



## STRATEGIC FINANCE AND COMMISSIONING GROUP

### MINUTES OF MEETING

Wednesday, 22<sup>nd</sup> August 2007 at 11.30am  
ADAT Lodge, Ayrshire Central Hospital

**Present:** Dr Maggie Watts, Chairperson  
Ruth Shepherd, Co-ordinator, ADAT  
Irene Campbell, ADAT  
Fiona Neilson, Finance Department NHS Ayrshire and Arran  
Liam Wells, Addiction Services, East Ayrshire Council  
Sheena Galt, North Ayrshire Council  
Linda Boyd, NHS Ayrshire & Arran

	Item	Action
1.	<b>APOLOGIES</b> Maggie welcomed all in attendance. Apologies were received from Jenny Thompson and John Mitchell.	
2.	<b>MINUTES OF LAST MEETING</b> Minutes from the last meeting were perused for accuracy and agreed as a true record.	
3.	<b>MATTERS ARISING</b> Maggie advised most of the initiatives detailed in the last minutes are complete or are in progress.	
4.	<b>TERMS OF REFERENCE</b> Maggie stated that ADAT is reviewing the terms of reference of all sub groups as there is a need to clarify aims which should be in line with the strategic direction. The Group made the following comments and amendments to the Strategic Finance and Commissioning Group terms of reference: <ul style="list-style-type: none"> <li>• membership to be reviewed regularly. Identified substitute representatives need to be clarified.</li> <li>• The role of the Chairperson in cases of identifying and declaring potential conflict of interest should be added.</li> <li>• Reporting arrangements should be made clear.</li> <li>• In the case of disputes requiring a casting vote by the majority of members present, the Chairperson has the casting vote.</li> </ul> Maggie and Ruth will revise and bring draft back to the next meeting.	<b>MW / RS</b>
5.	<b>FLOWCHART FOR ALLOCATION OF ADAT MONIES</b>	<b>Action</b>

	The flowcharts currently cover the bidding processes but not all funding distribution is gathered by this route. It was agreed this group should be able to allocate funding to meet identified strategic gaps. Maggie and Ruth will work on flowchart to cover this and bring to next meeting.	<b>MW / RS</b>
<b>6.</b>	<b>REPORT ON ADAT SERVICE LEVEL AGREEMENTS</b> Ruth advised procedures with regards to monitoring projects funded via ADAT had been reviewed. The summary monitoring reports information provide a basic update on progress. Most projects are funded to March 2008 and the group discussed the services' concerns regarding re-funding. Maggie to raise this issue at meeting with Ministers on 10 <sup>th</sup> September. It was agreed to have a meeting on this topic after Maggie's meeting with Scottish Executive.	<b>MW</b>
<b>7.</b>	<b>ALCOHOL RELAPSE MANAGEMENT SERVICE</b> Mid term evaluation report to be considered as part of the next meeting.	<b>RS</b>
<b>8.</b>	<b>MONITORING REPORT ON ADAT RING FENCED BUDGETS</b> Ruth spoke to the budget report circulated to members. Maggie advised the Support Team carry forward funding had been committed to fund a pilot Alcohol & Drug Health Promotion Officer, and to enable the continuation of the current research post until March 2008. Maggie also advised that she had committed to funding a GP Enhanced Services pilot, and she would be keen to see how we could support work around reducing waiting times. Group members were asked to note the amount of non-recurring funding available to spend before the end of March 2008.	
<b>9.</b>	<b>CONSIDERATION OF SUBMITTED PROPOSALS</b> Liam Wells had submitted a proposal for a East Ayrshire Domestic Abuse Project. It was agreed in light of the amount of non-recurring funding available before end of March 2008 that members would be asked to indicate strategic gaps. Members were asked to note that ADAT could not allocate additional resources to meet capacity issues within existing core services. Invitations to submit proposals would then be issued highlighting strategic gaps as identified by group members. The members discussed timescale to enable projects to be completed by March 2008. It was agreed completed proposals need to be submitted to JPIGs for endorsement and then made available to the Strategic Finance and Commissioning Group for October meeting.	<b>All / RS</b>          <b>RS</b>
<b>10.</b>	<b>ANY OTHER COMPETENT BUSINESS</b> None	
<b>11.</b>	<b>DATE OF NEXT MEETING</b> 11.30am, 24 <sup>TH</sup> October 2007 (after ADAT Steering Group Meeting)	