

Outer Hebrides Alcohol & Drug Partnership FINAL

Outer Hebrides ADP Members Meeting

Date: Wednesday 23rd April 2014, 1330 – 1530

Venue: Health Board Offices, Meeting Room 1, Stornoway

PRESENT:

Gordon Jamieson
Gordon Macleod
Michael Stewart
Mairi Bremner
Mary MacInnes
Marine Munro
Maggie Watts

ADP Chair; Chief Executive, NHS Western Isles
Chief Inspector, Police Scotland (Outer Hebrides)
Criminal Justice Service Manager, CnES
Community Representative
Service User Representative
Development Manager, Harris Volunteer Service
Director of Public Health, NHS Western Isles

IN ATTENDANCE:

Wendy Ingledew
Fiona Hall

ADP Coordinator, NHS WI
ADP Substance Misuse Information and Research
Officer, NHS WI

Suzanne Macaulay

ADP Substance Misuse Development Officer, NHS WI

NOTE TAKER:

Karen Peteranna

ADP Administrative Assistant, NHS WI

1. APOLOGIES

Apologies were received from David Blaney, Mairi Campbell, Isobel Mackenzie and Donnie Mackenzie.

The ADP Chair welcomed Maggie Watts to the meeting as she was attending her first Outer Hebrides ADP meeting as the Director of Public Health. The Chair suggested a letter of thanks be issued to Emelin Collier, Head of Planning and Development, NHS Western Isles, thanking her for attending in the absence of a Director of Public Health and her meaningful input and support.

ACTION: Gordon J / Wendy – Issue letter of thanks to Emelin Collier.

2. APPROVAL OF MINUTES

The minutes of the ADP Members Meeting on 4th December 2014 were approved as a correct copy. The minute of the 19th February and 25th March 2014 were approved and actions ratified.

3. **ADP EXECUTIVE HELD ON 23RD APRIL 2014**

The ADP provided the group with a brief summary of matters discussed and arising from the ADP Executive meeting which took place prior to the Members meeting on 23rd April 2014.

Those present were advised that actions from the 25th March meeting were almost complete.

Members were advised that the ADP arrives at a break-even position at the end of financial year 2013-14. There is a carry forward allowance in place for Crossreach as their 2nd instalment of funding was withheld with the lack of Care Inspectorate registration for the service. Members were advised that the ADP would write to the Care Inspectorate querying if the 'Dochas' Housing Support service is participating in a registration process.

The under-spend of £10k for 2013-14 has been allocated and spent on the summer and winter campaign 2014 promotional items and I.T upgrades for the ADP Support Team.

The ADP has £99k available in 2014-15 for the development of services. There is also possibly a further £20k netted-off from the Substance Misuse Partnership for Uist & Barra (SMPUB) under-spend for 2013-14.

Executive 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 Chair advised bids can be for either or both services. The advert would be issued in Events only and the return date for applications will be at the end of May (tbc). It was queried if an upper limit to funding was being included in the advert however this was not agreed.

Members were advised there were a few issues with the 2013-14 annual data returns from funded services however follow-up meetings will be arranged to find resolutions to these.

Substance Misuse Partnership for Uist & Barra (SMPUB)

Michael advised that he and Suzanne attended a follow-up meeting with the Substance Misuse Partnership for Uist & Barra (SMPUB) on 22nd April. He shared with those present that the SMPUB did not approve of the tone of the ADPs correspondences at times, however Michael pointed-out that he did not approve of the tone of the correspondences he had recently viewed from the SMPUB either. Both partnerships agreed to take these comments on-board when writing future correspondences.

The SMPUB said they had a £20k under-spend in 2013-14 as they wanted to ensure their funding for 2014-15 was approved after the annual data returns for 2013-14 before advertising for the vacant post. The SMPUB advised the finance will be monitored better in future so any under-spend can be identified in good time. The ADP pointed-out that their funding was for 2013-15 so they were in a position to advertise for the vacant post prior to confirmation of adequate annual data returns for 2013-14. Michael advised the SMPUB that the ADP would like to see a Project Manger appointed within the SMPUB however the SMPUB advised this was not their preference.

The SMPUB raised their concerns that they are into their 2nd year on funding for 2013-15 however they are yet to receive the 2nd years funding. Wendy advised those present that further funding cannot be issued until monitoring and evaluation has been reviewed and approved and the ADP try to arrange their meetings to minimise delay in payments. Michael advised the SMPUB that they should designate the sourcing of funding to a member of the partnership. Suzanne advised that as the SMPUB does not have charitable status they can not

apply for certain funding. The SMPUB advised they resisted applying for charitable status as the ADP had asked them to change the Constitution. Michael advised that the partnership are working to a new Constitution and are moving forward and making it work.

The SMPUB advised that they had sought assistance from the ADP Support Team on partnership Constitutions in December 2013. Suzanne sourced a partnership document from a partnership in Glasgow and forwarded to the SMPUB. The SMPUB advised at the meeting on 22nd April that this document was not useful to them; however Suzanne pointed out that they could have advised the ADP Support Team of this earlier and another Constitution would have been sourced for them. It was noted that the ADP Support Team are to assist funded services however they are not able to project manage. It was suggested the ADP assist until the SMPUB gels as they are not currently partnership focused. The SMPUB asked if an ADP Member could join their meetings to keep in touch and provide guidance. It was not felt this was a well justified use of ADP members time however the ADP Support Team are able to provide support when required.

It was suggested that the SMPUB feel isolated and that this encouraged small issues to escalate more than necessary. It was noted that the ADP Support Team are always available to assist all funded services to the same level.

Michael advised the SMPUB that clearer boundaries would be sought from the SMPUB in June. Mustapha Hocine's role as the NHS Western Isles Substance Misuse Coordinator for Uist & Barra has been reinforced and the SMPUB are looking forward as Mr Hocine stood down as the SMPUB Chair. Mr Hocine is a partner only and does not supervise SMPUB employees. It was suggested that the partners of the SMPUB had Mr Hocine in mind as the manager as it was him that suggested the partnership for the Uists and Barra. Michael queried with the partnership who held the money because as it stood every partner was responsible and this should not be case.

The SMPUB queried if Mr Hocine could provide therapeutic supervision to the partnership. The ADP agreed the SMPUB should direct this request to Mr Hocine's NHS Line Manager as he is employed by NHS Western Isles therefore the ADP would not be able to deal with this request.

It was queried if the SMPUB was getting assistance on partnership working from Co-chean Innse Gall (CCIG). Marine advised she would speak with Hector at Co-chean Innse Gall (CCIG) to ask if the SMPUB are accessing their services to assist in partnership working.

The Chair advised that the ADP should offer support and guidance and it should be reviewed by the ADP how SMPUB stands in 3 months, once the SMPUB AGM has passed.

ACTION: Wendy – Write to the SMPUB advising them to direct their query re: Mr Hocine providing therapeutic supervision to the partnership to his NHS line manager.

ACTION: Marine – Query with Hector at Co-chean Innse Gall (CCIG) if the SMPUB are accessing their services to assist in partnership working.

ACTION: Suzanne – Review how the SMPUB stands in 3 months, once the AGM has passed.

4. APPOINTMENT OF VICE CHAIR AND REVIEW OF MEMBERSHIP

4.1 To Appoint Vice Chair re: Terms of Governance

The ADP queried why the Scottish Government could not provide guidance on the appointment of the Chair and Vice Chair to ADPs. Maggie confirmed that the Scottish Government allowed ADPs to have accountability for the appointment themselves.

ADP members were reminded the ADP Chair was appointed in December 2013 and the Vice Chair position was currently vacant. As the ADPs Terms of Governance stands the Chair and Vice Chair must be on the Community Planning Partnership (CPP). It was queried why the Chair must be a member of the CPP because the CPP has no accountability if ADP discussions go wrong. Wendy advised that the 'A New Framework for Local Partnerships on Alcohol and Drugs' states categorically that ADP's must have a dedicated partnership on alcohol and drugs operating in each local authority area, firmly embedded within wider arrangements for community planning, to be called an Alcohol and Drugs Partnership. Each local authority should in particular ensure that the operation of the Alcohol and Drugs Partnership is appropriately embedded in local community planning arrangements, can effectively support the consideration of alcohol and drugs issues within the development of Single Outcome Agreements, and otherwise effectively enables the local authority to express its responsibility to account to the Scottish Government, other partners and the public. It was queried if the ADP could appoint a representative to join the CPP and it was voiced that the CPP would have to approve this request. It was also suggested it would be better for the ADP if the ADP could have a representative on the CPP rather than the CPP having a representative on the ADP.

ADP member agreed the current OH ADP Governance would be issued to members for review again along with the Scottish Government's guidance on Governance and Governance documents from other ADPs.

Maggie Watts, NHS Director of Public Health advised she would be willing to take on the Vice Chair position in the short term, which the members agreed on.

ACTION: Karen – Issue Governance documents to members and compile report on comments/suggestions for the 18th June ADP meeting.

4.2 To Review Membership re: Terms of Governance

At the ADP meeting in December 2013 members expressed their desire to have a Foetal Alcohol Spectrum Disorder (FASD) specialist within the group. Maggie Watts put herself forward for this role.

It was put to members if they wished to increase membership of the ADP. Wendy informed those present that the Procurator Fiscal did used to attend ADP meeting however due to work commitments they could no longer commit but would be available ad hoc. The Chair suggested it would not be wise of the ADP to increase their membership in size as there are a substantial number of 11 representatives currently. The Chair advised member if they had suggestion for further membership they should submit them to Karen to include in the Governance report.

Members agreed the subgroup could be increased to build relationships with third sector organisations such as the Bridge Centre, Martin's Memorial, Penumbra, Catch 23, and Road to Recovery etc.

Maggie Watts stated that recovery groups must know that there is a mechanism so that they have access to ADP meetings.

ACTION: Karen – Members to issue suggested amendments to memberships to Karen to include in the Governance report.

ACTION: Suzanne / Karen – Invite new third sector organisations to ADP subgroups.

5. ADP REPRESENTATIVES ON OTHER COMMITTEES

Suzanne advised members that the Youth Homeless Forum had requested a representative from the ADP join the committee. The ADP Chair advised that the ADP would need to better understand the importance and relevance of the forum, what their activity is and what the return to the ADP is in their investment. It was suggested that as the housing representative on the ADP attends the Youth Homeless Forum, they could feed back to the ADP.

ACTION: Suzanne – Find out more information on the Youth Homeless Forum.

6. RISK REGISTER

It was agreed the ADP required a risk register. It was agreed a 2 hour workshop would be arranged in June to commence work on this. Members would initially write-up the risks identified and seek advice from a qualified risk assessor. Of the risk registers issued as papers to the meeting, Edinburgh ADPs was identified as a good example.

ACTION: Karen – Arrange risk register workshop in June.

7. INTEGRATED CARE PATHWAY

Wendy reminded members that Mr Hocine, NHS Substance Misuse Coordinator for Uist & Barra had undertaken the task of updating the Integrated Care Pathway (ICP) for the ADP however glaring mistakes were identified in the draft copy submitted to the ADP. The ICP was issued to ADP members a few times and a few suggested changes were noted however there were believed to be a substantial amount of incorrect information remaining. It was put to members if the ADP support team should review the document however it was noted the ADP support team will not have the necessary knowledge in the area of work to complete this. Maggie advised the group that Recovery Orientated Systems of Care (ROSC) must be completed and implemented prior to the ICP and members agreed the ROSC would take priority over the ICP for the time being. The ADP agreed to write to Mr Hocine thanking him for his work on the ICP and advising him that it has been brought to the ADPs attention that Recovery Orientated Systems of Care (ROSC) must be completed and implemented prior to the ICP and that ROSC will take priority over the ICP for the time being.

Wendy advised those present that Val Tallon, Scottish Government's National Delivery Advisor on Alcohol and Drugs, would be attending the next ADP meeting on 18th June 2014 and she could assist with ROSC implementation and starting the commissioning process from March 2015 possibly.

ACTION: Gordon J / Wendy – Write to Mr Hocine re: ICP and ROSC.

8. STRADA

Karen advised members that 9/12 Lewis & Harris services attended the Working with Drug and Alcohol Users 4 day training course in Stornoway in February 2014. 2 of the 4 Lewis & Harris services which did not attend the course had already completed the course in 2012. The Uist & Barra Partnership were welcome to attend but did not.

Karen advised members that she had received an email from George Burton, Operations Co-ordinator at STRADA on 10th April. George advised that STRADA could offer the Outer

Hebrides ADP a Learning and Development provision of 4 days up to 31st March 2015 in no more than 2 trips. This is due to STRADA's ability to deliver Learning and Development across Scotland being reduced significantly as the Scottish Government have asked that they provide strategic workforce development support to ADPs. George advised he is keen to get dates in his diary ASAP and the ADP members advised Karen the dates should be booked, aiming for 2 dates in autumn and 2 dates in spring. Karen reminded members that the ADP had advised the SMPUB that the 'Working with Drug & Alcohol Users' 4 day course would be run in Uist & Barra in 2014-15 as it had been run in Lewis & Harris in 2013-14. Members advised they would not make a decision on STRADA provision of training today however the 4 dates would be booked. It was suggested that other substance misuse trainers were sourced also. Crew and Figure 8 were suggested.

The four remaining courses on offer from STRADA are:

- Working with Drug and Alcohol Users (4 days)
- Children and Families Affected by Parental Substance Misuse (2 days)
- Introduction to Motivational Interviewing (2 days)
- Intermediate Motivational Interviewing Practice Based Workshop (3 days)

ACTION: Karen – Confirm training dates with STRADA for 2014-15.

ACTION: Karen – Source other substance misuse trainers.

9. TRAINING AND WORKFORCE DEVELOPMENT

A discussion took place on the importance of funded services ensuring their employees are suitably trained in order to ensure continued funding. Members agreed a mandatory training list would be compiled for all current funded services so the ADP has a minimum level of training they expect individual services to achieve. The ADP suggested the Training Needs Analysis (TNA) required updating. The ADP wishes to understand what training services require. It was suggested other ADPs were asked to see if anyone had a complete document which catch training need.

It was noted that the ADP do not currently ask funded services if their front line staff are PVG checked. This should be checked with the SLA provider or Head of Service.

Karen advised members that the Scottish Recovery Consortium wished to come to Stornoway and Balivanich on 25th and 26th August 2014 to undertake a 1 day 'Recovery Matters' workshop in each location. The course is free however the ADP should provide the catering and arrange the venue. ADP members approved the provision of this workshop.

ACTION: Karen – Compile mandatory training lists for services.

ACTION: Karen – Refresh Training Needs Analysis (TNA).

ACTION: Karen – Ask other ADPs if anyone has a complete document which can catch training needs.

ACTION: Karen – Ensure Heads of Services can confirm their front line staff are PVG checked.

ACTION: Karen – Confirm approved Scottish Recovery Consortium 'Recovery Matters' training for August 2014 in Uist and Stornoway.

10. AOCB

11. DATE OF NEXT MEETING

Wednesday 18th June 2014 (Time TBC)

Val Tallon, Scottish Government, National Delivery Advisor on Alcohol and Drugs will be in attendance.