

# Western Isles Alcohol Drug Partnership

**Minutes of the ADP Executive Group Meeting  
Tuesday 23 November, from 11.00 – 3.00 p.m.**

## **Members Present**

<b>Gordon Macleod</b>	<b>Area Commander Northern Constabulary</b>
<b>Emelin Collier</b>	<b>Head of Planning and Development NHS Western Isles</b>
<b>Mairi Bremner</b>	<b>Community representative</b>

## **In Attendance**

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

## **1. APOLOGIES**

Andrew Girvan (Andrew's nominated deputy Michael Stewart also sent apologies)

## **2. Minutes**

Minute of 27.10.10 checked for accuracy. The Minute was amended to include an apology from Mairi Bremner and was then approved as an accurate record.

## **2. ADP Funding 2010 – 2011 Update**

Donnie Mackenzie has received confirmation of the Drug and Alcohol monies from the Scottish Government which are correct.

Donnie Mackenzie updated the group on the current figures and confirmed that the current under-spend is £81,000, which is the same as the previous month. Due to a period of vacant posts the projected under-spend for staff wages is £9,000 if current figures continue unaltered.

## **3. ADP Funding 2010 – 2011 Underspend**

(paper attached)

To consider allocation of any underspend

Gordon Macleod informed the Group that although the current projection is that there will be cuts in funding, there was still no confirmation in regards to size of the cut in support funding. It is suggested that it will be prudent of the Group to carry forward money to offset proposed cuts. The Group discussed the invaluable contribution of the support team staff to the ADP and

acknowledged the difficulties in functioning that would exist without them in relation to providing a service in a rural area. Discussed the possibility of carrying forward funding but were advised that there is no guarantee of this being approved.

**Action point: Gordon Macleod to seek permission to carry over the under-spend when he attends upcoming meeting in Edinburgh; he will stress the particular needs of the Western Isles ADP Team e.g. working in an rural island environment and the resulting need for adequate staffing levels.**

Wendy Ingledew presented Agenda Item 4 (proposals for the allocation of underspend) for the groups consideration; the group discussed the proposals.

**Action point: Donnie Mackenzie to have estimated figures re staffing and on costs for December 8<sup>th</sup> ADP Meeting.**

Discussed An Caladh's second funding request letter which detailed their loss of revenue as a result of providing the Monday support group and agreed to allocate £10,000 to Caladh Trust

Discussed the Ceolas funding request and after consideration rejected for the funding request but Wendy to offer promotional materials to support their activities.

**Action point: Wendy Ingledew to inform An Caladh of the £10,000 allocation and Ceolas of the rejected bid; will also offer Ceolas alcohol awareness information leaflets for their next event.**

The Group discussed the option of using the under-spend for training service staff. Wendy Ingledew informed the group that Ella MacBain in Social Work enquired if ADP could fund training for Home Carers. Suzanne Macaulay had consulted STRADA about availability of courses and their costs. The group discussed training options and agreed to ask STRADA to design and deliver a train the trainers course designed around the specific needs of Western Isles staff, as identified by a mapping exercise which is currently being carried out by Wendy Ingledew and Suzanne Macaulay. A final decision about funding will be made by the ADP when the exact costs of providing a course are received. Emelin Collier suggested Suzanne speak to Elaine Campbell, Janet Mackenzie or Mike Sullivan who have coordinated CAMHS training, and ask them for advice. Suzanne Macaulay to continue dialogue with STRADA about costs of writing and delivering a train the trainers course to contain, amongst other things, a focus on 'elderly people and alcohol', and also to enquire as to what general alcohol courses and 'understanding risk reduction courses' are already available. Suzanne also to look into whether training is being duplicated elsewhere and to enquire about arranging a train the trainers course for February/March 2011; Suzanne also to confirm costs of providing training in relation to staff costs, travel, expenses, etc. and possibly speak to CAMHS staff re organisation of training.

**Action point: Suzanne Macaulay to confirm costs, available training and course content with STRADA and report back to the next ADP meeting.**

The Group discussed the possibility of funding 'Hi-Fires' courses, which would tie in with the ADP's agreed intervention for next year which will focus on alcohol early intervention with young people. Wendy Ingledew fed back that in her experience the course was a very positive experience for the participants, especially in relation to increased self esteem for young people. The estimated costs of the course £3,500 plus travel were discussed by the group.

**DECISION: The Group agreed to look into the possibility of funding 5 Hi-Fires courses (2 in Lewis, 1 in Harris, 1 in Uist and 1 in Barra) at a cost of £17,500.**

The Group discussed the possibility of referring child carers, young people affected by family substance misuse and young people with a high chance of risk taking behaviour and discussed the possibility of funding a course in order to reach these target groups, which is in line with the next ADP Strategy.

**Action point: Wendy Ingledew or Suzanne Macaulay to speak to Scott Hay about a quote and time frame for providing the courses for the targeted groups.**

## **5. ADP Strategy 2011 - 2014:**

### **5.1 To consider draft strategy for amendment**

The Group acknowledged the large amount of work that Wendy and Suzanne had done in completing Draft ADP Strategy.

Group read over the Strategy and amendments were suggested. Emelin Collier suggested changes to the Vision and Aims and Gordon Macleod suggested a change from 'Western Isles' to 'Outer Hebrides' throughout the document. It was suggested that the term 'children and adults affected by substance misuse' be changed to 'children and adults affected by substance use'. Decision taken to change the statistics on p.11 – all statistics would be cut except for the 'alcohol admissions in the last 10 years' statistic.

**Action point: Gordon Macleod to give Ged Hamilton's (Statistician) contact details to Fiona Macdonald.**

It was also decided that consideration would be taken to present abbreviated words in full, or written into a bibliography at the end of the document for example 'HEAT targets' would be written in the bibliography at the end of the Strategy as 'Health Efficient Action and Treatment.' It was also noted that the triangle diagram on p.16 should be on p.14. The Group also decided when the staff are listed, their names should not be included but only their post titles, so that the document will not become out of date if a postholder leaves.

**ACTION POINT: Suzanne Macaulay to ensure that 2 copies of the ADP Strategy are eventually available on the ADP website to download – 1 with appendixes and 1 without.**

**ACTION POINT: The ADP Group should take the Draft Strategy away with them and edit it in their own time, informing Wendy of any proposed changes.**

**DECISION: The Group discussed whether the 'Western Isles' or 'Outer Hebrides' should be used in the ADP title, and decided that under new legislation it should be the 'Outer Hebrides Alcohol Drug Partnership'.**

**ACTION POINT: Proposal to change 'Western Isles ADP' to 'Outer Hebrides ADP' to be raised at the ADP Meeting on the 8<sup>th</sup> December. To also discuss all other proposed changes at the next ADP meeting. Wendy to add to the agenda.**

### **5.2 To consider draft action plan for amendment**

The ADP Group read through and discussed the Draft Action Plan provided by Wendy and Suzanne. It was suggested that the version of the Action Plan would contain Outcomes Triangles diagrams. It was also queried whether licensing board or licensing forum should be included in the Action Plan.

**ACTION POINT: Wendy Ingledew to confirm with Michael Stewart that he is the nominated representative for the ADP on the licensing forum.**

5.3 To discuss consultation with services re above.

**ACTION POINT: Suzanne Macaulay to check NHS guidelines on public consultation and to distribute draft to subgroups for consultation following the next ADP meeting.**

5.4 To discuss format of Information sharing seminar for ADP and services

The ADP Group discussed the possibility of having an information sharing seminar and strategy consultation day for services. The value of such an event was stated; discussed whether to hold before or after the end of the financial year. To decide and discuss possible guest speaker at next ADP meeting.

5.5 To discuss draft mapping exercise

ACTION POINT: Group to take away mapping exercise and see if there are any services in their areas which have been omitted and then inform the group if there are.

## **6) AOCB:**

### **Scottish Government letter.**

The chair updated the group on a letter received from the Scottish government on Scotland's Spending plans and Draft Budget for 2011 – 12 re its implications and outlining the next steps. The Scottish Government is determined to play their part in their social contract with the people of Scotland and so in 2011 - 12 they are proposing to maintain investment at 2010 – 2011 level in front line drug treatment services. The Scottish government will keep ADP's up to date as the Budget Bill progresses.

WI = Suggested that in light of the above information the strategy should be a 4 year rather than a 3 year document.