

**MINUTES  
of  
WAITING TIMES MEETING  
on  
25<sup>TH</sup> APRIL 2007**

**Present:**               **Ayleen McBride  
Lesley Robb  
Peter McArthur  
Julie Wales  
Marie Gribben (attended at end of meeting)**

**Apologies:**           **Alastair Cairns**

		<b>Action</b>
<b>1.</b>	<p><b>MATTERS ARISING</b></p> <ul style="list-style-type: none"> <li>• Ruth to write to Scottish Executive explaining why information has not been submitted.</li> <li>• Draft letter to Ruth as to why problems have arisen (importing etc.)</li> <li>• Ruth to make Scottish Executive aware that previous reports have been incorrect and the reasons why.</li> <li>• Julie has produced a definitions sheet and will send out to Addiction Teams for comments. Peter to letter the Team Leaders looking for involvement/representation at Waiting Times Meeting. Peter to speak to Ruth (urgent).</li> </ul>	<p><b>RS</b></p> <p><b>LR</b></p> <p><b>RS</b></p> <p><b>JW PMcA</b></p>
<b>2.</b>	<p><b>TREATMENT &amp; REHAB</b></p> <p>New initiatives should impact on Waiting Times. Alastair is heading up an assessment group to focus on specialist assessments.</p> <p>Decision will be made Ayrshire-wide ("Journey-Through Treatment &amp; Care" meeting); where all addiction services will be asked to participate on a weekly basis, the purpose being to prevent clients from dropping out of services and to assist in the best placement of clients. If services are not able to attend, they will still be allocated clients.</p> <p>This would provide clarity as to why a particular client is being referred to a specific agency. If referral is inappropriate, then decision can be made for best route of referral, especially addressing problems with difficult/chaotic clients. Timings of meetings can be agreed after initial meetings.</p> <p>If service is passing on a client, then as a minimum there is a formal handover, eg face to face handover, written, or whatever is most appropriate. Still to be finalised by Treatment &amp; Rehab Group.</p> <p>Julie suggested that a column is added in for "type of handover" in order that this can be measured.</p>	

<b>3.</b>	<b>STANDARDS</b>  Each service is being contacted by April Shaw (Researcher, Scottish Drugs Forum) to undertake baseline survey regarding Quality Standards. Each service would be advised to keep copy of information provided to provide individual information if required.	<b>AS</b>
<b>4.</b>	<b>CHAIR</b>  Peter will letter group in this regard.	<b>PMcA</b>
<b>5.</b>	<b>NEXT MEETING</b>  The next meeting will be held at 9.30am on Thursday 31 <sup>st</sup> May at ADAT Lodge.	