



## Moray Alcohol and Drug Partnership

### RECORD OF MEETING

<b>TASK GROUP NAME:</b>	<b>Moray Alcohol and Drug Meeting</b>
<b>CHAIRPERSON:</b>	In the absence of the chair being appointed: <b>Sandy Riddell, Director of Community Services, TMC</b>
<b>DATE OF MEETING:</b>	1 May 2009
<b>LOCATION:</b>	Room 238, Council HQ, Elgin
<b>APOLOGIES:</b>	Sharon Milton, Superintendent, Grampian Police ( <b>SM</b> ) David Abernethy, Governor of Inverness Prison ( <b>DA</b> ) Andy Jamieson, Anti Social Behaviour Co-ordinator, TMC ( <b>AJ</b> ) Andrew Fowlie, General Manager, MCHSCP ( <b>AF</b> )
<b>ATTENDING:</b>	Sandy Riddell, Director of Community Services, TMC ( <b>SR</b> ) John Campbell, Alcohol and Drug Development Officer, TMC ( <b>JC</b> ) Eileen Bush, Chief Officer, SCVO ( <b>EB</b> )
<b>MINUTES:</b>	Donna Matthew, MADP Administrator ( <b>DM</b> )

<b>AGENDA ITEM/TOPIC</b>	<b>ACTION POINT</b>	<b>ACTION BY</b>
<b>1. Apologies</b>	As Above	
<b>2. Appointment of Chair and Vice Chair</b>	JC noted that because there were not enough people attending the meeting (quorum) it would not be possible to appoint the Chair and Vice Chair, as well as other decisions due to be made today.  JC advised that he had received two nominations, one from SM nominating SR as Chairperson and one from SR nominating SM as Vice Chairperson. EB asked if it would be possible for the attending people to make a decision of Chair and Vice Chair and it could be signed off at the next meeting.	

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	<p>This was agreed but SR clarified that he would take on the Chairs position if voted but would look at guiding the MADP through the first six months and then stand down. SR advised that he would like to see it through, what he had started regarding the new structure but would also like to spend more time in the future on other aspects of his responsibilities .</p> <p>JC to email all members of the MADP and ask if they agree with the decision made.</p>	<b>JC</b>
<b>3. Initial Draft of Constitution</b>	<p>JC commented that the title of the constitution would need to be changed from MDAP to MADP in line with national ADP's.</p> <p>EB asked if it would be advisable to change the percentage of the quorum, SR and JC thought that this would be more advisable. It was decided that the percentage of the quorum would drop from 50% to 30% to allow decisions to be made. The new % of quorum would also take effect on all sub-group meetings. SR commented that we will need to email all members of the sub-groups to express interest in the posts of Chair and Vice Chair. JC will take this forward next week.</p> <p>JC commented that he had pencilled another point in to 2.4.4 for discussion. The point was around those services that the MADP contract with and should representatives then still have a seat at the Management and Performance Sub group. It was agreed that in order to keep the knowledge and skill base, those who are appointed should remain, regardless of whether MADP contract with them or not.</p> <p>It was decided that the Area Delivery Plan would now be known as the Moray Delivery Plan. EB's name also needs to be added to the bottom of the Constitution for signing.</p> <p>No other points were made. Correspondence from AJ, DA and SM were noted that they had no changes to make. JC to forward the amended Constitution to all members.</p>	<b>JC</b>          <b>JC</b>
<b>4. Scheduling of Meetings for 2009/10</b>	<p>JC commented that the next Healthier Strategic Group meeting was to be held on the 2 July. He noted that we need to look at the new strategy for the MADP as this would need to go to the Healthier Strategic Group at least 7 days before their meeting so that it can be put for consultation. SR commented that we would be looking at mid June for the new Strategy to be ready for. DM will need to email all members to check dates available for the next MADP meeting in order to give adequate time for consultation around the new Strategy. It was noted that this would be a very rough first draft.</p>	<b>DM</b>

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<b>5. SWIA Update</b>	<p>SR informed the group that Tom Leckie from the SWIA will be giving verbal feedback on how the inspection went in Moray. SR commented that we would be looking at having a debrief to look at issues arising from the inspection and another debrief after the verbal feedback. SR commented that the draft report from SWIA will be ready on the 12<sup>th</sup> June and the final report will be ready in July and on the SWIA website by August. SR would also like to make all members of the ADP aware that if the MADP disagree with any points in the report, they will be challenging them for it to be changed. SR also commented that he may not be able to attend the verbal feedback in Aberdeen and if not he would like JC and SM to attend on his behalf.</p>	
<b>6. Development of Alcohol and Drug Strategy</b>	<p>The new MADP Strategy would need to be ready for consultation for the 2<sup>nd</sup> July. JC commented that he now needs to set up a Short Life Working Group to discuss the draft of the strategy. JC listed all the people who he would like in the group as they will all be able to put in their own input in. The list of people were as follows:</p> <p>Ian Smillie – National ADAT Co-ordinator  Wilma Easton – Scottish Drug Forum,  Tracy Gervaise – Public Health Lead, MCHSCP  Anna Jermyn – Research and Information Officer, TMC  Hugh Mackie – Chief Inspector, Grampian Police  Eileen Bush – Chief Officer, MVSO  Garry Sutherland – Operations Manager, TPS</p> <p>JC also commented that he thought about inviting an elected member to the group. SR commented that we should maybe just have people with expertise on board at this stage who will be able to give some input into the Strategy. EB asked if the Strategy would be put to the MADP meeting table to discuss and for all members to agree on. JC noted that the draft would go to the Management and Performance Sub Group then to the MADP.</p> <p>JC to arrange and construct first draft of the MADP Strategy for 2009 – 2011.</p>	<b>JC</b>
<b>7. Re-Launch of Alcohol and Drug Services in Moray</b>	<p>JC suggested that there should be a re-launch of the MADP to promote the changes to the Partnership as well as the re-launch of the Partnership Strategy. JC also commented that we should invite Fergus Ewing to come up to the launch. JC asked how we would go about inviting him. SR advised that we would need to get in contact with the Ministers Civil Servant as well as contacting Shona Robison. If Fergus Ewing is available to attend we should organise the day around Fergus Ewing's Diary.</p>	

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<b>8. Date of Next Meeting</b>	It was decided by all that MADP meetings will be held every 3 months but with reason to meet more often if needed. DM to email out dates for June for the next MADP meeting.	

**CHAIRPERSON'S NOTES/COMMENTS**

**ISSUES TO BE REPORTED TO MADP Administrator**

**CONSULTATION PROCESS – PARTICIPANTS/OUTCOMES (where relevant)**

**DETAILS OF EVIDENCE RETAINED AND LOCATION**

**252 High Street, Elgin, Moray, IV30 1BE**