



RECORD OF MEETING

TASK GROUP NAME:	Management and Performance Sub-group
CHAIRPERSON:	Tracey Gervaise, Public Health Lead, NHSG
DATE OF MEETING:	26 TH July 2011
LOCATION:	Room 201, Moray Council HQ
APOLOGIES:	Adrian Moar, Liaison Officer, Grampian Police (AD) Garry Sutherland, Area Manager, TPS (GS) Lynn Geddes, Director, MCA (LG) Richard Donald, Head of Education, TMC (RD) Jean Sinclair, Senior Social Work, TMC (JS)
ATTENDING:	Tracey Gervaise, Public Health Lead, MCHSCP (TG) Blair Dempsey, Operations Manager (D&A), TMC (BD) Ian Wood, Area Manager, Aberlour Child Care Trust (IW) Hugh Mackie, Chief Inspector, Grampian Police (HG) James Grant, Service Manager, Studio 8 (JG) Susan Leonard, Service Manager, Quarriers (SL)
IN ATTENDANCE:	John Campbell, Support Team Lead, MADP (JC) Amanda Ware, Community Analyst, Grampian Police (AW) Robin Paterson, Senior Performance and Quality Performance Officer (RP)
MINUTES:	Donna Philip, Support Team Administrator, MADP (DP)

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
1. Welcome and Apologies	TG opened the meeting by welcoming Amanda Ware as the new Research and Information Officer for the MADP and Robin Paterson who is the Senior Performance and Quality Officer.	
2. Minutes and Matters Arising from previous meeting	The Workforce and Development Sub-group has been implemented and they have commissioned Carole Ralph to undertake a Training Needs Assessment (TNA) which will be reported to the group on the 1 st August. An action plan will be	

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	<p>developed from the TNA and parts will be embedded in the MP Sub-group. Ann Griffin, PPF Officer MCHSCP, has been commissioned to undertake Service User Involvement to help receive feedback from service users.</p> <p>There have been 2 applications through to the final stage of the Lloyds TSB PDI. The MADP will be alerted of the decision made on both applications in August.</p> <p>The FC Sub-group amended the projected budget with the further monies received. All monies have been allocated for the next 3 years. The ALN Service at Dr Grays Hospital has been funded through recurring funds until 2013-14. Non recurring funds were allocated to Safer Streets, Op Avon, Op Moravia (drug related work), WD sub-group, Education (strategy and health and wellbeing outcomes) and Custody Referral. All allocations have been approved by the Partnership.</p> <p>A further £30,000 of non-recurring money has been allocated for funding bids from 3rd Sector agencies. A meeting will be held on the 19th August to discuss applications.</p> <p>The ADP was asked to return a sum of money to NHS. This was an error in the way that monies were projected. Alan Sharp and the Finance Manager confirmed that this was a mistake and no monies would be clawed back.</p> <p>Mapping Exercise – Matters Arising</p> <p>6.1.1 – TG had concerns that 2 GP Practices have not renewed their LES`S for ABI`s. As the 2 practices have not signed on are relatively small there could still be an impact on the delivery of ABI`s and on performance reporting. Ken Hamilton is currently in discussions with Practice Managers.</p> <p>6.1.5 – Mike Perera has now moved to NHS Highland. Ali Walker will work in Moray 2 days a week to manage some of the tasks carried out by Mike. There still has been no confirmation of who will provide the input from the Local Authority as Ali Walker does not have the capacity to do this. JC commented that he may need to take this role on in the interim period until a person is in place.</p> <p>6.2.1 and 6.4.1 – It is possible that through Community Care Robin Paterson could possibly take lead on this. This is still to be confirmed.</p> <p>6.2.2 – It was noted that this action on the minutes is to read ‘Chair</p>	

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	<p>of the ADP is to write to Jill Stewart to gain inputs' and not interest. JC is to find out if Andrew Fowlie has followed this action up.</p> <p>6.3.3 – There is the difficulty that there is an undergoing review and design across Scotland for Criminal Justice and unsure of where Moray will sit in the new design. There is talk of DTTO being put back into each area to be delivered locally. It was decided to work with milestones just now. Anti-Social Behaviour these milestones will be the same as last year.</p> <p>6.3.4 – GS has not met with Euan Strachan as yet. JS has been liaising with Paul Smith to put things into place to generate more referrals. JC is to write a report to the Scottish Government on Custody Suite Referrals. The figures for last year were 2620 custodies in which 67 were seen through referral. 66% of those custodies had related issues with alcohol.</p> <p>6.3.8 – Grampian Police were still waiting on information from Ken Kennedy from Parks and Land. Amanda to chase up figures from Ken Kennedy.</p> <p>JC commented that the decision was taken centrally not to respond to news articles regarding needles found in communities'. Fiona Raeburn, Substance Misuse Pharmacist has reported that there has been a reduction in uptake of needles in pharmacies across Grampian in the last year with a drastic 50% reduction in uptake.</p> <p>6.4.2 –Jane Mackie is to meet with Sandy Riddell and John Carney and it is hoped that a Lead Officer for this milestone will be identified. Andrew Fowlie has written to Susan McLaren for an update.</p> <p>6.4.3 – The milestones for Education inputs are still to be put forward. This is to be chased up when RD is back from annual leave.</p> <p>6.4.4 – It was decided that this milestone was to be taken to the Partnership to discuss further on how Carers and GP's can be better aligned.</p> <p>6.5.2 – Still to be chased up for final milestone.</p> <p>TG felt that this was a robust structure for performance reporting but that the group were not getting the full commitment needed from some Partnership agencies. It was agreed that the milestones need to be updated as soon as possible so that efficient reporting can begin.</p>	

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	<p>HM commented that the Management Performance Plan for 2012/13 should be planned in the final quarter of the 2011/12 so that reporting can begin as soon as the new year starts.</p> <p>JC and TG are to meet with individual Lead Officers to ensure the PMR is up to date..</p>	
3. Service Improvement Changes	<p>The Service Improvement Plan draft will be distributed around December and published in February. Drugs and alcohol have not been included in previous plans and it is important that they are in the new plan with the changes in Community Care.</p> <p>Make sure we are making targets in performance improvement Plan – To go on agenda</p>	
4. Community/Social Care Outcomes	<p>RP gave a presentation on Community/Social Care Outcomes.</p> <p>Drug and alcohol services use SSA's as a collating tool which is reviewed every 3 months with the client. At present this would make services sitting at 0 backlogs.</p> <p>TG commented that a statistic that is increasing is drug and alcohol related deaths. As far as she was aware Steven McCluskey was to take forward the Choose Life Co-ordinator role in Moray.</p> <p>JC commented that D&A services have been collecting operational data in real time, however the data was never being analysed. RP responded that there are challenges of not having the back up support in real time as it is a significant amount of work. The pros and cons of this need to be weighed up with the benefits and costs. There will be a pilot in 6/8 months which will see the teething out issues.</p> <p>SL commented that Carers are entitled to be assessed but a review isn't undertaken until it is requested. RP is to look into this structure and report back.</p>	
5. SOA	<p>The sub-group are yet to be asked for outcome indicators. JC is to contact Bridget Mustard to receive direction and clarity of what is happening with SOA's .</p>	
6. Waiting Times Data	<p>JC is meeting with the Scottish Government on 29th August to discuss waiting times data. ADPs have been told that they can take down reports for their area but this has not come forward as yet. The Scottish Government are looking to extract Quarter 1 reports as they have been running behind with glitches in the online system. Once the reports are up and running, AW will be able to report back to the group on Moray figures quarterly and annually. This will be taken forward to the next agenda.</p>	

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7. Outcomes Data	<p>AW informed the group that she is formulating a report from the outcomes data from Moray services. Data is collected from services on the 15th of each month.</p> <p>It was brought to the table's attention that there was an error in the 2010/11 MP Plan on page 17. The baselines were 270 and not 121 for Adult Alcohol ASB. This takes the milestone from red to green.</p>	
8. Performance Management Plan	<p>As discussed earlier.</p> <p>TG informed the group that the Scottish Cabinet will be in Moray in September and there will be an interest in the work undertaken in Moray.</p> <p>JC commented that the Scottish Government was up last week and that they are happy with the progress of Moray.</p>	
9. Date of Next Meeting	The next meeting will be held on 25 th October 2011 at 9.30am in room 201, Moray Council HQ.	

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