

**REPORT TO: HEALTHIER STRATEGIC GROUP, 22 October, 2009**

**SUBJECT: ESTABLISHING MORAY'S ALCOHOL AND DRUG PARTNERSHIP CONSTITUTION**

**BY: DIRECTOR OF COMMUNITY SERVICES, MORAY COUNCIL**

## **1. REASON FOR REPORT**

- 1.1 The Strategic Group is asked to approve the proposed Constitution for the Moray Alcohol and Drug Partnership (MADP).

## **2. RECOMMENDATION**

The Strategic group is asked to:-

- 2.1 Approve the proposed Constitution/Governance arrangements for the Alcohol and Drug Partnership (ADP) in Moray;
- 2.2 Task the Chair of MADP to implement the Purpose, Aims and Objectives of the Partnership; and
- 2.3 Agree that the Constitution is reviewed by the Strategic Group within 12 months of being implemented.

## **3. BACKGROUND**

- 3.1 Members of the Healthier Strategic Group considered a report on the Moray Drug and Alcohol Action Team (MDAAT) on 2 October 2008, which outlined the background to the then current structure and funding of this statutory body. It was agreed that the Community Planning lead for drug and alcohol misuse will be with the Healthier Theme.
- 3.2 Members of the Healthier Strategic Group approved the establishment of Moray's Alcohol and Drug Partnership on 9 April 2009.
- 3.3 The Constitution outlines the purpose, aims and objectives of the MADP; details accountability and gives guidance on conduct in order to provide governance to allow a fully integrated partnership to reduce the impact of drug and alcohol use in Moray.

## **4. SUMMARY OF IMPLICATIONS**

### **(a) Community Plan / Theme Plans / Partner Plans**

The Community Planning Board has agreed that Outcome 6 within the Single Outcome Agreement will be addressed by the Healthier Strategic Group. Substance misuse is a main outcome within this priority.

Within the Single Outcome Agreement (SOA) 2009-10, alcohol has been highlighted as one of the ten priority areas for Moray. The Healthier Strategic Group has a lead role to play in addressing alcohol related issues and the impact it has on the lives of many people in Moray. The overall accountability for this priority should rest with this group.

However, it is recognised that the work of the MADP is extremely important in addressing the impact of alcohol. In addition, other partnerships can also impact on alcohol misuse such as the Licensing Forum and the health improvement agenda, both of which are accountable to the Healthier Strategic Group.

There is also a link to be made between the Healthier Group and the Safer & Stronger group whose priority is to address alcohol related crime.

**(b) Policy and Legal**

The MADP is a statutory body, established by the Scottish Executive and inherited by the Scottish Government.

**(c) Resources (Financial, Staffing and Risks)**

There are no resource implications arising directly out of this report.

**(d) Consultations**

Sandy Riddell, Director Community Services, The Moray Council; Sharon Milton, Grampian Police; Andrew Fowlie, NHS Grampian; Andy Jamieson, Community Safety, The Moray Council; David Abernethy, Scottish Prison Service; Eileen Bush, MVSO; Richard Donald; Education, The Moray Council; and John Campbell, Alcohol and Drug Partnership Support Team.

**5. CONCLUSION**

- 5.1 The MADP has played a crucial role in addressing issues around drug and alcohol misuse within Moray. The Alcohol and Drug Partnership will make a significant contribution to the achievement of relevant local outcomes within the Single Outcome Agreement under the Healthier Theme. The constitution provides governance in order for the Moray Alcohol and Drug Partnership to operate in a transparent, effective, efficient and robust manner.

**Author of Report: John Campbell,  
Drug and Alcohol Development Officer**

**Background Papers:**

**Ref: Held with the author**

**Date: 7 October 2009**

**Designation: Director of Community Services**

**Name: Sandy Riddell**



## Constitution/Governance

### 1. Partnership

#### 1.1 Purpose

- 1.1.1 The purpose of the Moray Alcohol and Drug Partnership (MADP) is to reduce the impact of problematic drug and alcohol use on individuals, families and communities by co-ordinating the work of the statutory and voluntary agencies and by developing and implementing strategies for tackling drug and alcohol problems at a local level.

#### 1.2 Aims

- 1.2.1 Provide leadership on strategic and planning issues that arise in the delivery and on-going review of the Moray Delivery Plan.
- 1.2.2 Provide direction at Chief Officer level across agencies on services ensuring that they are focussing on both local and national priorities and to make strategic and planning recommendations to the Healthier Strategic Group.
- 1.2.3 Ensure that active strategic links are made with other planning structures, in particular, the Community Safety Partnership, the Northern Community Justice Authority, the Grampian-wide Alcohol and Drug/Public Health Forum and the committees and boards of constituent bodies.

#### 1.3 Objectives

- 1.3.1 Ensure that all development is consistent with the strategic direction set out in the Moray Delivery Plan.
- 1.3.2 Undertake tasks delegated/remitted by the Healthier Strategic Group.
- 1.3.3 Provide guidance and direction to the sub-groups who will have specific delegated responsibility for supporting the delivery of the MADP strategic priorities.
- 1.3.4 Discuss and respond proactively to significant challenges or issues which have implications for the delivery of the Moray Delivery Plan.
- 1.3.5 Develop operational links with the wider Community Planning Partnership and engage appropriately with key services and partnerships e.g. Housing, Employment, Criminal Justice Social Work, Education and Public Health.

## **1.4 Membership**

1.4.1 The membership of the MADP will be made up of the following organisations:

- Grampian Police
- Moray Voluntary Service Organisation
- Moray Social Work Service
- NHS Grampian (MCHSCP and Public Health)
- Support Team Lead
- Safer and Stronger Strategy Officer
- Scottish Prison Service
- Chair, Performance and Practice Subgroup
- Chair, Training and Workforce Development Subgroup
- Education
- Chair, Finance and Commissioning sub-group

1.4.2 Members of the MADP require to be at Chief Officer or Senior Management level within their organisation to ensure that the Partnership has the ability to make strategic decisions which will be carried out across the Partnership. Included in the above will be the appointment of the chairperson for each of the three sub-groups. This appointment will provide the chairperson with full membership of the MADP for the duration of their appointment.

## **1.5 Role of Members**

1.5.1 Members must demonstrate effective leadership by cascading the MADP Strategy generally within their organisation.

1.5.2 Members must engage in communicating relevant information to MADP regarding outcome delivery including major organisational/budgetary changes or developments in legislation in order to create a proactive environment in influencing outcome development.

1.5.3 Members must champion the MADP outcomes within their own organisation and develop ways of increasing awareness of the MADP outcomes with respective organisations within the Community Planning Partnership.

1.5.4 Members should, where appropriate, facilitate change in order to deliver MADP outcomes. This will be inclusive of training, aligning and pooling budgets and integrating service planning processes.

1.5.5 Members must actively participate in MADP events, seminars and other vehicles of engagement.

## **1.6 Ex-Officio Members**

1.6.1 The MADP may invite representatives from the public or other groups or any individual to attend any, or all meetings, or any part of a meeting of the MADP Partnership, where the full members of the Partnership consider that this will enable them to conduct the business efficiently and effectively.

1.6.2 All persons attending under 1.6.1 may speak to any business on the agenda but they may not vote and may not be

counted towards the required number for the MADP to form a quorum.

### **1.7 Chairperson**

- 1.7.1 Appointment to the MADP chair will be by a nomination by other members of the Partnership.
- 1.7.2 Nominees for the position of chair require to be at Chief Officer level.
- 1.7.3 All nominees must be able to meet the time commitment and the significant responsibility that is inherent within the role.
- 1.7.4 The chair will play a proactive role within the Grampian ADP chairs meeting to encourage cross cutting working.
- 1.7.5 The tenure of the chairperson will be on a three yearly basis, though the MADP reserves the right to appoint a new chairperson at any time should this be deemed necessary by the MADP members.

### **1.8 Vice Chairperson**

- 1.8.1 Nominations for the position of vice chairperson will be sought at the MADP.
- 1.8.2 Nominees for the position of vice chair require to be at Chief Officer level.
- 1.8.3 All nominees must be able to meet the time commitment and the significant responsibility that is inherent within the role.
- 1.8.4 The appointment will normally be for a period of three years.
- 1.8.5 It is expected that the vice chair will take on the role of chair at the end of the chair's tenure.
- 1.8.6 After a period of three years a new vice chair will be appointed; this will allow continuity of business in ensuring the strategy is meeting its outcomes.
- 1.8.7 The vice chair will deputise for the chair to conduct MADP meetings or attend other official MADP business.

### **1.9 Accountability**

- 1.9.1 The MADP is held accountable by the Community Planning Partnership, through the Healthier Strategic Group, to co-ordinate and implement the national alcohol and drugs strategies locally.
- 1.9.2 This accountability will be around locally agreed outcomes within the Single Outcome Agreement (SOA) and NHS Reporting Criteria (HEAT Targets) which will be monitored by the Scottish Government.

### **1.10 Conduct of MADP Meetings**

- 1.10.1 The MADP shall normally meet at intervals of not more than three months.
- 1.10.2 Meetings will be quorate when at least three full members are present.
- 1.10.3 Meetings will be chaired by the chairperson or vice chairperson.
- 1.10.4 In the absence of both the chair and vice chair, the chair will elect a temporary chair who will be responsible for chairing the meeting. In the event that this happens, the chair must brief the person elected as temporary chair.

- 1.10.5 Meetings will be conducted in accordance with the current governance.
- 1.10.6 Deputes may be sent by members after negotiation with chair/vice chair. These deputes must have clear authority from the host agency to make decisions on their behalf.
- 1.10.7 Where necessary decisions at meetings will be made by a majority vote of members present (or deputes).
- 1.10.8 Each member/depute will have one vote. In the event of a tie the chairperson will have a second casting vote.

### **1.11 Support Services**

1.11.1 The MADP and all of its sub-groups will be provided with appropriate support by MADP Support Team to allow those committees/sub-groups to effectively and efficiently conduct their business. Such support shall include:

- Strategic co-ordination;
- Developmental work;
- Information collation;
- Analytical analysis;
- Secretarial support;
- Administrative support;
- Accommodation for meetings; and
- Such other support as may, from time to time, be required.

### **1.12 Administration**

- 1.12.1 Notice of meetings, including the agenda and any relevant papers shall be circulated at least seven days in advance.
- 1.12.2 All minutes will be published on the MADP website no later than 7 days after the meeting.

### **1.13 Sub-Groups**

1.13.1 The MADP will be supported in its aims and objectives by three sub-groups:

1.13.1.1 *Performance and Management*

This sub-group will be responsible for implementing and monitoring the MADP strategy by ensuring the outcomes are achieved

1.13.1.2 *Finance and Commissioning*

The primary function of this sub-group is to advise the MADP on funding recommendations related to strategy outcomes, take responsibility for budgetary control ensuring best practice and oversee recommendations regarding the commissioning of services.

1.13.1.3 *Workforce Development*

The main aim of this sub-group is to provide necessary direction and co-ordination to ensure the effective implementation of the MADP training and development activities.

1.13.2 The chair of each sub-group will be a full member of the MADP for the duration of their tenure.

## **1.14 Use of Confidential Information**

- 1.14.1 In the course of their duties, members of the MADP will necessarily acquire certain information which may be of a private, confidential or sensitive nature. Confidentiality is a corporate responsibility of the MADP and where indicated, issues under discussion should not form part of a wider public forum, subject to statutory legislation.

## **2. Performance and Management Sub-group**

### **2.1 Purpose**

- 2.1.1 This sub-group will be responsible for implementing and monitoring the MADP strategy by ensuring the outcomes are achieved. The MADP Performance and Management sub-group will act as the operational arm of the Moray Delivery Plan.

### **2.2 Aims**

- 2.2.1 Promote the development, delivery and evaluation of substance misuse services.
- 2.2.2 Develop and maintain the MADP's Performance Reporting Framework in the context of the National Performance Framework, in order to evidence the MADP's progress against the Moray Delivery Plan, Single Outcome Agreement and NHS HEAT Targets and to promote the culture and discipline of continuous improvement.

### **2.3 Objectives**

- 2.3.1 To identify and advise the MADP of strategies for addressing any deficiencies in service identified through service audit and inspection and fulfil a monitoring role for reporting on progress to the MADP and/or recommending further action.
- 2.3.2 Provide a forum for discussion, dissemination and exchange of issues and sharing of best practice in relation to drug and alcohol services.
- 2.3.3 Act as a source of guidance for all staff engaged in substance misuse related services across Moray with regard to the interpretation and implementation of related policy and procedures either via the Community Planning Partnership or from national bodies.
- 2.3.4 Provide performance data and statistical analysis by way of regular reporting to the functions of the MADP and its partner agencies.
- 2.3.5 Undertake tasks delegated/remitted by the MADP.

### **2.4 Membership**

- 2.4.1 Membership of the MADP Management and Performance sub-group (MADP/MP) will be made up of the following:

- Integrated Drug and Alcohol Service;
- Grampian Police;
- NHS Grampian;
- MDAAT Support Team;
- Turning Point Scotland;

- Moray Council on Addictions;
- Aberlour;
- The Moray Council Social Work Service;
- Moray Community Safety Partnership;
- North East Scotland Child Protection Committee;
- Scottish Drugs Forum;
- Criminal Justice; and
- Education.

2.4.2 Membership of the MADP/MP will be at Lead/Service Manager level or equivalent.

2.4.3 The Chair of the MADP/MP will act as a full member of the MADP for the duration of their tenure.

## **2.5 Role of Members**

2.5.1 To engage in and contribute to the development of the Moray Delivery Plan.

2.5.2 To act as a champion for the Moray Delivery Plan for their specific organisation/group and promote the outcomes to their staff.

2.5.3 Identify cross cutting issues and provide links between activities.

2.5.4 Develop and implement performance management and reporting framework.

2.5.5 Give priority for MADP/MP meetings evidenced in attendance, prepared to effectively contribute to debates and discussion and play a full part in the decision making process. This should ensure consistency.

2.5.6 Feedback to their own organisation the relevant issues arising from the MADP/MP.

2.5.7 Inform the MADP/MP of any new developments/initiatives of relevance in advance for inclusion as agenda items.

2.5.8 Participate in short life working groups.

2.5.9 Ensure that staff within their own organisation/group fulfils responsibilities relating to developing and implementing the Moray Delivery Plan.

## **2.6 Ex-Officio Members**

2.6.1 The MADP/MP may invite representatives from the public or other groups or any individual to attend any, or all meetings, or any part of a meeting of the MADP/MP, where the members of the MADP/MP consider that this will enable them to conduct the business efficiently and effectively.

2.6.2 All persons attending under 2.6.1 may speak to any business on the agenda but they may not vote and may not be counted towards the required number for the MADP/MP to form a quorum.

## **2.7 Chairperson**

2.7.1 Appointment to the MADP/MP chair will be by a nomination by other members of the MADP/MP.

2.7.2 Nominees for the position of chair require to be at senior management level.

- 2.7.3 All nominees must be able to meet the time commitment and the significant responsibility that is inherent within the role.
- 2.7.4 The chair will play a proactive role within the MDAAT and will act as a full member of the MADP.
- 2.7.5 The tenure of the chair will be on a three yearly basis, though the MADP/MP reserves the right to appoint a new chair at any time should this be deemed necessary by the MADP/MP members.

## **2.8 Vice Chairperson**

- 2.8.1 Nominations for the position of vice chair will be sought at the MADP/MP.
- 2.8.2 Nominees for the position of vice chair require to be at senior management level.
- 2.8.3 All nominees must be able to meet the time commitment and the significant responsibility that is inherent within the role.
- 2.8.4 The appointment will normally be for a period of three years.
- 2.8.5 It is expected that the vice chair will take on the role of chair at the end of the chair's tenure.
- 2.8.6 After a period of three years a new vice chair will be appointed; this will allow continuity of business in ensuring the strategy is meeting its outcomes.
- 2.8.7 The vice chair will deputise for the chair to conduct MADP/MP meetings.

## **2.9 Accountability**

- 2.9.1 The MADP/MP is held accountable by the MADP.
- 2.9.2 This accountability will be around locally agreed outcomes within the Single Outcome Agreement (SOA) and NHS Reporting Criteria (HEAT Targets) which will be monitored by the Scottish Government.

## **2.10 Conduct of MADP Meetings**

- 2.10.1 The MADP/MP shall normally meet prior to and after each of the MADP meetings to ensure promotion and implementation of any actions.
- 2.10.2 Meetings will be quorate when at least five full members are present.
- 2.10.3 Meetings will be chaired by the chairperson or vice chairperson.
- 2.10.4 In the absence of both the chair and vice chair, the chair will elect a temporary chair who will be responsible for chairing the meeting. In the event that this happens the chair must brief the person elected as temporary chair.
- 2.10.5 Meetings will be conducted in accordance with the current governance.
- 2.10.6 Deputes may be sent by members after negotiation with chair/vice chair. These deutes must have clear authority from the host agency to make decisions on their behalf.
- 2.10.7 Where necessary, decisions at meetings will be made by a majority vote of members present (or deutes).
- 2.10.8 Each member/depute will have one vote. In the event of a tie the chairperson will have a second casting vote.

## **2.12 Administration**

- 2.12.1 Notice of meetings, including the agenda and any relevant papers shall be circulated at least seven days in advance.
- 2.12.2 All minutes will be published on the MADP website no later than 7 days after the meeting.

## **2.13 Short Life Working Groups**

- 2.13.1 The MADP/MP shall form short life working groups as directed by MADP around key activity Moray's directed locally or nationally.
- 2.13.2 A lead person will be appointed by the MADP/MP who will lead the short life group, submit a report to the MADP/MP and provide recommendations. It will be the duty of the lead person to agree timescales and act within these timescales.

## **2.14 Use of Confidential Information**

- 2.14.1 In the course of their duties, members of the MADP will necessarily acquire certain information which may be of a private, confidential or sensitive nature. Confidentiality is a corporate responsibility of the MADP and where indicated, issues under discussion should not form part of a wider public forum, subject to statutory legislation.

# **3. Finance and Commissioning Sub-group**

## **3.1 Purpose**

- 3.1.1 The primary function of the MADP Finance and Commissioning Sub-group (MADP/FC) is to advise the MADP on funding recommendations related to strategy outcomes, take responsibility for budgetary control ensuring best practice and oversee recommendations regarding commissioning of services.

## **3.2 Aims**

- 3.2.1 Provide financial advice on information in respect to substance misuse expenditure to facilitate ongoing budgetary management.

## **3.3 Objectives**

- 3.3.1 To promote, encourage, assist and facilitate, by information and advice, the financial planning activities of the MADP.
- 3.3.2 To support the MADP in respect of common strategic funding issues and financial planning.
- 3.3.3 To develop a commissioning strategy informed by national policy, local priorities, assessed need, public feedback and service audit/inspection.
- 3.3.4 To scrutinise contracting arrangements in order to ensure that they are fit for purpose and meet with good commissioning/procurement practice.
- 3.3.5 To provide a networking opportunity for the consideration of financial planning/reporting issues and an opportunity to share and develop best practice.

- 3.3.6 To monitor the current and longer term financial situation of operational services by regular review of relevant management information and provide monitoring reports to the MADP and Healthier Strategic Group as required.
- 3.3.7 To scrutinise the financial implications of any proposed new project, initiative, service or contract and make recommendations to the MADP accordingly.
- 3.3.8 Undertake tasks delegated/remitted by the MADP.

### **3.4 Membership**

3.4.1 The membership of the MADP/FC will be made up of the following posts:

- Vice-Chair of MADP;
- Business Manager, MCHSCP;
- Contracting and Commissioning Manager, Community Services;
- Integrated Services Manager (Mental Health);
- Finance Manager, The Moray Council;
- Drug and Alcohol Lead Officer; and
- Support Team Lead.

3.4.2 Members of the MADP/FC require to be at Senior Management level within their organisation to ensure that the MADP/FC has the ability to make strategic decisions.

3.4.3 The vice chair of the MADP will chair the MADP/FC.

### **3.5 Role of Members**

3.5.1 Members must demonstrate effective leadership.

3.5.2 Members must engage in communicating relevant information to MADP regarding outcome delivery including major organisational/budgetary changes or developments in legislation in order to create a proactive environment in influencing outcome development.

3.5.3 Members should, where appropriate, facilitate change in order to deliver MADP outcomes. This will be inclusive of training, aligning and pooling budgets and integrating service planning processes.

3.5.7 Members must actively participate in MADP events, seminars and other vehicles of engagement where finance or commissioning is prevalent.

### **3.6 Ex-Officio Members**

3.6.1 The MADP/FC may invite representatives from the public or other groups or any individual to attend any, or all meetings, or any part of a meeting of the MADP/FC, where members consider that this will enable them to conduct the business efficiently and effectively.

3.6.2 All persons attending under 3.6.1 may speak to any business on the agenda but they may not vote and may not be counted towards the required number for the MADP/FC to form a quorum.

### **3.7 Chairperson**

- 3.7.1 Appointment to the MADP/FC chair will align in being selected to the role of vice chair of the MADP.

### **3.8 Accountability**

- 3.8.1 The MADP/FC is held accountable by the MADP.
- 3.8.2 This accountability will be around locally agreed outcomes within the Single outcome Agreement (SOA) and NHS Reporting Criteria (HEAT Targets) which will be monitored by the Scottish Government.

### **3.9 Conduct of MADP Meetings**

- 3.9.1 The MADP/FC shall normally meet at intervals of not more than three months.
- 3.9.2 Meetings will be quorate when at least three full members are present.
- 3.9.3 Meetings will be chaired by the chairperson.
- 3.9.4 In the event that the chair can not attend a meeting, the meeting will be re-scheduled.
- 3.9.5 Meetings will be conducted in accordance with the current governance.
- 3.9.6 Deputes may be sent by members after negotiation with chair. These deutes must have clear authority from the host agency to make decisions on their behalf.
- 3.9.7 Where necessary decisions at meetings will be made by a majority vote of members present (or deutes).
- 3.9.8 Each member/depute will have one vote. In the event of a tie the chairperson will have a second casting vote.

### **3.10 Administration**

- 3.10.1 Notice of meetings, including the agenda and any relevant papers shall be circulated at least seven days in advance.
- 3.10.2 All minutes will be published on the MADP website no later than 7 days after the meeting.

### **3.11 Use of Confidential Information**

- 3.11.1 In the course of their duties, members of the MADP/FC will necessarily acquire certain information which may be of a private, confidential or sensitive nature. Confidentiality is a corporate responsibility of the MADP and where indicated, issues under discussion should not form part of a wider public forum, subject to statutory legislation.

## **4. Workforce Development**

### **4.1 Purpose**

- 4.1 The main aim of the MADP Workforce Development Sub-group (MADP/WD) is to provide necessary direction and co-ordination to ensure the effective implementation of the MADP training and development activities.

## **4.2 Aims**

- 4.2.1 Provide the necessary direction and co-ordination to ensure the effective implementation of the MADP Training Plan and associated development activities across Moray.

## **4.3 Objectives**

- 4.3.1 Ensure the ongoing development, delivery and review of a three year Training Plan informed by the MADP Training Needs Analysis, the National Training Strategy that emerges from the Delivery Reform Group and National Support Function as well as practice issues arising from external inspection.
- 4.3.2 Promote training and staff development opportunities across agency boundaries.
- 4.3.3 Engage with relevant national agencies tasked with workforce development e.g. Skills for Justice, the Scottish Social Services Council and the Scottish Social Services Learning Network North to ensure that the MADP is both informed by and influences developments elsewhere.
- 4.3.4 Provide a forum for discussion, dissemination and exchange of issues relating to joint training and the sharing of resources.
- 4.3.5 Provide a reference point for the preparation of responses on relevant consultations in relation to workforce development issues.
- 4.3.6 Monitor and provide progress updates in relation to the delivery of the MADP Training Plan.
- 4.3.7 Undertake tasks delegated/remitted by the MADP.

## **4.4 Membership**

- 4.4.1 The membership of the MADP/WD will be made up of the following:

- Social Work Training Manager;
- Learning and Development Manager, NHS;
- Grampian Police Training Manager;
- Support Team Lead;
- Scottish Drugs Forum;
- STRADA;
- SAADAT;
- Learning Network North; and
- MVSO

- 4.4.2 Members of the MADP/WD require to be at Senior Management level within their organisation to ensure that the MADP/WD has the ability to make strategic decisions which will be carried out across the partnership.

## **4.5 Role of Members**

- 4.5.1 Members must demonstrate effective leadership by cascading the MADP strategy generally within their organisation.
- 4.5.4 Members must engage in communicating relevant information to MADP regarding outcome delivery including

major organisational/budgetary changes or developments in legislation in order to create a proactive environment in influencing outcome development.

- 4.5.5 Members must champion the MADP outcomes within their own organisation and develop ways of increasing awareness of the MADP outcomes with respective organisations within the Community Planning Partnership.
- 4.5.6 Members should, where appropriate, facilitate change in order to deliver MADP outcomes. This will be inclusive of training, aligning and pooling budgets and integrating service planning processes.
- 4.5.7 Members must actively participate in MADP events, seminars and other vehicles of engagement in relation to workforce development.

#### **4.6 Ex-Officio Members**

- 4.6.1 The MADP/WD may invite representatives from the public or other groups or any individual to attend any, or all meetings, or any part of a meeting of the MADP/WD, where members of the MADP/WD consider that this will enable them to conduct the business efficiently and effectively.
- 4.6.2 All persons attending under 4.6.1 may speak to any business on the agenda but they may not vote and may not be counted towards the required number for the MADP to form a quorum.

#### **4.7 Chairperson**

- 4.7.1 Appointment to the MADP chair will be by a nomination by other members of the partnership.
- 4.7.2 Nominees for the position of chair require to be at senior management level.
- 4.7.3 All nominees must be able to meet the time commitment and the significant responsibility that is inherent with the role.
- 4.7.4 The chair will play a proactive role within the MADP by being a full member of the MADP.
- 4.7.5 The tenure of the chairperson will be on a three yearly basis, though the MADP/WD reserves the right to appoint a new chairperson at any time should this be deemed necessary by the MADP/WD members.

#### **4.8 Accountability**

- 4.8.1 The MADP/WD is held accountable by MADP.
- 4.8.2 This accountability will be around locally agreed outcomes within the Single Outcome Agreement (SOA) and NHS Reporting Criteria (HEAT Targets) which will be monitored by the Scottish Government.

#### **4.9 Conduct of MADP/WD Meetings**

- 4.9.1 The MADP/WD shall normally meet at intervals of not more than three months.
- 4.9.2 Meetings will be quorate when at least three full members are present.
- 4.9.3 Meetings will be chaired by the chairperson.

- 4.9.4 Meetings will be conducted in accordance with the current governance.
- 4.9.5 Deputes may be sent by members after negotiation with the chair. These deputes must have clear authority from the host agency to make decisions on their behalf.
- 4.9.6 Where necessary decisions at meetings will be made by a majority vote of members present (or deputes).
- 4.9.7 Each member/depute will have one vote. In the event of a tie the chairperson will have a second casting vote.

#### **4.10 Administration**

- 4.10.1 Notice of meetings, including the agenda and any relevant papers shall be circulated at least seven days in advance.
- 4.10.2 All minutes will be published on the MADP website no later than 7 days after the meeting.

#### **4.11 Use of Confidential Information**

- 4.11.1 In the course of their duties, members of the MADP/WD will necessarily acquire certain information which may be of a private, confidential or sensitive nature. Confidentiality is a corporate responsibility of the MADP and where indicated, issues under discussion should not form part of a wider public forum, subject to statutory legislation.

### **5. Alterations to the Constitution**

- 5.1 Any proposed alteration to this constitution should normally be tabled at a quorate meeting of the MADP.
- 5.2 The text of any alteration will be circulated to all MADP members with the minute of the meeting and shall be voted on at the next quorate meeting of the MADP.
- 5.3 Any such proposed change will be adopted if approved by a majority of two thirds of full members.

## 6. Partnership Agreement

6.1 We hereby agree with the constitution of the MADP as written above.

Sandy Riddell \_\_\_\_\_ Community Services

Sharon Milton \_\_\_\_\_ Grampian Police

Andrew Fowlie \_\_\_\_\_ NHS Grampian

Andy Jamieson \_\_\_\_\_ Community Safety

David Abernethy \_\_\_\_\_ Scottish Prison Service

Eileen Bush \_\_\_\_\_ MVSO

John Campbell \_\_\_\_\_ MADP Support Team