

Outer Hebrides Alcohol & Drug Partnership FINAL

Outer Hebrides ADP Executive Meeting

Date: Wednesday 18th June 2014, 1000 - 1200

Venue: University of Stirling, Western Isles Hospital, Stornoway

PRESENT:

Maggie Watts
Mairi Bremner

Director of Public Health, NHS WI (Acting 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 Jamieson, Gordon Macleod and Bernard Chisholm.

Maggie Watts (MW) was acting Chair as Gordon Jamieson was not in attendance. As the meeting was not quorate members would be asked at the September meeting to homologate the actions.

2. APPROVAL OF MINUTES

The notes of the 23rd April 2014 ADP Executive meeting were approved as a correct copy.

Mairi Bremner (MB) advised those present that she attended a positive meeting for the Substance Misuse Partnership for Uist and Barra (SMPUB) on 6th June. She advised there was a real feeling that the partnership was starting to gel however there remained confusion over leadership and asked what Mr Hocine, Substance Misuse Coordinator for Uist & Barra's role was. Suzanne Macaulay (SM) advised that Mr Hocine is a partner within the partnership. SM further advised that Michael Stewart (MS) was very clear to the SMPUB that it would be advisable for them to advocate a Project Manager who could provide clinical supervision, take financial control and source funding however the SMPUB said that was not their preferred option. The acting Chair advised that the ADP can push for a Project Manager if they feel it is necessary, also the ways in which the SMPUB can become improved must be explored. They were advised to decide who was liable at their upcoming AGM. Sheena is the employer however she is not able to undertake clinical supervision. Wendy Ingledew (WI) was advised

however that Mr Hocine had been granted permission to provide the clinical supervision, however this has not been confirmed in writing. SM advised there had been a lot of misunderstanding but the meeting with the ADP member and support team member assisted in clearing these up. It was noted that the ADP cannot take on the management role for the SMPUB. SM advised that a development day had been recommended to the SMPUB and they are keen to undertake this. It was suggested and item on the agenda be 'the role of the partners'. It was agreed by those present that it would be requested with the SMPUB if MB could attend the development day. SM advised members that the charitable status of the SMPUB had been revoked as the ADP had requested for the constitution to be reviewed. It was decided SM would source an external facilitator for the development day. The acting Chair advised Faye Murfet, ADP Coordinator, NHS Ayrshire and Arran would be a suitable external facilitator.

ACTION: Suzanne – Suggest 'the role of the partners' on the agenda for the SMPUB's development day.

ACTION: Suzanne – Request that Mairi Bremner be authorised by the SMPUB to attend the development day.

ACTION: Suzanne – Source an external facilitator for SMPUB development day.

3. FUNDING 2013-14 AND 2014-15

3.1 To approve Finance Report 2013-14

Donnie Mackenzie (DM) advised the final position was as expected (£7,813 under spend). There is £15k available and carried forward for Crossreach as their 2nd instalment for 2013-14 was withheld until their Care Inspectorate registration was confirmed.

3.2 To receive update re funding allocation from Scottish Government

WI advised the group that she had been informed unofficially that the Outer Hebrides funding allocation from the Scottish Government for 2014-15 was the same as 2013-14 and the funding letters were being issued on 19th June 2014.

4. SET CRITERIA AND FUNDING GUIDELINES:

4.1 To agree criteria for funding and marking sheet

The criteria was agreed by those present however the acting Chair asked those present to consider what the evidence base is while recognising that the island circumstances are different. The guidelines were agreed on the basis that a second opportunity could be offered after current applications have been marked. No interests were declared by those present.

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

WI advised those present were to consider applications received and mark against set criteria. 2 funding applications were received following the advertisement of a funding package in local media. 3 small grant applications were received from the SMPUB.

5.1 Martin's Memorial – The Shed Project

It was noted the service providers have personal knowledge and they do run an alcohol and drug programme. The project has a full time Project Manager, skills volunteers and the required PVG registration. It was understood the project is fully accessible, inclusive and does not discriminate. They provided evidence of contributing to the ADPs strategic priorities and essentially this was the extension of a current project into the alcohol and drug arena. Their provision of an induction, engagement, feedback and family support was positive. They

showed evidence of working in partnership with Hebrides Alpha, Dochas Housing Support etc. The service estimates 25 clients will enter the project. There was a presumed need based on fuel poverty. They showed their programme planning is SMART. There was a list of outcomes which weren't actually outcomes. They utilise volunteers frequently which shows positively in their finance sheet. The project showed a clear exit strategy.

AGREED SCORE = 31

5.2 Staran Boat Project

The submitted application for the Staran Boat Project was discussed. The project did not complete the correct application form from the application pack and the group were advised they were given a second chance to complete the correct application form. The members agreed the project needed to complete the correct application form to allow the members to mark against the set criteria and feedback. The members agreed they would write to the project advising that they were interested in the application however could they complete the application form from the application pack. The members were particularly interested in the number of clients of the service. The project would allow 4 weeks for completion of the application form and this would be discussed at the next ADP meeting in September or could be agreed by email prior.

5.3 SMPUB Film Project (small grant application)

The Chair advised she was uncertain if people affected by alcohol & drug issues are suitable or benefiting from making a film on these topics. MB advised that Barra has a heightened problem with alcohol and drugs and could benefit from this project. The Chair advised that if the ADP funds this project they must ensure everyone participating has been approved. Film can be used as a creative medium and the topic does not have to be about alcohol and drugs specifically. There may be tension from mixing hazardous young people with alcohol and drug issues with young people affected by family substance misuse. It was suggested they should be encouraged to be more peer led. It was unclear how Barra and Uist would be covered, if this was 1 project or 2, and by which worker. It was not clear if this was a multiagency approach to ensure an integrated service for clients. They have identified a group of children for the project and they are aware that media studies are not available at Uist and Barra secondary schools. It was noted unrealistic to expect them the SMPUB to have identified the need fully when the local figures were not available. It was agreed members would like to clarify if the project has received consent from the secondary school.

AVERAGE SCORE = 30

5.4 SMPUB Uist Men's Shed (small grant application)

Members were unsure if the Substance Misuse Worker for Uist position was vacant or if the position had been filled. It was noted the SMPUB must inform the ADP of any changes. It was unclear if the project was targeting young people or older men. MB suggested they had separate sessions for the age groups. The members agreed they would seek clarification on the age groups and advise the SMPUB that they would be happy to see age segregated groups. It was noted there is nothing for women but as the name of the service suggests it is expected to be exclusive. It was felt the activities and timescale was not SMART. The members wished to understand from the SMPUB how the shed was funded in 2013-14 what the supplementary addition is the ADP is funding in 2014-15.

AVERAGE SCORE = 29

5.5 SMPUB Lochboisdale Drop-in (small grant application)

It was noted that the SMPUB were not invited to submit a small grant application for this service as they were for the Uist Men's Shed and Film Project. Members agreed they would write to

the SMPUB regarding the application advising that they were interested in it however they wished to understand how this project is different to the service which was funded last year as this service is already up and running. Member did not mark this application.

6. FUNDING ALLOCATION

It was agreed the following services would be funded in 2014-15:

Martin's Memorial – The Shed Project	£21,280
SMPUB Film Project	£9,740
SMPUB Uist Men's Shed	£5,000

It was agreed the above SMPUB services would be funded however clarification on the queries raised must be answered. It was agreed Crossreach would be contacted to informally understand why they did not wish to progress with their application for funding for a drop-in facility.

SM advised she had a meeting arranged for next week with Michael Stewart, CnES Criminal Justice and Mike Hutchison, NHS Mental Health regarding the proposed out of hours service and advised there is a budget attached to this. It was queried if there was an opportunity to tie-in this service with Hebrides Alpha Supported Accommodation who are introducing an out of hours phone service.

ACTION: Wendy/Maggie – Issue funding approval letter to Martin's Memorial Drop-In.

ACTION: Wendy/Maggie – Issue funding approval letter to SMPUB re Film Project while querying if consent had been received from all schools involved and to clarify if the project is one project for Uist and Barra or two.

ACTION: Wendy/Maggie – Issue funding letter to SMPUB re Uist Men's Shed while querying how the project was funded in 2013-14 and what the supplementary element the ADP are funding in 2014-15.

ACTION: Wendy/Maggie – Issue letter to SMPUB re Lochboisdale Drop-In advising that the ADP are interested in the project however wished to understand how this is different to the service which was funded in 2013-14.

ACTION: Wendy/Maggie – Issue letter to Staran advising the ADP are interested in the funding application submitted however would appreciate it if an application form could be submitted to allow members to mark the application against the set criteria with a 4 week deadline. Members are particularly interest to understand the number of clients.

ACTION: Karen – Have an informal conversation with Crossreach by phone asking why they did not proceed with their application for the drop-in service.

ACTION: Suzanne – Speak with Hebrides Alpha Supported Accommodation to see if there is an opportunity for the ADP to assist in the development of a phone support service which they have launched.

7. COMMISSIONING OF SERVICES

Members agreed this item would be discussed at the ADP members meeting which followed the Executive meeting.

8. AOCB

8.1 VISITS WITH FUNDED SERVICES

SM provided an update on the progress of funded services visits. She advised that 7 visits had been undertaken and written reports were available if the members wished to see them. Hebrides Alpha Supported Accommodation was postponed due to bereavement.

8.2 CORRESPONDENCE

8.2.1 Correspondence from Alcohol Liaison Nurse

Members were advised that discussions were still ongoing with the Alcohol and Mental Health Liaison Nurse service and a letter had been issued to the head of service following the ADP meeting in April. The person leading the services recently wrote to the ADP Coordinator advising:

"It might be valuable for the ADP to be made formally aware that the Outcomes Database lacks defined parameters for its measurement tool. Perhaps the involvement of clinicians or service providers in the development of the tool would have shed light on this issue during the process."

MW advised she would be happy to have a clinical discussion with the services in due course. It was suggested that the Service Level Agreements (SLA) for ADP funded services may require to be updated. Members were advised that through general monitoring any information can be requested by the ADP.

ACTION: Maggie/Fiona: Arrange a meeting with the Alcohol and Mental Health Liaison Nurse service re data collection.

8.2.2 Correspondence from Crossreach

Members were reminded that a carry forward was in place for Crossreach as their 2nd instalment of funding was withheld due to the lack of Care Inspectorate registration for the service. Registration has now been received and the ADP received a copy of this on 29th May 2014.

Following the April 23rd Executive Meeting Karen emailed the contact at the Care Inspectorate which responded to the ADPs letter re: Crossreach Housing Support Worker's registration in February 2014. An email was issued to Michael Mckelvey, Registrations Team Manager on 25th April advising:

"The Outer Hebrides ADP executive members met on 23rd April and asked that I write to you to query if the Crossreach Dochas Housing Support Worker is participating in a registration process with the Care Inspectorate either as a stand-alone service or under the umbrella of Lewis/Stornoway Crossreach services? If so, are you able to advise when registration would be expected to be gained by the service?"

As no response was received, Karen resent the email on 2nd May and again on 26th May. Michael replied on the 26th May advising his Line Manager had met with Crossreach and asked if Karen could clarify her role in the issue. Karen advised:

"As a member of the Outer Hebrides ADP support team I was assigned with the action to contact you by the ADP members at the meeting on 23rd April re: Crossreach's Housing Support Worker Care Inspectorate registration. As the letter issued in February stated, the ADP is the main funder for this post so have a vested interest in the progression of this as well as a duty to service users to ensure the service is appropriately set-up."

Crossreach confirmed their Care Inspectorate registration with the ADP on 29th May 2014 and a copy of this was emailed to the ADP. Members approved the release of the withheld funds for the 2nd instalment of 2013-14 and 1st instalment of 2014-15 funding.

ACTION: Wendy – Arrange payment of the withheld Crossreach funds (2nd instalment 2013-14 and 1st instalment 2014-15)

ACTION: Karen/Maggie – Advise Crossreach the outstanding payments are imminent and issue the funding letter for 2014-15.

9. DATE OF NEXT MEETING

The next meeting will be on Wednesday 17th September.