

## Western Isles Alcohol Drug Partnership

# Note of ADP Finance Meeting

**Date:** 16<sup>th</sup> June 2010, 10.00am – 12.00 noon  
**Venue:** Conference, Room, Police Station, Stornoway

### PRESENT:

Gordon Macleod: ADP Chair; Chief Inspector, Stornoway Police  
Mairi Bremner: Community Representative  
Andrew Girvan: CnES Interim Head, Children & Families, CnES

### IN ATTENDANCE:

Wendy Ingledew: ADP Co-ordinator  
Donnie MacKenzie: WIHB  
Aman Toor: (until 10.30am): Service Improvement Officer (CHASP)  
Lorraine Gillies: Administration purposes

### 1. APOLOGIES

Apologies were received from Emelin Collier.  
Stephen Moore, General Manager, CHASP

### 2. APPROVAL OF MINUTES

**24<sup>th</sup> March 2010:** The minutes were approved as a correct record.

**21<sup>st</sup> April 2010:** The minutes were approved as a correct record. Section 6 of the Governance procedure states that four members are needed to make the meeting quorate however Gordon MacLeod as Chair also represents the police force. The group agreed that 3 members could make the meeting quorate. The Finance group will now be known as The Executive Team. These decisions will be put forward for ratification at the main ADP meeting to be held at 12 noon.

### 3. MATTERS ARISING

#### 3.1 Funding Streams for Voluntary Agencies

Aman Toor, explained that he has been looking at improving SLA templates between statutory and voluntary organisations) using South Lanarkshire ones which have been identified as best practice. The existing SLA templates are perceived as not being robust enough. There may be penalty clauses inserted should improvement plans not be met.

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They have to be approved by CnES legal department before progressing. Wendy Ingledew noted that SLA's need to link in to national outcomes. The new format should be ready by October, before the next round of funding allocations go ahead. Wendy Ingledew and Aman Toor are to liaise on this.

There seems to be a lot of crossover between partners and Aman is keen to change working practice so that bodies move more towards providing what we need rather than what's on offer; this would help both parties as the partner body's position would also be strengthened.

More work is required to ascertain what services are being provided and who is funding to ensure there is no double funding and we get the best value for money.

**ACTION: Wendy Ingledew and Aman Toor to liaise over SLA templates.**

## 4. FINANCE UPDATE 2009/2010

### 4.1 ADP Funding 2009/2010

Donnie was unable to secure an official update on the carry over of funds but will let the group know as soon as possible. Gordon MacLeod has received an email confirming there will be £25,000 crossover but hasn't had official word yet.

In the Western Isles the monies are held with the Health Board who are then in charge of signing off costs. At the meeting with the Scottish Government on 10<sup>th</sup> June it was confirmed that although the spending review has not taken place, budgets may well be cut for 2011, although a strong case was presented requesting the Western Isles allocation's reduction should be less than planned by the present formulae's, if applied.

It was agreed that during this financial year the ADP must monitor carefully how and when money is spent. If decisions regarding spending are taken too late there will be a recurring underspend which negates our argument of needing more funding.

Gordon has written to Derek McKim of CnES requesting clarity on the status of the Fairer Scotland funding and if it has been withdrawn he asked for suggestions on other funding sources for affected organisations. He has received no reply yet although in a telephone call it was indicated that the money was being withdrawn.

### 4.2 Supported Accommodation

No decision is to be taken regarding this until there is a clearer idea of next year's funding, including any carry over and underspends.

There will a community impact assessment before any funding is cut to any funded service. Rural needs are different to bigger communities so service needs are also different. If funds need to be cut CnES and partner organisations can be approached to help out but essential services may also need to learn to run on reduced funding. Sustainability of services will also be considered.

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### 5. MONITORING PROCESS

First payments have been made and received by services. Wendy is already making visits and taking suggestions for changes to monitoring forms for ease and relevance of questions. She will meet with Aman Toor before progressing with this.

In the absence of the substance misuse and development officer, if anyone can offer assistance to Wendy this would be gratefully received.

### 6. STAFFING

Current vacancies:

**1 x substance misuse development officer**; full time; ADP funded

2 individuals shortleaded for 29<sup>th</sup> April interviews. The post was advertised until March 2011 as this is when funding runs out.

**1 x information research officer; full time; 50/50 ADP/NHS WI funded**

The post has also been advertised until March 2011.

**1 x administration assistant**; 18.5 hrs/wk; ADP funded

The manpower form is with the Health Board CEO awaiting sign off. In interim Wendy Ingledew is also taking over some duties with support from Health Promotion Admin staff in Stornoway and Benbecula.

Indications from the Scottish Government are that support monies will be cut which is causing concern on how the ADP can continue to operate. A special meeting will take place on 7<sup>th</sup> September to discuss the ADP needs and how the support monies could be best spent in terms of job descriptions in the event that the money is cut. The current job descriptions will be circulated before this meeting.

### 7. AOCB

- Wendy Ingledew and Gordon MacLeod were approached by Third Sector, one of the organisations we have supported, to sign an application form. They are applying for funding from Lloyds TSB but only on condition that ADP have provided support and that it fits with their strategic intention. The initial document stated that ADP funding would continue until 2012 but this was revised to 2011. Gordon has signed the document with no commitment to further funding.
- Lloyds TSB, the Department of Work and Pensions and Aberdeen Foyer are meeting on Friday to discuss a pilot programme: "Lifeshaper" which has proven successful in working with people with substance misuse problems getting back into work etc. They have asked that ADP will support this. The group agreed this, as long as no financial help was required.

The above items will be put for ratification to the full ADP to be held at 12.00 noon

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**8. DATE OF NEXT MEETING**

**Special meeting: 7<sup>th</sup> September 2010**

**ADP finance meeting: 8<sup>th</sup> September 2010**