

Western Isles Alcohol Drug Partnership FINANCE SUB GROUP MEETING **Note of Meeting**

Date: 24 March 2010
Venue: Police Station, Stornoway

PRESENT:

Gordon Macleod, Colin Gilmour (OBO Sheila Scott)

IN ATTENDANCE:

Wendy Ingledew, Alice Spencer, Donnie Mackenzie, Katrina Maciver

WELCOME

The Chair welcomed all those present to the meeting. The Chair informed the members that the meeting was not quorate. It was agreed to take a note of the meeting.

1. APOLOGIES

Apologies were received from Emelin Collier.

2. APPROVAL OF MINUTES

ADP – 9 December 2009

The minutes of the Alcohol Drug Partnership meeting of 9 December 2009 were approved.

Accommodation Support – 19 January 2010

The minutes of the Accommodation Support meeting of 19 January 2010 were noted.

3. MATTERS ARISING

G Macleod informed the members that the proposed 10% uplift to services has been withdrawn due to financial instruction from Western Isles NHS. Services have been informed.

4. FINANCE UPDATE 2009-2010

ADP Funding 2009-2010

D Mackenzie informed the members that the alcohol budget carry forward has been reduced by £30k to offset in year/potential deficit position for 09/10 by Western Isles NHS.

Since this report there is potentially a further 26K reduction though NHS are identifying methods to avoid this.

D Mackenzie informed the members that there will be a possible underspend on the ADP budget of £56,401. D Mackenzie reiterated that the carry forward cannot be guaranteed and he urged members to be mindful of this when planning for 2010 -11.

C Gilmour pointed out the difficult financial decisions the NHS Board have to make when balancing the range of service treatments for the Western Isles.

If carry forward is permitted there will be £56k available for Supported Tenancies. If the further £26k is carried forward there will be approximately £82k available for Supported Tenancies.

If carry forward is not permitted the Supported Tenancies project will not be possible. 2010-2011 monies have been allocated however a minimum of £8k carry forward is required to balance committed monies.

G Macleod informed the meeting that there is £5317.13 in the budget from Choices for Life as the event will not take place in Stornoway this year. G Macleod suggested transporting the children to the mainland to see it live. A Spencer suggested the money was directed to the Uist pupils who have not been able to attend the event for the past couple of years. C Gilmour informed G Macleod that monies not spent may have to be returned to the ADP.

It was agreed that G Macleod will contact Mike Palmer to seek clarification on the current financial situation and ADP ring fenced monies.

G Macleod will write to G Jamieson with copy to Chair of Health Board requesting a copy of ADP's financial position as of now, detailing money taken out, projected position for next year in terms of what we require to take forward for underspend and to identify the need for Supported Tenancies.

Action: G Macleod to contact Mike Palmer, Scottish Government.

Action: G Macleod to write to letter to G Jamieson and copy to Chair of Health Board.

SUPPORTED TENANCIES

No move forward on Supported Tenancies as we wait financial instruction from Western Isles NHS.

ADP FUNDING 2010-2011

W Ingledew informed the members that the End of Year Monitoring report forms have been sent out to services. Some services have requested that monitoring forms could be more generic for measuring outcomes although some services do seem happy with the current process. W Ingledew informed the members that it might be beneficial to look at rephrasing the forms which will be discussed with Steve Dalton at the ADP meeting scheduled after this meeting. It was suggested that E Macleod may look over the monitoring forms.

Action: W Ingledew to discuss the monitoring forms with S Dalton and E Macleod.

5. END OF YEAR MONITORING PROCESS 2009-2010

W Ingledew informed the members, as previously stated, that the End of Year Monitoring report forms had been sent out to services and are due to be returned by 16 April 2010.

6. MONITORING PROCESS 2010-2011

A discussion took place as to the best way forward in getting 2010-2011 payments to the services quickly as some services are struggling as they await funding payments.

It was agreed to arrange a special Finance subgroup meeting on 22 April 2010. This will follow on from a swot analysis of all service monitoring forms carried out by W Ingledeu and A Spencer.

It was confirmed that payments to services can be made within 5 working days after approval.

G Macleod asked if monitoring process was adequate. A Spencer proposed that it was adequate but subgroup feedback suggested that the outcomes were difficult to measure. S Dalton and E Macleod may be able to help develop a toolkit in supporting services to measure these outcomes.

Action: K Maciver to contact services to remind them of submission date for monitoring forms and to stress importance of this.

Action: K Maciver to inform finance subgroup members of meeting – 22 April 2010.

D Mackenzie stressed the importance of receiving activity reports prior to funding being paid out. If the ADP have any concerns regarding services status then a 3 month report will be requested.

C Gilmour informed the members that the funding confirmation letter from the Scottish Government will need to be received in the first instance as monies cannot be released until this is received.

However, if funding confirmation letter is not received by special finance meeting on 22 April, it was suggested to pay a quarter of monies to services in April and then a further quarter payment in June presuming that monitoring forms are satisfactory and memos approved.

Action: W Ingledeu to write to An Caladh to inform them that reports are required prior to funding paid to services and payments should be paid to services by the end of April.

Action: D Mackenzie to clarify that funds will be released so services can be informed when funds will be paid.

Action: G Macleod to inform ADP members of the procedure at the Finance Subgroup meeting arranged for 22 April 2010.

7. ANY OTHER BUSINESS

The members were informed that requests for funding had been received from Advocacy Western Isles and The Salvation Army.

G Macleod stressed the importance of partnerships working together. A discussion took place on other funding streams available in the community.

Action: W Ingledeu to write a letter informing the services that there is no funding available.

W Ingledeu met with Graeme Miller of the Streetwork Project. G Miller wished to inform the ADP of potential changes to the outputs within their SLA.

W Ingledeu clarified that the Streetwork project may have to reduce the output previously agreed in their SLA due to match funding issues and change in capacity and staffing. It was noted that changes in the SLA may incur changes in funding.

Action: W Ingledeu to measure report against SLA and meet with Graeme Miller to discuss this.

Action: To be discussed at the Finance subgroup meeting scheduled for 22 April 2010.

A discussion took place on the representation of the Finance subgroup.

C Gilmour and G Macleod were the only member attendees at the Finance sub group meeting. Governance states that the required group include the Chair, CNES, Police, Voluntary, and Western Isles NHS representative.

C Gilmour suggested setting up an Executive Group to deal with commissioning & finance issues which is done in other areas. It was agreed that C Gilmour will discuss this at the ADP meeting following on from this meeting.

Action: C Gilmour to discuss setting up an Executive Team with the ADP at the meeting following on from this meeting.

Action: Agree membership of finance subgroup in line with governance procedure at following ADP meeting.

D Mackenzie informed the members of monies which the CHASP and CNES hold for donations to voluntary organisations. The CHASP are looking at distributing monies and it was suggested that a meeting between the ADP and CHASP would be beneficial.

Action – D Mackenzie to discuss the possibility of a joint meeting with ADP at the next CHASP meeting.

A discussion took place on other funding available to the voluntary sector such as Fairer Scotland Fund and the Local Regeneration fund.

W Ingledeu requested clarification from D Mackenzie on the process of booking travel for ADP members and query if the procedure should be the same as that of Western Isles NHS board members.

Action: D Mackenzie to clarify the process for ADP members and inform W Ingledeu what is currently in place for Board members.

8. DATE OF NEXT MEETING

22 April 2010 at 11am in the Police Station.