

Outer Hebrides Alcohol & Drug Partnership

FINAL

Outer Hebrides ADP Executive Meeting

Date: Wednesday 17th September 2014, 1000 - 1200

Venue: Police Scotland, Church Street, Stornoway

PRESENT:

Gordon Jamieson
Maggie Watts
Mairi Bremner

Chief Executive, NHS WI (Chair)
Director of Public Health, NHS WI (Interim Vice Chair)
Community Representative

IN ATTENDANCE:

Wendy Ingledew
Fiona Hall

ADP Coordinator, NHS WI
ADP Substance Misuse Information and Research
Officer (SMIRO), NHS WI
ADP Substance Misuse Development Officer, NHS WI
Accountant, NHS WI

Suzanne Macaulay
Donnie Mackenzie

NOTE TAKER:

Karen Peteranna

ADP Administrative Assistant, NHS WI

1. APOLOGIES

Apologies were received from Gordon Macleod and Bernard Chisholm.

2. APPROVAL OF MINUTES

The notes of the 18th June 2014 ADP Executive meeting were approved as a correct copy.

3. ACTIONS FROM EXECUTIVE ADP MEETING 18th JUNE 2014

Fiona Hall (FH) referred to the meeting with the Alcohol & Mental Health Liaison Nurse. The ADP accepts the data which has been submitted.

4. FUNDING 2014-15

4.1 TO APPROVE FINANCE REPORT FOR 2013-14

Donnie Mackenzie (DM) advised that 1st instalments of funding had been issued to all funded services. The payment to the Substance Misuse Partnership for Uist and Barra (SMPUB) took into account the £20k under-spend from 2013-14. DM advised that a transfer of £42k was required for 'ADP Substance Misuses (NHS)'. There was a query against the payments to date for 'Public information, campaigns, projects'. DM advised this would be investigated and updated if required. Donnie advised at month 5 there is an under-spend of approximately £80k.

ACTION: Donnie Mackenzie – Look at payments to date in budget for ‘public information, campaigns, projects’ and ensure all have been allocated to the correct section.

5. TO CONSIDER FUNDING APPLICATIONS AGAINST SET CRITERIA AND MARKING SHEET

There was no declaration of interests from members present.

Members discussed the funding application from Third Sector Hebrides (TSH) Staran ‘The Boat Project’. It was noted that the project was providing evening and weekend activities for alcohol and drug misusers. This also parallels with other projects. Staran has a long history of working with their target group. There was some concern this project was job creation rather than for the service user. It was suggested that the times of service could be amended as the running of the service on Sunday is unlikely to be appropriate in the Outer Hebrides. Mairi Bremner (MB) advised that Saturday is a vulnerable day for substance misusers and she felt the boat building project is a positive diversionary activity. MB further advised that substance misusers in the Outer Hebrides struggle to accept they have an issue and as this is not a typical alcohol and drug support service substance misusers may have less anxiety to access the service.

The Chair advised that the ADP need to be clear the direction they are looking to go.

It was noted that this service is currently self-funded and this would be short-term 6 month funding from the ADP.

The service must link in to moving people into employment eventually.

DM thought there was possible double counting in the budget and the cost of the service is possibly £43,192 rather than £68,963.

Members were advised Hector Macleod (HM) the recently appointed Chief Executive for TSH has attended the Lewis & Harris subgroup meeting. HM advised that they are looking to develop peer support in the near future.

It was agreed that befriending, mentoring and peer led projects are a priority for the ADP going forward.

Wendy Ingledew (WI) advised that she could meet with MB in future to assist her with the scoring of applications.

It was felt that the project fitted in with the recovery agenda. Maggie Watts (MW) suggested that going forward the ADP must specify outcomes for individual services at the application stage and link in with the recovery process. Suzanne Macaulay (SM) voiced that the Scottish Recovery Consortium (SRC) encourage services to think about 5 years of recovery, as the 3rd years can be the toughest and is when many relapse.

The majority present supported the project however there were a number of queries which required clarification prior to a final decision being made:

- Is there double counting in the budget section of the funding application?
- Does the budget section include staffing costs for 6 or 12 months?
- What is the lifespan of the project?

If the project is to be funded members must decide how the funding is allocated. The full funding up to March 2015 could be issued in 1 payment or the funding for the kit could be provided along with the 1st of 2 instalments of funds for staffing.

ACTION: Wendy Ingledew – Meet Mairi Bremner to assist with scoring of funding applications in future.

ACTION: Suzanne Macaulay – Receive clarification from Staran on the queries detailed above.

6. FUNDING ALLOCATION

6.1 TO DISCUSS AGREE AND POSSIBLY ALLOCATE FUNDING FOR ABOVE APPLICATION BASED ON MARKING SCORES, SET AGAINST PREVIOUSLY AGREED CRITERIA

As above in item 5.

6.2 TO CONSIDER RESPONSE FROM SMPUB/COTHROM RE FUNDING QUERIES

Members discussed the funding application form for SMPUB's 'Lochboisdale Drop-In Service'. It was agreed that the service seemed more like a gardening project rather than a 'drop-in' service. Members thought that the SMPUB could possibly be delivering this under their current funding allocation. As will many funding application the project should be confirming their exit strategy for clients. It was voiced that there is an advantage to people receiving help out-with their own area.

It was suggested that this application was outwith the ADP current funding system. SM advised that the ADP receives queries on development funds throughout the year. The ADP must decide at the beginning of funding terms if they will have a development fund. It was voiced that there is currently an under-spend which could facilitate a development fund for the Outer Hebrides in 2014-15. It was further suggested that the development fund could support exit strategies e.g. peer networks and the recovery model.

It was agreed a letter would be issued to SMPUB Lochboisdale Drop-In advising that the application for funding is out with the ADPs current funding system and as such the ADP is not currently in a position to fund this project.

ACTION: Wendy Ingledew - Issue letter to SMPUB Lochboisdale Drop-In advising that the application for funding is out with the ADPs current funding system.

6.3 TO CONSIDER OTHER REQUESTS FOR FUNDING

Action for Children (AFC)

SM advised members present that AFC submitted an email stating that the full cost for the 3 ADP funded services is £90,354 per year while the ADP provides £67,00 per year (for staffing costs only). AFC have managed to fund the excess up to now with saving however they will not have saving to fall back on from April 2015.

The Chair advised that the ADP needs to understand the full picture of the £23k pressure and their current situation. It should be queried if AFC receive core funding from AFC.

As ADP funding for AFC runs up to March 2015 they will be required to re-bid for April 2015 onwards. The ADP must find out what their requirements are for 2015-16.

The ADP must be clear by December 2014, 3 months in advance, the direction the ADP is going regarding future funding from April 2015. The ADP must also decide on the priorities and objectives for the next 3 years.

The Shed 'Soccerena'

SM advised members that The Shed submitted a letter requesting financial support for a Street Soccerena project which is a portable 5-a-side football pitch. The projects aims to target young people through outreach work in Stornoway every second Friday. It was agreed the ADP would write to The Shed to thank them for their request for financial support of the Street Soccerena project however advising that it is not currently in-line with the ADPs strategic priorities. The ADP would however consider buying an advert in the future so request that the ADP be kept informed of these opportunities. The ADP will also suggest The Shed look into the following possible funding opportunities:

- Robertson Trust
- Lloyds TSB
- Co-op

ACTION: Suzanne Macaulay – Work with AFC to understand current situation and requirements for 2015-16.

ACTION: Suzanne Macaulay – Write to Martin's Memorial advising the ADP are currently unable to fund the Soccerena while providing possible funding opportunities and requesting information on advertising space.

7. ADP OUTCOMES DATABASE AND 6 MONTHLY RETURNS 2014-15

It was agreed the Outcomes Databases and Monitoring Forms would be issued to services for period April to August 2014 on 17th September 2014 with return date of 10th October 2014. It was agreed data would be collected for a 5 month period to ensure timeous 2nd payments to funded services. Members agreed that no late submissions would be accepted and in the event of a late return, the 2nd payment would not be approved. The ADP support team will review the returned submissions and compile report by 31st October 2014. The support team will provide the executive members with a summary report on the Outcomes Databases and Monitoring Forms, highlighting any anomalies. Members agreed minor variations did not need to be brought to the attention of the ADP members in the report; only non-conformities of concern. Following successful evaluation and monitoring the ADP will issue 2nd payments to funded services. When issuing 2nd payments it was agreed funded services would be asked if they intend to apply for ADP funding for 2015-16 and they will be asked to confirm their exit strategy to assist the ADP with future planning.

ACTION: Karen Peteranna - Issue Outcomes Databases & Monitoring Forms to services for period April to August 2014.

ACTION: Suzanne & Fiona - Support team to review OD & MFs by 31st Oct and relay any issues to members.

ACTION: Suzanne & Fiona - Support team to provide Executive Members with a summary report on ODs and MFs highlighting any anomalies.

ACTION: Wendy Ingledeu - Issue 2nd payments to funded services after successful review while requesting confirmation on exit strategies.

8. TO DISCUSS AND AGREE THE FUNDING PROCESS FOR 2015 – 16/18

It was agreed that the ADP would move towards implementing a commissioning strategy. Members were unsure when the commissioning strategy would be implemented however the

options discussed were 2015-16, late 2015-16, or 2016-17. Members would agree by the December meeting if commissioning of services would be implemented in 2015-16 to allow for 3 months notice to funded services. It was agreed the commissioning strategy would be a standing item at the ADP executive meetings.

It was queried where the ADP strategy fitted-in locally with the wider Community Planning Partnership (CPP) and social inclusion. It was agreed there is a relationship with the CPP however there is always potential for better engagement. The ADP is a separate body not a direct body.

It was agreed an update on epidemiology was required along with a review of the 'needs assessment'.

It was agreed that if the ADP is moving towards a Recovery Orientated System of Care (ROSC) implementation and commissioning strategy the ADP will require an additional resource to undertake this. Member will decide by Decembers meeting what this resource should look like and the outcomes the ADP requires from the additional resource. It was agreed a clinician who can undertake a training needs analysis, 'hearts and minds' work and underpin a ROSC would be most appropriate to give the ADP a presence and ROSC arm. This would be a 3 month assignment initially, January to March 2015.

The ADP would inform funded services that the ADP are moving towards a commissioning strategy and as soon as the ADP has further information on this they will be informed.

ACTION: ALL – Ensure effective and ongoing engagement with Outer Hebrides CPP.

ACTION: ADP Support Team – Outer Hebrides ADP moving to a commissioning approach.

ACTION: Exec. Members – Decide by December meeting if commissioning of services will be implemented in 2015-16 to allow for 3 months notice to funded services.

ACTION: Fiona Hall - Update of epidemiology.

ACTION: Suzanne & Fiona - Review Needs Assessment.

ACTION: Wendy Ingledeu - Prepare a paper on what the additional resource should be for the implementation of ROSC and driving the commissioning strategy and the outcomes the ADP requires from the additional resource.

ACTION: Wendy Ingledeu - Ensure 'Commissioning Strategy' is a standing item on agenda.

ACTION: Wendy Ingledeu - Inform funded services that the OHADP are moving towards a commissioning strategy and as soon as the ADP has further information on this they will be informed.

9. FUNDED SERVICES

9.1 VISITS WITH FUNDED SERVICES

The SMPUB advised at the service visit that they will be a registered charity by the end of the year. There was uncertainty around what is happening with An Caladh as no update had been provided. MB advised that An Caladh is beginning to move forward.

Hebrides Alpha advised that they have difficulty when taking clients to health services. It was agreed the implementation of ROSC would help with improving attitudes towards alcohol and drug users.

There were concerns raised through the service visits of the Cause for Concern system since the introduction of Police Scotland. Action for Children was aware of 16 year olds that were referred over the summer that had not been dealt with. SM advised that think would be followed-up with Gordon Macleod, Police Scotland.

ACTION: Suzanne Macaulay – Follow-up ‘Cause for Concerns’ concerns with Gordon Macleod.

9.2 SMPUB DEVELOPMENT DAY HELD ON 12th AUGUST 2014

At the SMPUB Development Day the next steps were agreed:

- Service users must be at the centre of all activities and it is essential to further develop service user involvement.
- Services will gather feedback from service users on: -
 - (a) Awareness of the current partnership and services
 - (b) If the current services were meeting their support needs
 - (c) If any additional support was required
- A standard question template would be developed by 12th October and each service would take responsibility for gathering feedback from service users in their service.
- A further development day would be held on 3rd November to review the feedback and begin to develop a shared vision and Action Plan.
- Prepare and submit a paper to the ADP December meeting.

SMPUB members stated that they felt the day had been beneficial and had provided a space for a detailed discussion on how to move forward and that it was helpful to have specific actions and timelines in place.

It was suggested the SMPUB would benefit from regular inputs from external facilitators. The ROSC will improve the ADP and SMPUBs relationship by having a firm focus on the bottom-up approach where the service user is central.

9.3 DEVELOPMENT OF OUT OF HOURS AND WEEKEND SERVICES

Carried forward to members meeting.

10. AOCB

10.1 ADP STRATEGY

This was partially covered in item 8 however will also be discussed at the next ADP Executive Meeting.

11. DATE OF NEXT MEETING

Wednesday 3rd December 2014.