

Outer Hebrides Alcohol & Drug Partnership FINAL

Outer Hebrides ADP Executive Meeting

Date: Wednesday 23rd April 2014 1130 – 1330

Venue: Meeting Room 1, Health Board Office, Stornoway

PRESENT:

Gordon Jamieson
Gordon Macleod
Bernard Chisholm
Mairi Bremner

ADP Chair; Chief Executive, NHS Western Isles
Chief Inspector, Police Scotland (Outer Hebrides)
Head of Children's Services and Resources, CnES
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

Suzanne Macaulay

NOTE TAKER:

Karen Peteranna

ADP Administrative Assistant, NHS WI

1. APOLOGIES

Apologies were received from Maggie Watts and Donnie Mackenzie.

2. APPROVAL OF MINUTES

The notes of the ADP Executive meeting on 25th March 2014 were approved as a correct copy.

3. ACTIONS FROM ADP EXECUTIVE MEETING 25th MARCH 2014

All actions are complete or are ongoing.

Karen advised the group it had been queried with Alcohol Focus Scotland where local alcohol sales could be obtained. Barbara O'Donnell responded and advised it is not possible to get sales figures down to a local level. The consumption figures are available but the sales figures come from HMRC and are UK wide. The Chair advised the ADP support team speak to Maggie Watts, NHS Public Health regarding this as she may be able to suggest other avenues to obtaining local alcohol sales. It was stated that the increase in off-sales is reflected locally in the closure of licensed premises, in Stornoway particularly. Mairi advised that in the Uists, although there are not the same numbers of licensed premises closing, the licensed premises are struggling to gain trade.

ACTION: Karen – Query with Maggie Watts how local alcohol sales figures can be obtained.

4. FUNDING 2013-14 & 2014-15

Bernard Chisholm joined the meeting.

Wendy advised the group that Donnie Mackenzie, NHS Accounts issued the finance paper this morning. The only change to the spreadsheet from the 25th March meeting was the addition of the £10k promotional and I.T spend, from under-spend identified at the February 2014 meeting. Those present were advised the final spend was £2,709.24 on I.T items for the ADP support team and £7,058.14 on promotional item for the ADP's Summer and Winter campaigns in 2014. The total spend was £9,767.38.

Those present were advised that as the Care Inspectorate registration is still outstanding with the Crossreach Housing Support Worker service the 2nd instalment of funding for 2013-14 is still outstanding to the service. Donnie (Accounts) advised Wendy that as the funds are for wages a carry forward of funds to 2014-15 is acceptable however if auditors pick this up it may be an issue. Wendy advised the group an update had been received by email from Andy Cashman on 11th April. Andy advised that he 'understands the position of the ADP and the difficult situation we all face with the ongoing situation of a lack of registration with the Care Inspectorate for the Dochas service.' Andy advised he had made his Director, Calum Murray, aware of the situation and assures the ADP that Crossreach is trying to get an immediate resolution. The ADP Chair was satisfied that if the Care Inspectorate registration is obtained the delayed 2nd instalment of funds for 2013-14 can be paid in 2014-15.

Wendy advised the group the ADP are currently at a breakeven position with carry forward.

Suzanne advised she and Michael Stewart (ADP member) had attended an end of year follow-up meeting with the Substance Misuse Partnership for Uist and Barra (SMPUB) on 22nd April. The SMPUB advised them that an under-spend of £20k had been identified for 2013-14 and they advised they would like a carry forward of funds in 2014-15. They advised an application had been issued to the ADP however it had not and the SMPUB submitted a proposed spend of the under-spend in 2014-15 via email on 22nd April for the ADP to consider at today's meeting.

Suzanne tabled the proposed spend from the SMPUB.

The SMPUB's bid included the following:

- Cothrom Ltd - Marion post - £15,041 (£12,041 salary, £2,000 overheads and £1,000 travel)
- Cothrom Ltd - Early Years £2,000
- Cothrom Ltd - Specific work £1,406
- RADICAL - Barra Youth Cafe £2,000
- RADICAL - Uist diversionary activities £1,500
- Barra Services – Additional drop-in activities £1,000
- Barra Services – Youth Film Project £2,000
- Caraidean Uibhist – Youth Buddying £1,500
- Uist Services – Men's Shed £1,000
- Substance Misuse Coordinator – Marion's post £1,675 (Travel and salary)
- An Caladh – Support Worker 10 x additional hours - £5,772

Total = £34,894

It was suggested to the SMPUB by Michael Stewart at the meeting on 22nd April that they propose to the ADP they use the 2013-14 under-spend on a Project Manager position however they did not agree with this. It was felt by members that this was a missed opportunity as the SMPUB partners are still acting as individuals and would benefit from a project manager. Those present agreed the Film and Shed project was of interest and the partnership could submit future funding bids for these, showing clear indicators on how they can improve the service already provided.

Suzanne advised the SMPUBs An Caladh Support Worker post had been vacant since September 2013 and they intend to advertise this asap.

It was felt there was tension in the SMPUB in general and this may be due to lack of communication on matters. They also feel that the ADP should not be imposing their views re Project Management on the SMPUB.

Suzanne advised that from the meeting it was found that they did not have partnership agreement on data return forms submitted to the ADP; they were all issued to the Administrator for collation. It was agreed they would approve submissions as a partnership from now on. It was also voiced that Cothrom cut their Early Years and Early Intervention work as they were not aware the Partnership was provided the money to provide everything stated in their application and it was the partnerships duty to allocate the funding. Suzanne advised members that the meeting on the 22nd April ended positively.

The Chair stated that if the SMPUB is dysfunctional it is not in the ADPs interests to continue its support and the ADP should not perpetuate. Suzanne advised that it was thought by the partnership that Mr Hocine, NHS Substance Misuse Coordinator for Uist & Barra, would be the manager. Gordon Macleod advised that it was made very clear to the partnership that Mr Hocine's role was separate to the SMPUB. The Chair voiced that no viable solution had been presented to allow for Mr Hocine's NHS role and SMPUB role to co-exist so they could not co-exist. The NHS needs to know that Mr Hocine is doing the job that he is paid to do by the NHS. Wendy advised the group that Mr Hocine had resigned as the Chair of the SMPUB. The confusion in this matter with the partnership may come from Mr Hocine not relaying all correspondences on this to the SMPUB.

It was acknowledged that slippage happens however it was agreed by members that the SMPUB would be informed that as per the Terms and Conditions of Grant the under-spend would be returned to the ADP at the end of the financial year (2013-14). This would leave the ADP with money to place in a holding position. The monies would be netted off next year and spent in 2014-15. The SMPUB would also be advised that the ADP recognise the good work being undertaken by the partnership and understand the challenges faced by them.

Wendy advised that the OH ADP committed expenditure for 2014-15 which was agreed at the meeting in March however not minuted was as follows:

ADP Support Officers	115,000
Travel and Subsistence	5,650
Partner Service Delivery SMW/Co-ordinator U&B	42,000
Public Information, Campaigns, Projects	8,000
NHS (Brief Interventions: Alcohol Liaison Nurse, Well North, Data Collection	130,000
TOTAL	£300,650

Wendy advised the ADP had £99,693 remaining at the end of 2013-14 with the £20,000 under-spend from the SMPUB bringing that total to £119,693

Those in attendance were informed the statutory organisations which would see funding reduced fully from March 2014 were written to in December 2013 further reminding them of this. Bernard advised members that CnES in particular used this situation as an opportunity to redesign local services. As there was an overlap with Action for Children on outreach work CnES decided to opt out.

ACTION: Wendy – Hold the 2014-15 payment to Crossreach until the Care Inspectorate registration is in place.

ACTION: Wendy / Chair – Write to the SMPUB to inform them that the under-spend for 2013-14 will be returned to the ADP however future funding bids can be submitted for the film and shed project.

5. MONITORING

Wendy reminded members that a SWOT analysis is taken of the information submitted by the funded services in the Monitoring Form and Outcomes Database biannually and from the SWOT analysis members must decide if the next instalment of funds is to be received from the 5 individual services. Due to the ADP support team's current capacity a verbal report would be provided to members.

Action for Children – Early Years Drug & Alcohol Service

Members advised there were no issues arising with this service however the service found it difficult to record data as some areas were answered in terms of (1) children and (2) adults. The next instalment of grant funding was approved.

Action for Children – Early Intervention Young Person Liaison Service

Members were informed that there is lone working being undertaken by this service which is not detailed in the aims of the service and this is concerning as it is not common practice for street work generally as this leaves the worker in a vulnerable position.

The service stated they had been undertaking awareness sessions with secondary school classes and future dates had been set up. Suzanne advised that the ADP Development Officer and CLD have remits covering alcohol and drug awareness sessions and had not been kept informed of this development with Action for Children. The ADP also had concerns with service users being educated by the service worker of Action for Children (AFC).

There were a number of the services aims which were not addressed in the services annual returns.

Gordon Macleod advised the worker had now undertaken 'appropriate adult training' and this is now being utilised.

Action for Children – Early Intervention Children and Family Support Service

Suzanne advised there were more details on school educational inputs in the annual returns for the service, which is not a service aim, than the previously agreed aims of the service.

The service found it difficult to record data as some areas were answered in terms of (1) children and (2) adults.

AFC Summary

It was agreed a discussion would take place between the ADP and the AFC 'Early Intervention Young Person Liaison Service' and 'Early Intervention Children and Family Support Service' to discuss service aims, the current work being undertaken by the services. Following this meeting Suzanne advised she would arrange a meeting between CnES Outreach/Pointers and AFC to discuss their relationship and partnership working on outreach/street works. The Chair stated that if CnES and the ADP Development Officers remit includes the undertaking of schools alcohol and drugs sessions the ADP should advise AFC that they wish the services to focus on their outlined aims. The ADP do not want a duplication of services and wish to seek to understand the works being undertaken by AFC in this area.

Substance Misuse Partnership for Uist & Barra

Fiona advised it is possible there is double counting taking place. All partners collate the information for their individual services and pass to the Administrator for the SMPUB to collate. It was queried if the Administrator could easily identify if clients from the various services are the same people or different. I was voice that the SMPUB should use a unique identifier for each client.

The returns for the partnership detailed that 22 people had stopped drinking which was quite good.

Some services within the partnership provided a lot of detail however members were advised that the support team were unable to evaluate An Caladh as there was no data provided.

It was agreed the SMPUBs next instalment of funding would be processed however further discussion on the aims and objectives of the partnership would be required as they were not meeting all of these.

Hebrides Alpha Trading

Suzanne advised at the funded service visit Robert identified gaps in services. It was agreed a meeting would be arranged with the service to discuss the gaps identified and request that the service work with the ADP to address these. The service had advised that they were looking to pass on services they can no longer undertake.

Fiona advised there was an issue with prescription drug users not accessing services.

Hebrides Alpha Supported Accommodation

There were no issues arising from the data returns for Hebrides Alpha Supported Accommodation and the next instalment of funding was approved.

CAMHS

The ADP Support Team advised members the reporting for this service was not adequate and Fiona would be contacting them to resolve this.

NHS Alcohol & Mental Health Liaison Nurse

ADP members were advised by the support team that the returns for the Alcohol & Mental Health Liaison Nurse were difficult to assess. It was felt the instruction from the ADP 'fill in the information you are able to' was taken literally. Out of 99 clients only 31 were included in the statistics meaning there was no information on 68 clients. Of the 128 active clients, assessments were only carried out on 4 clients. It was also noted that as the Alcohol & Mental Health Liaison Nurse does criminal service work she finds it difficult to get referrals here.

The ADP members agreed that they would write to the Head of Service for the Alcohol & Mental Health Liaison Nurse informing them that the service had a 3 month deadline to provide

the full data required in the Monitoring Form & Outcomes Database for 2013-14 and failure to comply will result in a request being submitted to the NHS Chief Executive to remove top-sliced funding to the service.

It was noted that the Community Nurse (Alcohol Misuse) has advised the ADP that she struggles with data collection but her returns are always good.

ACTION: Suzanne – Arrange meeting with AFC ‘Early Intervention Young Person Liaison Service’ and ‘Early Intervention Children and Family Support Service’ to discuss service aims, current work being undertaken and their relationship with CnES CLD/Pointers.

ACTION: Suzanne – Arrange a meeting with the SMPUB to discuss the aims and objectives of the partnership.

ACTION: Suzanne – Arrange meeting with Hebrides Alpha Trading to discuss the service gaps they had identified and ask that they work with the ADP to help address these gaps.

ACTION: Suzanne – Arrange a meeting with AFC and CnES Outreach to discuss their relationship and partnership working on outreach/street work.

ACTION: Wendy – Issue payments to Action for Children, Hebrides Alpha Trading, Hebrides Alpha Supported Accommodation and SMPUB.

ACTION: Wendy / Gordon M – Write to the Alcohol Liaison Nurse Head of Service informing them that they have a 3 month deadline to provide the full data required in the Monitoring Form & Outcomes Database for 2013-14.

6. SERVICE PROVISION

This item was deferred.

7. DEVELOPMENT OF SERVICES 2014-15

Members agreed they wished to focus on the two main service gaps identified from the ‘Survey Report: Outer Hebrides ADP Identification of Possible Gaps in Service Provision’ from February 2014:

- i. An out of hours service and weekend service or cover for substance misuse services
- ii. A drop in facility for those in recovery

8. FINANCE PLAN FOR 2014-15

8.1 To discuss and agree way forward re above based on decisions taken at today's Meeting

Wendy tabled the proposed press advert for funding 2014-15.

Members agreed a funding package would be advertised for a drop-in service and out of hour's service for substance users for Lewis & Harris only as this is where the service gap was evident. The advert would be issued in Events only and the return date for applications will be at the end of May (tbc).

Post meeting note: Deadline for applications 30th May 2014

Bernard suggested this should be a partnership approach of joined-up services. CnES has a vacant venue until December 2015, with cafe facilities included, at Harbour View in the Stornoway town centre.

Those present reviewed and agreed on the ‘ADP Funding Programme for 2014-15’.

8.2 To consider adopting a commissioning approach re future from 2015 onwards

As Val Tallon, Scottish Government's National Delivery Advisor on Alcohol and Drugs is joining the ADP meeting on 18th June the possibility of the Outer Hebrides ADP adopting a commissioning process from 2015 onwards will be discussed at this meeting along with the implementation of RoSC.

ACTION: Wendy / Karen – Finalise and submit advert for Lewis & Harris funding package.

9. ADP – APPLICATION FORM AND TERMS AND CONDITIONS OF GRANT

9.1 Consider requesting Training/Workforce Development evidence within the Application Form

The ADP Support Team queried with members if they would like training/workforce development evidence requested within the funding application. This would ensure that training undertaken by staff as stated in the application is backed-up and factual. This would also allow the ADP to have a clear idea of the funded services current skills and potential gaps to fill. The ADP agreed on this addition to the ADP Funding Application Form.

9.2 Consider including a 'Training Requirements' section in Terms and Conditions of Grant

In the past the ADP has stipulated when issuing notifications on training that attendance by funded services is mandatory however this is not specified in the Terms & Conditions of Grant. Members agreed a 'Training / Workforce Development' section should be included in future Terms and Conditions of Grants stipulating that training is mandatory for funded services unless otherwise advised by the ADP.

ACTION: Karen – Amend funding application form to request staff training evidence with the application form.

ACTION: Karen – Include a 'Training Requirements' section in the Terms and Conditions of Grant.

10. MEETING WITH UIST & BARRA PARTNERSHIP

This was discussed in Item 4.

11. CROSSREACH & CARE INSPECTORATE REGISTRATION

Andy Cashman emailed Wendy on 24th March advising that he had received the letter issued by the ADP re: concern over lack of Care Inspectorate registration advising he would keep us updated on any developments as a resolution to this matter. As no update had been received since 10th April and accounts had advised that a carry forward of funds into the new financial year was not possible Karen requested an update from Andy Cashman. He advised there was some development but no resolution. Wendy then advised that Crossreach risk losing the £15k 2nd payment for 2013-14 as no carry forward is allowed and no monies for 2014-15 can be paid until the Care Inspectorate registration is in place. Andy advised he understood the difficult situation we were all in with the lack of Care Inspectorate registration and had made his Director aware of the situation. Calum Murray responded advising again the Care Inspectorate were requested to implement registration changes last year and he was looking into this matter with concern. In a further email on 16th April Calum added that he regretted the granting of the registration is in the hands of the Care Inspectorate and he was not personally able to determine the date by which it would be granted. He also provided a copy of an email sent to Claire Hay, Compliance Manager at the Care Inspectorate to demonstrate their pursuance of this matter.

The ADP advised the Michael Mckelvey at the Care Inspectorate (Karen's recent contact) or the local office of the organisation should be contacted to asked simply if the Crossreach 'Dochas' Housing Support service is participating in a registration process with them. If they respond advising that the service is not participating in a registration process then this will drive what the ADPs action is with Crossreach.

The 'Dochas' service received only 9 referrals to date however it was acknowledged that as a new service they were building relationships with other services.

ACTION: Karen – Write to the Care Inspectorate to query if the Crossreach 'Dochas' service is participating in a registration process.

12. **AOCB**

12.1 Data Collection Meeting

Wendy advised a meeting was held on 22nd April between the ADP (Wendy and Fiona) and the Mental Health and Learning Disability Services re: collection of data for ADP.

Mike Hutchison, NHS Head of Mental Health and Learning Disability Service chaired the meeting and explained that there was an expectation by the ADP for services to provide data relevant to the clinician. He also explained that post ADP it would be a Western Isles Health Board requirement to provide data locally for 1 year and then it would become a national requirement through the Drug and Alcohol Information System (DAISy).

At the meeting Fiona went over the database she had developed to make life easier for clinicians to record the info requested. Mike advised he had requested tablets for his staff to make the recording of information easier. He had also requested that the database Fiona developed be put on them if possible. Information has to be recorded on a client by client basis, he added that it is down to the SCN's to submit the data, if nurses have no time it is up to SCN's to look at working times.

The Scottish Government instructed ADP's to come-up with a suitable database – therefore it's academic and has to be done. How it's done is up to Clinician's and SCN's if they can and want to provide it from another system that's fine so long as data is provided. It is the Team Leader's responsibility to provide and submit data.

Unfortunately we don't have a single performance system and this has been highlighted to the ISD along with the time it takes to upload data. – IT would need to know if they have internet. It was agreed that Fiona would push for systems from DAISy to talk to other systems. The DAISy will be for Tier 3 and 4 services.

13 **DATE OF NEXT MEETING**

Wednesday 18th June 2014

Gordon Jamieson noted his apologies for the next meeting.