

## MINUTES OF WAITING TIMES MEETING

Held on 31<sup>st</sup> May 2007 at ADAT Lodge

**PRESENT:** Pat Lerpiniere, Addiction Services (Acting Chair)  
Alastair Cairns, North Ayrshire Council  
Julie Wales, Addiction Services  
Pete Gilfedder, Dual Diagnosis Team  
Lesley Maxwell, Addaction  
Lesley Robb, ADAT

**APOLOGIES:** Peter McArthur, Addiction Services  
Maureen McKay, Turning Point

<b>1</b>	<b>MINUTES OF PREVIOUS MEETING</b> Minutes of the last meeting were agreed as an accurate record.
<b>2.</b>	<b>MATTERS ARISING</b>  Contact made as per Minutes  Julie produced definitions – copy attached with Minutes.  <u>Treatment &amp; Rehab</u> Alastair to chair assessment group.  Single Shared Assessment – what additional criteria should be added on to this. <ul style="list-style-type: none"><li>• Create format to clearly identify paths through services and paperwork – whilst this is not a topic for discussion at this particular group, Alistair highlighted that it will eventually impact on waiting times.</li></ul> <u>Standards</u> Pat authorised extra payment of £500 to obtain copies of transcripts if necessary.
<b>3</b>	<b>SCOTTISH EXECUTIVE REPORT</b>  Discharge Form should perhaps have 'type of handover' included – Group agreed this would be useful.  Addiction Services had local meeting to discuss lowering services <ul style="list-style-type: none"><li>• Locality meetings to take place to discuss waiting times.</li><li>• Julie taking copy of Turning Point database on 4<sup>th</sup> July.</li><li>• Clients with long waits who are not in treatment should be lettered and if no intervention is required or no contact is made, then these clients should be discharged.</li></ul>

	<ul style="list-style-type: none"> <li>• When data is handed over to Julie, she will complete a matching exercise.</li> </ul> <p>A meeting is to be arranged before next quarter to agree whether or not data will be re-submitted. If the data appears to be accurate, then there should be no problem in re-submitting information to ISD.</p> <p>Future meetings will be arranged before each quarterly return to discuss local waiting times.</p>
<p><b>4.</b></p>	<p><b>ANY OTHER BUSINESS</b></p> <p><u>Chair and representation</u></p> <p>Lesley Maxwell agreed to attend meetings. If not she will send a representative. She further agreed to Chair the group with support from Lesley Robb.</p> <p>Whilst it is agreed that the membership of the group is correct, the group felt it would be useful to reiterate the purpose of the group. It was further discussed that structurally, the group should report to Treatment &amp; Rehab to look at the operational issues that arise from this Group.</p> <p><u>Future Meeting Dates</u></p> <p>It is intended to hold the meetings on a quarterly basis to co-incide with quarterly submissions to ISD. With this in mind, it is proposed the meeting dates for the forthcoming year should be :</p> <p>Monday 23 July 2007 – 10.00 a.m. ADAT Lodge  Monday 29 October 2007 - 10.00 a.m. ADAT Lodge  Monday 28 January 2008 – 10.00 a.m. ADAT Lodge  Monday 28 April 2008 – 10.00 a.m. ADAT Lodge</p>