



Outer Hebrides Alcohol & Drug Partnership FINAL

Outer Hebrides ADP Executive Meeting

Date: Wednesday 3rd December 2014, 10.00am – 11.30am

Venue: Health Board Office, Meeting Room 1, Stornoway

PRESENT:

Maggie Watts
Mairi Bremner
Fiona MacInnes Begg

Director of Public Health, NHS WI (Vice Chair)
Community Representative
Extended Learning Manager, CnES (attending for
Bernard Chisholm)

IN ATTENDANCE:

Wendy Ingledew
Fiona Hall

Suzanne Macaulay
Donnie Mackenzie

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

NOTE TAKER:

Karen Peteranna

ADP Administrative Assistant, NHS WI

1. APOLOGIES

Apologies were received from Gordon Jamieson, Gordon Macleod and Bernard Chisholm.

2. APPROVAL OF MINUTES

The notes of the 17th September 2014 ADP Executive meeting were approved as a correct copy.

3. ACTIONS FROM EXECUTIVE ADP MEETING 17th SEPTEMBER 2014

Wendy Ingledew (WI) advised that a letter had been issued to the Substance Misuse Partnership for Uist & Barra (SMPUB) advising them that they were not successful in their bid for funding for the Lochboisdale Drop-In. It was commented that there was not a lot of room for discussion with an activity, such as gardening, and the project requires an element which

allows issues to be explored and discussed. The Chair voiced that the ADP will enquire with the SMPUB how they see the service provision of the partnership evolving in the future with the implementation of the 'Recovery Orientated Systems of Care' (ROSC) in mind.

Suzanne Macaulay (SM) informed the group that she has been made aware of 14 young people being referred to 'Cause for Concern' with no feedback being provided on the progress of these cases. There does not seem to be an issue with referrals during term time but the holiday periods are a concern. It is unclear which organisation/service has responsibility for this. The Chair advised that it is the responsibility of the Child Protection Committee (CPC) to ensure effectiveness in this process. SM further advised that CnES Community Learning & Development and NHS CAMHS had received a steady stream of referrals prior to the restructure of Police Scotland and this has declined significantly since. Fiona MacInnes Begg (FMB) advised that the CnES Education department receive notification (through PST meetings or in-house) when a young person has attended the Western Isles Hospital A&E department due to substance misuse and they then work with the young person. Dr Maggie Watts (MW) advised that the Children and Young People (Scotland) Act will be implemented in full by August 2016 and will ensure that there is a named person assigned to every child. FMB advised that she would inform the CnES Education Department of the concerns regarding the 'Cause for Concern' referral process and would arrange a meeting with interested partners to discuss the referral process and best way forward.

ACTION: Fiona MacInnes Begg – Inform CnES Education dept. of 'Cause for Concern' concerns and arrange meeting with partners to discuss the referral process and best way forward.

3.1 Further funding information requested from Action for Children

SM advised that a finance update from Action for Children (AFC) had been requested by the ADP. The paper on AFC finance (issued to members) which detailed projected cost for 2015-16 for noting and considering for 2015-16 was discussed.

The ADP currently provides £67k per year (2013-14 and 2014-15) for the staffing costs following services:

- Early Years Drug and Alcohol Service
- Early Intervention Service 11-18 years old
- Early Intervention Young Person Liaison Worker

AFC advised that the full cost in 2014-15 for the 3 services is £92k and the surplus expenditure has been covered in-house however this will not be available in 2015-16. SM reminded members that it was made clear to AFC that the ADP would be providing the funding for the staffing costs only for these services in 2013-14 and 2014-15 and AFC should have considered part-time posts if they could not meet the additional expenditure for these services. AFC's projected full year costs for 2015-16 for the 3 services currently funded by the ADP totalled £100,836.

It was agreed the ADP would write to Action for Children noting the service's concerns for the future funding of the posts and advising the ADP would take this into consideration for the 2015-16 funding allocation. Those present agreed that if the ADP agrees to provide more money to AFC for these services in 2015-16 they would likely allocate more outcomes to the services.

SM informed members that AFC had submitted a Partnership Drugs Initiative (PDI) funding application for a street-work project in Stornoway which has been approved in the first stage.

They must now pass the second stage of the funding process. MW advised that this proposed project could link with Public Health's sexual health and Blood Borne Virus (BBV) work, with the street-work providing sexual health advice. SM will be advising AFC on their application and encouraging partnership working for the project.

ACTION: Wendy – Issue letter to AFC advising that their concerns have been noted and will be taking into consideration for the 2015-16 funding allocation.

4. FUNDING 2014-15

4.1 To approve month end Finance Report for 2014-15

Donnie Mackenzie (DM) talked members through the month 7 finance report which had been circulated.

The following payments had been made up to month 7 end:

- Hebrides Alpha Trading - £10k
- Uist Men's Shed - £2,500
- Youth Film Project - £4,870
- The Shed Project - £10,640
- Crossreach - £18k
- Action for Children - £33,500
- SMPUB - £30k
- Hebrides Alpha Supported Accommodation - £40k

The following services had received their final instalment of funds for 2014-15 in month 8:

- The Shed Project - £10,640
- Uist Men's Shed - £2,500
- Youth Film Project - £4,870
- Action for Children 'Early Years' - £11,888
- Hebrides Alpha Supported Accommodation - £40k

The following services had their final instalment of funds for 2014-15 withheld pending further discussion:

- Hebrides Alpha Trading - £5k
- Crossreach - £18k
- Action for Children 'Early Intervention Service 11-18 years old' - £21,612
- Action for Children 'Early Intervention Young Person Liaison Worker' – £21,612
- SMPUB - £50k

It was noticed that Hebrides Alpha Trading received a 1st instalment of funds of £10k when it should have been 50% of £15k (£7.5k). It was agreed their final instalment of funds for 2014-15 would be £5k to total £15k for the full year.

Following a query raised at the September meeting the public information budget was review and at month 7 now has payments to date of £3,145. There is a £83k under-spend at month 7 with potentially an additional £10k.

5. TO CONSIDER RESPONSE FROM STARAN RE: REQUEST FOR FURTHER INFORMATION RE: FUNDING REQUEST AND POSSIBLE ALLOCATION OF FUNDING BASED ON INFORMATION PROVIDED

The ADP wrote to the Staran Boat Project on 30th September 2014 querying:

- If the budget section includes double counting of figures
- If the stated budget includes staffing costs for 12 months or 6 months
- What the lifespan of the project is

Staran advised that there was double counting in the budget section of their application form and amended the total to £43,290.

MW voiced that the project fitted with the recovery agenda and the group agreed they were happy to financially support the Staran Boat Project. It was suggested that the project must consider what happens once the boat is built.

FMB advised that a group of young people have been building a skiff with the CnES education department. They found this project to be hugely worthwhile and have intergenerational benefits. It was agreed the ADP support team could put the Staran project in touch with the skiff building project to share learning and experience.

ACTION: Suzanne Macaulay - Advise Staran to liaise with the skiff building project re: shared learning and experience.

ACTION – Wendy Ingledeu - Issue letter to Staran advising of approved funding in 2014-15.

ACTION: Wendy Ingledeu - Issue payment to Staran for boat kit initially. Once kit has been purchased, release remaining funding for the project.

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

6.1 Action for Children

Early Intervention Young Person Liaison Worker

It was voiced that there was limited information on met outcomes, collaborative work and the role of the project was unclear as it had changed from when it was established. It was the ADP's understanding that young people involved in substance misuse at the weekend would be logged by the Liaison Worker at the weekend and then referred to the appropriate service the following week.

Early Intervention Service 11-18 year olds

It was voiced that the family counselling service was not being evidenced in the 6 monthly monitoring and the service has expanded into schools work and assisting the Liaison Worker with outreach work. It was agreed the ADP would remind the service of their purpose (as per SLA) and advise them that if they wished to change direction a change to the SLA must be requested.

The ADP approved the final instalment of funds for the posts, however noted concern for the change in direction for the services without a requested change to the Service Level Agreement (SLA). The ADP must be very clear in the future that this is not acceptable by any funded service. The ADP will suggest a change to the SLA at the upcoming service visits.

It was agreed the ADP would write to AFC advising of approved 2nd payments for 2014-15 for the two Early Interventions posts however informing that there are concerns there is a change in direction for both posts without a change to the SLA. AFC can request a change to the SLA from the ADP if they wish.

ACTION: Wendy Ingledeu – Issue remainder of 2nd instalment of funding to AFC

ACTION: Wendy Ingledeu – Issue letter to AFC advising of approved 2nd instalment of funding for the Early Intervention posts however noting concerns of change in direction without a change to SLAs and advising that this will be discussed at the service visit.

6.2 NHS Alcohol and Mental Health Liaison Nurse

It was noted that there was limited information provided on how outcomes were being met and the service either does not follow-up with service users or does not have the capacity to do this.

It was agreed a discussion with the Service Manager (M Hutchison) was required to discuss potential changes required to the SLA. It was noted that there is a required 3 months notice period for changes to services.

The Chair advised that the Western Isles is 25% over the national average for Accident & Emergency (A&E) attendance and this must be addressed locally.

ACTION: Maggie Watts – Meet with Service Manager to discuss potential change to SLA.

6.3 Crossreach

It was noted that there were very low numbers of referrals as they currently only receive referrals through the CnES Housing department. The service did not have any evidence of service user feedback.

It was agreed the ADP would write to Crossreach advising of approved 2nd payments for 2014-15 however informing that discussion was required on widening their referrals.

ACTION: Wendy – Issue 2nd instalment of funds to Crossreach.

ACTION: Wendy – Issue letter to Crossreach advising of approved 2nd instalment of funds and discussion required on widening their referrals.

ACTION: Suzanne – Include 'widening referrals' on agenda for service visit.

6.4 Hebrides Alpha Trading

It was noted that there were two outcomes not evidenced in the 6 monthly monitoring and evaluation, however the ADP were aware of the service working towards these outcomes.

It was agreed the ADP would issue the 2nd payment of funds to Hebrides Alpha Trading and discussion regarding the non-evidenced outcomes would be take place at the service visit.

ACTION: Wendy – Issue 2nd instalment of funds to Hebrides Alpha Trading.

ACTION: Wendy – Issue letter to Hebrides Alpha Trading re approved 2nd instalment of funds.

ACTION: Suzanne – Include 'non-evidenced outcomes' on agenda for service visit.

6.5 Substance Misuse Coordinator for Uist & Barra (SMCUB)

It was queried if the SMCUB was trained appropriately to conduct home detox. It was stated that the SMCUB undertook home detox with the guidance of a GP.

6.6 Substance Misuse Partnership for Uist & Barra

It was voiced that the SMPUB is funded to provide home detox but do not seem to be providing this. It was expect the nurse bank staff would be providing this but this has not been approved by the Health Board.

It was noted that the SMPUB are not meeting or evidencing 10 of their agreed outcomes. The SMPUB have previously been advised that they can request changes to their SLA but to date have not requested changes.

The ADP would like to understand if the support workers engaging in school educational work are trained to the appropriate level.

The vacant post at An Caladh has been filled. It was observed that there are four support workers within the partnership yet there are no early years support being provided.

It was agreed £25k of the £50k 2nd instalment of funds would be issued to the partnership however £25k for Q4 would be withheld as there are outcomes which are not being met by the partnership. The SMPUB must evidence meeting these outcomes in Q4 prior to £25k being released. A meeting would be held between the SMPUB and ADP to discuss the outcomes not being met and how these can be met by the partnership and also how the relationship between the SMCUB and the SMPUB has developed.

ACTION: Wendy – Issue £25k to SMPUB for outcomes currently being met while withholding £25k for Q4 until unmet outcomes are evidenced.

ACTION: Wendy – Issue letter to SMPUB informing them of 50% payment (£25k).

ACTION: Maggie – Attend meeting with SMPUB.

It was agreed 6 month funded service visits would be arranged with an ADP member and an ADP support team member.

ACTION: Suzanne – Arrange funded service visits.

7. TO DISCUSS AND AGREE THE FUNDING PROCESS FOR 2015-16/18

There would be no changes implemented in the 2015-2016 funding term as the Outer Hebrides ADP moves towards a commissioning strategy implementation in 2016-17. Members agreed that funded services would be informed the Outer Hebrides ADP would move towards a commissioning strategy for implementation in March 2016. Members agreed that funded services would be kept fully informed of all decisions and actions taken towards implementation of this strategy as soon as information is received, noted and agreed by the ADP. With satisfactory end of year monitoring and evaluation funding will be continued in 2015-16 however there may be changes made to top-sliced NHS services in 2015-16. A meeting will be arranged between the ADP, Nursing Director and Head of Mental Health & Learning Disability Services re: possible changes to top-sliced NHS services in 2015-16.

It was agreed a commissioning subgroup would be set-up by the ADP Coordinator and that they should link more frequently than quarterly. The ADP Coordinator would also seek advice from Isobel Nisbet, Scottish Government on the commissioning strategy.

ACTION: Wendy – Issue letter to funded services advising them that the ADP wishes to remain stable in 2015-16 with the commissioning strategy being implemented in 2016-17. With satisfactory end of year monitoring and evaluation funding will be continued in 2015-16.

ACTION: Wendy – Issue letter to NHS top-sliced services advising that changes may be made to their SLAs for 2015-16.

ACTION: Karen – Arrange meeting between ADP, Nursing Director and Head of Mental Health & Learning Disability Services re: possible changes to top-sliced NHS services in 2015-16.

ACTION: ADP Coordinator – Set-up commissioning subgroup.

ACTION: ADP Coordinator – Get advice from Isobel Nisbet on commissioning strategy.

8. TO DISCUSS AND AGREE WAY FORWARD RE: ROSC

The ADP Coordinator will set-up a recovery subgroup. This will be led by the ADP but not made-up of the ADP. Recovery Orientated Systems of Care (ROSC) will be moved forward

within the commissioning process. It was agreed the NHS Western Isles Procurement Officers would be involved in the process.

ACTION: Coordinator – Set-up recovery subgroup.

9. UPDATE OF EPIDEMIOLOGY

Fiona Hall (FH) has started gathering information on epidemiology and will provide an update at the next ADP Executive meeting.

ACTION: Fiona Hall – Provide update on epidemiology at next ADP Executive meeting.

10. REVIEW OF NEEDS ASSESSMENT

SM will compile a service mapping exercise for alcohol and drug services across the Outer Hebrides and will provide an update on this at the next ADP Executive meeting.

It is expected the Needs Assessment will take 1 year to complete. It was suggested a Band 6 research post be considered in the 2015-16 ADP budget.

It was suggest the Scottish Governments 'Ability and Need' be referred to.

ACTION: Suzanne Macaulay – Provide update on needs assessment at next ADP Executive meeting.

ACTION: Suzanne Macaulay – Refer to Scottish Government 'Ability and Need'.

11. DEVELOPMENT OF OUT OF HOURS AND WEEKEND SERVICES

It was noted that discussion on the development of an out of hours and weekend service had been deferred from the last 2 ADP meetings. SM voiced that from discussions with current service managers it was decided that existing posts could not be extended. It was suggested existing technology such as 'cool2talk' be utilised or national support groups. It was noted that the mental health model would be implemented soon and it would be advisable for the ADP to link in with this for service delivery going forward. It was decided this would be included with the discussion with NHS services (agenda item 7).

ACTION: All – Link-in with mental health model for service delivery going forward.

12. TO DISCUSS ADP SUPPORT TEAM CONTRACTS

13. PLANNING AND REPORTING ARRANGEMENTS FOR 2015-18

The ADP Annual Report 2014-15 is due to be submitted by 14th September 2015 and the Delivery Plan is due to be submitted by 15th June 2015 and there is no strategy required for submission.

It was agreed a Delivery Planning Group Meeting would be arranged for March 2015. As discussed previously the Needs Assessment work is underway along with the epidemiology. It was agreed the prescribing briefing paper from early 2014 would be refreshed by FH and morphine use across the Outer Hebrides would be looked at (especially on the Uists).

ACTION: Coordinator – Submit ADP Delivery Plan by 15th June 2015.

ACTION: Coordinator – Submit ADP Annual Report by 14th September 2015.

ACTION: Karen – Arrange delivery group meeting for March 2015.

ACTION: Fiona – Update ‘prescribing briefing paper’ from early 2014.

ACTION: Fiona – Compile data on morphine use across the Outer Hebrides (especially the Uists).

15. DATE OF NEXT MEETINGS

March 2015 (TBC)

ACTION: Karen – Arrange ADP meeting for March 2015 and rest of the year