

Outer Hebrides Alcohol Drug Partnership



EXECUTIVE GROUP MEETING

8 December 2010 at 11.00 – 1.00pm

Police Station, Church Street, Stornoway

MINUTES

Members Present:

Gordon Macleod	Chief Inspector, Northern Constabulary
Emelin Collier	Head of Planning and Development, NHS Western isles
Mairi Bremner	Community Representative
Andrew Girvan	Interim Head of Children's Services, CnES

In Attendance:

Wendy Ingledew	ADP Coordinator
Suzanne Macaulay	ADP Substance Misuse Development Officer
Alasdair Macleod	ADP Administrator
Fiona Macdonald	ADP Substance Misuse Information Research Officer
Donnie Mackenzie	Management Accountant, NHS Western Isles

1. **APOLOGIES:** No apologies.

2. **APPROVAL OF MINUTES:**

To approve the minutes of 15 Sep, 23 Nov 2010

The ADP Chairman Gordon Macleod opened the meeting and welcomed everyone present.

The Minutes of the ADP meetings of 15/09/10 and 23 November were approved after noting two adjustments, detailed below.

Action Point: Alasdair Macleod to change 'ICAD' to 'CPC ICAD' in the ADP Meeting Minutes 15/09/10.

Action Point: ADP Executive Group Meeting Minutes 23/11/10 page 4, section 6 to read 2011 – 12 and 2010 – 2011.

3. MATTERS ARISING:

- Gordon Macleod stated that the national ADP Co-ordinators meeting was cancelled due to the adverse weather conditions and as a result he did not have an opportunity to seek permission to carry over the Western Isles ADP under spend. He informed that the group that there was a meeting with NHSWI Chief Executive Gordon Jamieson scheduled for the 21st December 2010.
- Donnie Mackenzie updated the group on the ADP finances. There are £114,000 staffing costs and £8,000 monetary costs for next year, making a total of £122,000. The current £89,568 allocated for Support Monies in 2010 – 2011 could potentially go down to £59,000 based on the funding formula proposed by the Scottish Government in December 2009 which may be revised re future funding allocations. The amount needed based on the full establishment of staff is £122,414. Based on the above figure if funding of support monies is reduced to £59,000 then the ADP would be left with a shortfall of £63,000. There has been an under spend of £9,500 on ADP staff wages this year due to staff vacancies. There are £7,500 hidden On Costs Per annum for NHS staff in funded services.

The committee raised concern that decisions approved at the ADP meetings have been rejected at a higher level.

Action Point: Gordon Macleod to raise the above issue with Gordon Jamieson at the meeting on the 21/12/10.

- Mairi Bremner discussed the work carried out by An Caladh and praised the organisation for its good work with substance users.
- Suzanne Macaulay updated the group on progress with organising the STRADA 'Train the Trainers' course, as requested at the previous ADP meeting. One course would cost £5900 for 2 days training of up to 20 participants. The extras for trainers, e.g. accommodation and subsistence, are covered by the cost. This cost would also cover ADP ownership of the course in the future and allow ADP to deliver it, although regular quality assurance of the content and delivery of the course is necessary and will cost £500 extra. Suzanne Macaulay also informed the group that the Mapping Exercise has highlighted that there is a need for training based around family issues in relation to drugs and alcohol and recommended a 'Train the Trainers' course to enable staff who attend to cascade the training to others in their organisation. Emelin Collier queried whether 40 trained trainers would be required and suggested a lower number attend. Suzanne Macaulay to look into further, submit a PIT and organise.

Action Point: Suzanne Macaulay to establish the cost of maintaining the trainers' accreditation after they have completed the initial course, submit a PIT and organise training.

Suzanne Macaulay also updated the group on the possibility of funding 5 Hi-Fires Training Courses. The training provider has run courses before in the Western isles and could do one course in Lewis, Harris, the Uists and in Barra. The cost of the course would be £2,500 each and £10,000 total. The Fire Service confirmed the ADP could select suitable target group participants for the courses.

Andrew Girvan commented that we shouldn't micro manage but we should ask services that target young people to make appropriate referrals for the training courses. We should also run the courses according to need e.g. where the highest number of referrals are. It is cheaper to pay for course participants travel than to run a course if numbers are small in an area.

Action Point: Suzanne Macaulay to reply to Hi-Fires co-ordinator to inform that the ADP have agreed funding courses in principal, but will not have confirmation of funding until a PIT is submitted and approved. Suzanne to submit a PIT for approval. Suzanne to ensure the training course into the ADP Strategic priorities.

Gordon Macleod also informed the group that due to a family bereavement Jed Hamilton had not yet contacted Fiona Macdonald to discuss the statistics, but will do so in the near future.

Action Point: Suzanne Macaulay to speak to Calum Russell and Alina Macdonald about risk assessment and equality monitoring for the ADP Strategy.

4. FINANCE UPDATE

4.1 Finance Update 2010/11

(paper attached)

Donald Mackenzie updated the group on the ADP finances.

There has been an addition of £7500 costs to the amount spent this year (2010/11), so the under spend is £81,539 - £7,500 which gives an under spend total of £74,039, This includes the carry over of £25,000 from last year.

Gordon Macleod asked if there are any opportunities for saving in the future and Donnie Mackenzie suggested accommodation costs in general.

Wendy Ingledew pointed out that the following proposed costs are not included in that total:

- £10,000 training costs to Hi Fiers,
- £ 3,500 for STRADA training and
- £10,000 payment to An Caladh, for the increase in service it is providing to clients in the Uists

If approved, these costs would bring the underspend would stand at £50,539.

4.2 Finance Update 2011/14

Wendy Ingledew informed the group that there is no further information or update from the Scottish Government regarding the alcohol or support money. The National

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Delivery Event had been cancelled so there had not been an opportunity to ask for more information.

Gordon Macleod discussed plans for holding an Open Day for services who will be potentially funded by the ADP where there will be an opportunity to discuss what is required by the ADP under the new legislation and give advice on how to enable them to comply. Gordon Macleod also raised the point that because the ADP is dealing with public money we must ensure funding is given to the services that will most directly meet the particular needs of the Western Isles.

Andrew Girvan raised the point that instability in services may be created as staff look for and obtain other jobs because of the uncertainty over whether the funding will continue. It is paramount that the ADP find out from the Scottish Government as soon as possible the state of funding for next year and inform the services as soon as possible.

There was a discussion around the fact that services have to give advanced notice to their staff in the case of redundancy.

Action Point: Wendy Ingledew to send out update letter to ADP services informing them that there is no notification yet of funding but we will update them as soon as possible.

Action Point: Wendy Ingledew to send letter to Scottish Government informing that levels of uncertainty as regards to funding may affect the services in the Western Isles. Also inform them that reasonable notice must be given to service staff of redundancy possibility and to ask for clarity in relation to funding issues.

5. **ADP Strategy and Action Plan:** **(papers attached)** To receive update on above

The Group decided the new ADP Strategy should be for a period of 5 years instead of 4 (2011 - 2015) to allow for effective planning of services.

Mairi Bremner suggested that 'current states' on p.4 of the Action Plan should be amended to 'current status'.

Andrew Girvan suggested that the diagram on p.3 of the Action Plan should be amended to show the crossover of service provision. Wendy Ingledew suggested a suitable alteration.

Action Point: Suzanne Macaulay to amend points in Action Plan raised previously.

Action Point: Wendy Ingledew to discuss diagram on p.3 of the Action Plan with Colin Gilmour on whether Scottish Government should be separate and possibility of making the diagram more inclusive and accurate; to put all information in one big box because of overlap and take away the borders; to check with Colin whether he has a different diagram which helps to break down the information.

6. Service Mapping/Training Exercise: (paper attached)

The Group discussed the Service Mapping/Training Exercise. Wendy Ingledew informed the group that the service mapping was particularly looking at training and gaps in services which might have an impact on the funding.

Andrew Girvan queried the number of young people that were reported by Streetwork as participants by Streetwork. Queried if the number related to contacts rather than participants and stated that we should be encouraging accuracy in the services reporting of outcome information. Wendy Ingledew informed the group that Streetwork were aware of a problem with their recordings and have recently revised their recording processes so current recordings will be more accurate. Wendy has suggested that in the future they concentrate on counting individuals whom they have meaningful interaction with rather than number of contacts. .

Suzanne Macaulay discussed monitoring and evaluation and the importance of recording people and participants and avoiding double counting in order to address the accuracy of information reported by the services.

Action Point: Suzanne Macaulay to amend the Mapping Exercise by inserting 09/10 in the heading.

7. AOCB: There was no other business.

8. Date of next meeting: 10am – 12pm, Wednesday 16th March 2011