



## Moray Alcohol and Drug Partnership

### RECORD OF MEETING

<b>TASK GROUP NAME:</b>	<b>Moray Alcohol and Drug Partnership Meeting</b>
<b>CHAIRPERSON:</b>	<b>Sandy Riddell, Director of Community Services, TMC</b>
<b>DATE OF MEETING:</b>	28 September 2009
<b>LOCATION:</b>	Heritage Centre, East End Primary School, Elgin
<b>APOLOGIES:</b>	Andrew Fowlie, General Manager, MCHSCP <b>(AF)</b> Tracey Gervaise, Public Health Lead, MCHSCP <b>(TG)</b>
<b>ATTENDING:</b>	Sandy Riddell, Director of Community Services, TMC <b>(SR)</b> Sharon Milton, Grampian Police <b>(SM)</b> John Campbell, Alcohol and Drug Development Officer, TMC <b>(JC)</b> Eileen Bush, Chief Officer, SCVO <b>(EB)</b> David Abernethy, Governor of Inverness Prison <b>(DA)</b> Rankin Barr, Service Manager, TPS <b>(RB)</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 and Minutes from Previous Meeting</b>	TG and AF were unable to attend today's meeting due to a NHSG Holiday.  Minutes from previous meeting agreed.	
<b>2. Constitution</b>	JC informed the group that the Constitution had a few changes made to it such as incorporating education.  SR commented that there were a few typing errors in the constitution and that he would need to meet with JC to discuss these and make necessary changes.	

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	<p>RB commented that the membership of the Finance and Commissioning sub group only contained local authority managers and NHS managers and asked if there was any scope for service managers to fit into this group. SR responded by saying that as services will be restructured soon, the membership of groups are subject to change but in the mean time it will stay the same for the moment. NHS and local authority contract services and this is why managers on the membership are from local authority and NHS. JC also commented that input from the Partnership membership can be put to the Finance and Commissioning Sub Group to be discussed and ex officio membership could happen in the future.</p> <p>SR noted that there was reference in the constitution to full membership and that this should maybe be changed. He also pointed out that in section 2.13.2 which stated that 'Membership of short life working groups will only be from those able to contribute to achieving the expected outcomes' does not need to be in the constitution, it would be up to the Chair or Vice Chair to have a word with non attendees at meetings. It was agreed that 2.13.2 would be removed.</p>	
<p><b>3. SWIA</b></p>	<p>JC informed the group that Tom Leckie from SWIA had a few amendments to make on the inspection report. The report should be published on the internet by the end of September, start of October. There have been a few delays and it is now looking that the report will be published at the end of October. SR commented that there would be no press release but we should be looking at preparing a case for the press if they want a comment on the report. The report its self is reasonable and there is not much that the press can criticise, the report shows that we have not stood still in Moray.</p> <p>SR informed the group that he was looking to set up a briefing session with elected members to discuss the report and the changes made. It was now decided that a briefing paper would be sent out instead.</p> <p>JC and SM to meet to discuss briefing paper to be sent to elected members.</p>	
<p><b>4. Seminar/Conference</b></p>	<p>SR was looking to form a small group to discuss the plan of action for the conference/seminar. This would include the programme of the day, venue, banners etc. SR will also be drafting a letter to elected members to ensure that they keep this date in their diary free.</p> <p>EB commented that we should be looking at the perception we</p>	

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	<p>will be giving out to attendees of the conference. RB asked if we would be looking at sponsorship for the conference such as Diageo. This is some thing that the short life working group will look into.</p> <p>SR informed the group that we will be putting in a decent attempt for the conference to ensure that we are putting the message across of what we are doing, where we are going and where we will see ourselves in the future. The guests that we would be looking to attend would be Head of Services, Managers and Politicians. RB commented that he would talk to the service users group to see if there is anyone who would like to speak at the conference.</p>	
<b>5. MADP Logo</b>	<p>EB commented that the logo that stood out to her was the 2<sup>nd</sup> option. She felt that it stood out as being a partnership and in it together and that it also links in with the Community Planning Board. JC also commented that it emphasis the partnership approach that we have.</p> <p>It was agreed that the 2<sup>nd</sup> logo will be used for the MADP.</p>	
<b>6. Funding</b>	<p>JC informed the group that at a previous 3 ADAT Chairs meeting additional monies was discussed. A proposal was circulated prior to this meeting but SM and JC did not agree with what was set. SM argued the point at the meeting that the proposal was more in favour with Aberdeen City and that the split proposed was 55/28/17. Aberdeen City and Aberdeenshire have intelligence led proposals for funding whilst we do not have the staff to carry this forward. SR commented that Moray do not have the information structure to prove a case and that we should be looking at this freshly next year. Moray has gained extra money this year but still lost out on £4500.</p> <p>SM informed the group that there was a huge risk in the Partnership as we are 6 months in the year and have not spent anything yet. If we don't spend this money by the end of the year we run the risk of losing it all and will be criticised for doing so. JC commented that it has been identified as a risk through the Finance and Commissioning sub group and is on the agenda for the next meeting. We need to look at what's coming in, what's going out, what's been spent so far. We also cannot use the money to create additional posts.</p> <p>SR commented that we should look to put monies towards additional support for gaps in services in Moray. An update is to be taken to the next Partnership meeting.</p>	
<b>7. Single Outcome Agreement</b>	<p>SM informed the group that at the last Community Planning meeting there was concern over how the SOA is managed by</p>	

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	<p>the group and that the SOA are not SMART targets. They also felt that the SOA were not a yearly plan but more an aim to work on over a few years. The Community Planning board has considered that they could be refined.</p> <p>SM, EB and AF to meet to discuss and correct SOA's.</p>	
<p><b>8. Guidance on Referral Pathway</b></p>	<p>JC informed the group that the Guidance on Referral Pathways shows a clear direction on where ADPs are supposed to be. The guidance outlines what services the HEAT target applies to, how waiting times will be monitored and reporting mechanisms. The Pathways gives the message of recovery and more community based. We need to ensure that existing services that we contract and others are aware of this document to ensure that it is taken forward. JC commented that this is something the MADP need to get right first and then disseminate to other services not contracted by us.</p> <p>SR commented that we should approach housing and engage detail and evidence of engagement. JC replied that we are engaged with homelessness strategy group.</p> <p>SM asked if it would be worth having an action plan to go alongside this document. JC commented that he will take it to the Management and Performance sub group to follow up and take back to Partnership meeting on the 3<sup>rd</sup> November.</p>	
<p><b>9. Evaluation of Drug and Alcohol Services</b></p>	<p>JC asked the group if there were any changes in the evaluation that needed done. SM commented that there was a correction on page 22 that she felt needed change. SM also felt that the 5<sup>th</sup> paragraph on page 47 needs to be changed.</p> <p>It was decided that the evaluation will be distributed to other agencies such as Studio 8 and MCA to look over and bring comments back to the table. Any other grammatical errors should also be amended before going to the publishers.</p> <p>SR informed the group that he would be adding an extra page to explain what we do and the aim for the future. There will also be an added piece to state that some information has changed due to the dates the information was collected to the date the report was published.</p> <p>AJ commented that AW will be able to pick out information from the evaluation and bring/produce quarterly reports to the partnership table.</p>	
<p><b>10. Moray Delivery Plan</b></p>	<p>SR asked JC where the Moray Delivery Plan sits apposed to the Strategy. JC replied that this will let us know what we are delivering and what we are doing. Services will complete the</p>	

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	<p>self assessments and return to MADP, these will then be analysed by AW and a report will be sent to Partnership quarterly. We will have data in by the end of the year to project the figures for next year. JC felt there was a lack of self assessment tools and thought that this would be useful to help the MADP.</p> <p>The Management and Performance sub group will look at the gaps and action points noted and bring back to Partnership table.</p>	
<b>11. Commissioning Strategy</b>	<p>SM felt that there was a lot of information which should be taken out and placed in the Strategy. We should be aspiring to look at the gaps in the evaluation and take forward from there.</p> <p>EB felt that there was a lot of padding in the document which loses where it stands.</p> <p>It was decided that the Commissioning Strategy would now be called the Commissioning Plan.</p> <p>SM and JC to look at the changes needed in the Commissioning Strategy and take forward to the Healthier Strategic Group.</p>	
<b>12. Draft Substance Misuse Strategy</b>	<p>JC commented that he has the body of the Strategy but just needs to put it together which he has not had the time to do. SR commented that that was fine and that he was impressed with the amount of work done on recent documents. He also felt that we are currently in a strong position and that we should be looking at the feedback from SWIA to feed into the strategy.</p>	
<b>13. ABI</b>	<p>JC informed the group that Richard Carey felt there was to be a bigger push for ABI. In Grampian there was expected to be 15000 ABI, as to date Moray have only had 46. ABI's need to be performed by doctors, nurses, A&amp;E staff or Maternity staff only and this is where the problem lies. The contract for ABI is through health and we do not have a say how this is carried out. We are not able to contract services to carry out ABI's. Doctors are aware of ABI's and are encouraged to carry these out. JC commented that we should have a meeting with the GPs to try and discuss the situation. JC is to talk to TG to discuss taking forward.</p>	
<b>14. Role And Remit</b>	<p>JC informed the group that he was not happy with the Role and Remit document which was proposed at the last 3 ADAT Chairs meeting. He felt that the paper was not ready and should not have been taken to the table. The terms of reference on the document were agreed but he didn't agree with the rest of the paper. The Role and Remit will be redrafted.</p>	
<b>15. Date of Next</b>	<p>The next Partnership meeting will be on the 3<sup>rd</sup> November 2009</p>	

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meeting	at 2pm in Room 238, Moray Council HQ, Elgin.	

**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**