and will also align with the Strategy. The MADP are looking to carry forward £594,000 on top of what we have to spend. This has not been clarified as yet.</p> <p>JC also updated the group on the Workforce Development Sub-group. The WF Sub-group was discussed at the previous Partnership meeting. Letters will be sent to identified individuals who will sit at the table. These would mainly be the training officers from Grampian Police, SDF, STRADA, Learning Network North etc. The MADP are hoping to set this sub-group up by July so that it will cover milestones set.</p> | |
| <p>Milestones</p> | <p>Confirm Agreed Milestones</p> <p>TG commented that the milestones have been issued again for the group to look at any final changes that may need made. The group were satisfied that all areas were covered and the milestones are put in place.</p> <p>Reporting to Partnership</p> <p>TG tabled a template of what is currently being used within NHSG for management reporting. The template is short, simplistic and easy to manage.</p> <p>JS asked TG if it would be possible to have prior notice as to when reports should be submitted. It was agreed that 2 weeks prior to submission an email will be sent out to all and another email will be sent out 1 week before submission. This should give sufficient time for reports to be handed in.</p> <p>It was agreed that the template would be used as a reporting mechanism for the MADP. Once the report has been approved by the MP Sub-group they will then be</p> | |

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| | <p>submitted to the Partnership. It was suggested that the group look at dates of future MP sub-groups so that they give sufficient time for reports to be handed in to, being approved and sent to the Partnership. If any of the group had concerns regarding completion of the reporting template they should contact JC or TG.</p> <p>HM had some concerns over the completing of the template. HM commented that the structure of the template looks easy but when it comes to completing it there could be some problems. For example HM has a milestone which is set over 3 years. How would he report the baseline on this if the reports are to be monthly? TG replied that they should be looking at the projectory of the baseline. With this they will be able to project what the baseline will be for the following year.</p> <p>AW will support the group on monitoring the figures from the reports. Each milestone may need 2 papers to go to the Partnership i.e the report and also the milestone so that the Partnership will understand where the figures are from. It was agreed that reporting would be on a monthly bases to begin with so that the group can get to grips with the structure of it.</p> | |
| Key Actions | <p>The 3 key issues have put to the table to discuss what they will be for the following year. The previous 3 key issues were also tabled as a reminder on what we have been working on.</p> <p>The 3 key issues we have been working on are around Performance Management, Finance and Commissioning and Recovery. The MADP have been asked to resubmit the new key actions that will be used this year. TG suggested that we look at targets we already have and targets that we can achieve.</p> <p>Performance Management – It was agreed that page 3 of the completed milestones would be used for the Key action on Performance Management. This relates to intelligence led performance management systems and structures to monitor and report MADP activity.</p> <p>Recovery – Page 6, 7 & 8 of the Milestones would be used for the Recovery key action. This relates to increased number of those undertaking a recovery programme accessing education, employability and/or</p> | |

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| | <p>training, increased number of those undertaking a recovery programme accessing and sustaining a tenancy or temporary accommodation and approved MADP client's pathway(s).</p> <p>JC is to contact Mike Perera and George Gartly regarding completion of these milestones to be added to the key action on recovery.</p> <p>JS commented that the group need to ensure that the establishment is between the recovery programme and not clinical led. The recovery programme is based around the recovery of a client coming into and exiting service. JC to find out what MP's milestones are. Once clarified with MP, JC will send out to the entire group to agree.</p> <p>Finance and Commissioning – Page 28 of the milestones will be used for this key action. JC is to meet with Sharon Milton to discuss this milestone as the lead is originally Sandy Riddell.</p> | |
| Other Matters Arising | <p>JC said that the MP Sub-group should be in discussion to report on data from the Moray Delivery Plan. Health Scotland are looking at the waiting time figures for April, May and June to set the alcohol target. Reports on this should be available for the next meeting.</p> | |
| Date of Next Meeting | <p>The group need to look at future dates for the sub-group. Future meetings need to fit in with the Partnership but to also give the MP Sub-group enough time to complete tasks set.</p> <p>The next MP Sub-group will take place on the 8th June at 9.30am in Room 201, Council HQ, Elgin.</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