



RECORD OF MEETING

TASK GROUP NAME:	Partnership Meeting
CHAIRPERSON:	Andrew Fowlie, General Manager, MCHSCP, (AF)
DATE OF MEETING:	7 June 2011
LOCATION:	Spynie Dental Practice, Room 2, Elgin
APOLOGIES:	Mark Holloway, Links Manager, HMP Porterfield (MH) Tracey Gervaise, Public Health Lead, NHSG (TG) Richard Donald, Head of Education, TMC (RD)
ATTENDING:	Mark Cooper, Divisional Commander, Grampian Police (MC) Eileen Bush, Chief Officer, VAM (EB) Jane Mackie, Head of Community Care, TMC (JM) Andy Jamieson, ASB Co-ordinator, TMC (AJ)
IN ATTENDANCE:	John Campbell, Support Team Lead, MADP (JC) Pauline Merchant, NHS (PM)
MINUTES:	Donna Philip, Support Team Administrator, MADP (DP)

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
1. Welcome and Apologies	AF welcomed the group to his 1 st meeting as Chair. AF formally thanked Sharon Milton for chairing the Moray Alcohol and Drug Partnership.	
2. Minutes from previous meeting	The minutes were approved as accurate. Matters Arising Other than ABI being top sliced for Grampian all other funds will be advised thereafter.	

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	<p>The RIO post has been filled and will commence on the 8th July.</p> <p>The MADP have funded an education group to take forward drug and alcohol education in schools. Any work in regards to training that materialises through the strategy will then go to the WD Sub-group. It was agreed that the MADP RIO will also attend this group and report back on any updates.</p>	
<p>3. New Chair</p>	<p>AF has taken on the role as Chair of the MADP.</p> <p>Jane Mackie will now take on the role as Vice Chair of the Partnership.</p>	
<p>4. Update from WD Sub-group</p>	<p>JM gave an update on the Workforce Development Sub-group. The group has met twice since being set up. There is currently two pieces of work being undertaken.</p> <p>Carolle Smith is developing a Training Needs Assessment (TNA). This is currently in the early stages but will be reported back to the next meeting in August.</p> <p>Ann Griffin is leading on Service User Involvement (SUI). Ann has directly approached service users which has created some interesting information for the group. The group are aiming to support and develop peer led services in Moray. They are hoping that along the line Moray will have their own recovery champions who can help encourage other service users.</p> <p>There are currently no peer led services in Moray. SDF was to help ADPs in setting up service user involvement groups but these never materialised. The MADP have funded three licenses (Housing Support, Integrated D&A Services and Out Reach) from SMART Recovery.</p>	
<p>5. Update from MP Sub-group</p>	<p>The 2010/11 Management and Performance Reporting Plan was tabled. The RIO will undertake the collation of this information and report back to the MP Sub-group quarterly.</p> <p>The MP Sub-group undertook a mapping exercise to look at the new milestones for 2011/12. This will be pulled together and circulated to Partnership members. It was identified that some of the milestones will change as will the lead officers.</p> <p>The MP sub-group are still waiting on the Single Outcome Agreements</p>	

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	<p>to be set by the CPP so the MP Sub-group can set all milestones.</p> <p>It was agreed that a needs assessment would be developed for the next Partnership meeting. Items that the needs assessment would look at are domestic violence, child protection, alcohol in Moray etc.</p> <p>It was noted that the current strategy will be used for another year.</p>	
<p>6. Update from FC Sub-group</p>	<p>EB, TG and JC interviewed one applicant for the RIO post who has now been appointed the job.</p> <p>There were three typos on the previous minutes of the FC Sub-group.</p> <p>Alcohol Liaison Nurse should read £40,000 instead of £10,000.</p> <p>Domestic Violence should be recurring and not non recurring and the final total of money should read £586 instead of £587.</p>	
<p>7. Finance Update Report</p>	<p>Bob Sivewright reported to the last FC Sub-group with an end of year finance report. The spread sheet in the report shows the accurate spend for 2010/11.</p> <p>The FC Sub-group has grasped a full understanding of the MADP's financial position over the last 2 years. They are now aware of what monies are coming in and what monies are being spent.</p>	
<p>8. Recommendations from FC Sub-group</p>	<p>The budget revision paper was tabled for the Partnership to approve the recommendations made by the FC Sub-group on allocation of additional funding.</p> <p>The FC Sub-group also recommended that unallocated monies are set aside for grant funding which has been successful in previous years.</p> <p>The partnership agreed that the recommendations are approved.</p>	
<p>9. Child Protection and Alcohol and Drugs</p>	<p>JC is to meet with Susan McLaren (CP Performance Improvement Officer) to discuss children affected by parental substance misuse. It was noted that drug and alcohol services were meeting the national standards set.</p> <p>AF felt that the Partnership needs insurance of a system around performance of children and alcohol consumption so that when the inspectors returns in January all the information will be there.</p> <p>JC suggested that a fourth sub-group was set up to look at children</p>	

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	<p>and families. The group would include education and child protection. A member of the Partnership would need to govern the sub-group. JC to meet with Pauline Merchant and Susan McLaren to discuss further.</p> <p>AF suggested that the Partnership receive information on where child protection were and where they are now.</p>	
10. Additional Members	<p>AF asked Alistair Keddie about 2 elected members to sit on the Partnership. As Alistair Keddie is now on leave AF is to ask the Convenor. Suggested elected members are the Chair of the Licensing Board and Chair of Health and Social Care Committee.</p>	
11. Risk Register	<p>The group ran through the current Risk Register.</p> <p>1.1 – reviewed downwards – yes</p> <p>1.2 - Cleared</p> <p>1.3 - Cleared</p> <p>2.1 - Cleared</p> <p>2.2 - Cleared</p> <p>2.3 – There is data set in place. The RIO will take on this role.</p> <p>3.1 - Ongoing</p> <p>3.2 – Drug and alcohol services are primarily delivered in Elgin but Third Sector agencies are commissioned to deliver in rural areas if required.</p> <p>3.3 - Ongoing</p> <p>3.4 – To stay red until further notice.</p> <p>MC felt that there is a gap in relation to the licensing agenda and that a risk should be placed in the register.</p>	
12. AOCB	<p>As Mike Perera has now moved on, Bill Harrison was keen in appointing JC in the role of managing drug and alcohol staff in health and social care. This will involve different lines of responsibility for JC. JM asked for approval from the Partnership board to take this further through Personnel. It is important that there is a sound structure</p>	

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	<p>within all services.</p> <p>If approved JC would hold this post as well as his responsibility for the ADP Support Team for an interim period. The Partnership would then look at a long term plan. JC's job description would be reviewed and adapted to suit the role.</p> <p>All agreed for the post to go ahead. A report will be submitted to the next Partnership meeting. JM is to discuss post further with Personnel of NHS and TMC.</p> <p>JC informed the group of the comments on The Scheme Debate by a member of a commissioned agency. JC ensured members that they have followed up the concerns with the agency and noted that it would not happen again.</p> <p>MC updated the group on Drug Related Deaths (DRD). In 2010 there were 2 DRD and so far for 2011 there are 5 DRD. There were concerns that there was a shortage of Heroin which could have led to the abuse of other drugs however, there was no connection between the 5 deaths.</p>	
10. Next Meeting Date	The next meeting will be held on the 4 th October at 10am, venue TBC.	

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

Rolling Key Points and Actions From Partnership Meeting held on the 1 November 2010

Ref No.	Action Agreed	Agreed Lead/ Responsibility	Agreed Timeframe	Progress Update
1.0	SM to update 3 Chairs meeting on point on what Moray think Grampian should be measuring on for the Needs Assessment.	SM		On going
1.2	RIO post – Any nominations for the post should be submitted to SM by 21 st March for consideration.	SM	21/03/2011	RIO interviews were held on the 02/06 and they are now appointed.
1.3	AF to meet with MC, Sandy Riddell and Community Planning to discuss child protection issues and the possible setting up of sub-group.	AF	04/10/2011	JC to meet with Pauline and Susan McLaren to discuss further
1.4	AF to meet with Alistair Keddie to discuss elected member representation At ADP table.	AF	04/10/2011	AF to discuss with Convenor.
1.5	The Finance and Commissioning Sub-group to write letter to agencies to seek clarity on budgets and where services will being next year.			
1.6	Risk register to be updated and circulated to Partnership			
1.7	Needs Assessment is to be developed		04/10/2011	
1.8	JM to meet with Personnel of NHS and TMC to discuss appointment of JC as lead of D&A Staff	JM		
Additional Comments				