

Western Isles Alcohol Drug Partnership ALCOHOL DRUG PARTNERSHIP MEETING Executive Meeting



**Wednesday 27 October, from 12.00 – 1.30 p.m.
in Meeting Room 1 Western Isles Health Board,
with a Videolink to CnES Offices Balivanich**

Members Present: Gordon Macleod, Andrew Girvan, Colin Gilmour, Alasdair Macleod
In Attendance: Wendy Ingledew, Suzanne Macaulay, Donald Mackenzie,

Welcome:

The Group was welcomed by Chairman Gordon Macleod who opened the meeting.

1. Apologies:

Apologies were received from Sheila Scott and Emelin Collier. Colin Gilmour attended the meeting as the delegated member for Sheila Scott and suggested that the group make sure that a delegate has been nominated for each member of ADP.

2. ADP Funding 2010 – 2011

Donald Mackenzie spoke about the current ADP funding and explained the financial spreadsheet.

The executive noted that all the groups had spent their 6 month allocation apart from CPC/ICAD who had a £5,000 underspend and Radical who had a £4,000 underspend it was agreed these underspend should be closely monitored and all service reminded that any allocation not spent within this financial year must be returned to the ADP. There was a query raised by Wendy about the CPC/ICAD funding as they had received £90,000 but had put it down as £85,000. The discrepancy was explained by Donald.

The Drugs Budget is on course except for the needle exchange.

A query was raised about how ADP had moved from a break even position and now had an underspend. Donald explained to everyone the accurate figures and how to read the spreadsheet.

It was also noted that the Substance Misuse Drug Worker for Lewis and Harris had been double counted in the figures but this too had now been amended.

ADP now has a projected underspend of £82,600.

The possibility of carrying some of the overspend money to the next financial year was raised as an issue for thought and future discussion, however the G MacLeod and C Gilmour had met with the Chief Executive in relation to carrying forward any underspend from this year budget, however no guarantee could be given at the moment

3. Monitoring Process:

The group reviewed the SWOT Analysis from Monitoring forms April – September 2010 and considered approval of 2nd payments to funded services

The group thanked Wendy and Suzanne for the huge amount of work that had gone into the SWOT analysis' and it was noted how helpful the information provided was.

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It was agreed that the funding of the various services will continue but comments from Wendy Ingledew and Suzanne Macaulay were invited.

Wendy Ingledew noted that although Radical had not spent all of their funding allocation they had agreed to submit a financial statement by the end of December. This has previously been agreed as Radical don't start their programme until November

Colin Gilmour suggested that a clause be inserted in future funding letters to services stating that if the allocated money was not spent then the ADP would claim back the underspend at the end of the period.

Action Point – The group agreed and Wendy Ingledew agreed to implement this suggestion.

Colin Gilmour suggested that the funding allocation be from June to June so that there is no period where a service is operating without having received their allocated money.

Wendy Ingledew stated that the current funding letters are already completed so that if agreed by the group the services will receive their money as quickly as possible.

Wendy Ingledew raised the issue of whether any of the group would be willing to carry out service visits.

Colin Gilmour stated that he had visited CPC/ICAD recently and he would recommend other members to do the same as he had been impressed by the richness of the service and was also given the opportunity to guide and advise the service concerning their direction in the future.

Action Point – Andrew Girvan stated that he would be happy to commit to future service visits.

Wendy Ingledew stated that all the services were told that funding may not continue in the future and that ADP will make prescriptive demands towards the services e.g. this is what the ADP require, can you provide it? The group discussed that evidence of number and type of referrals is necessary in the future and queried the possibility of double counting of referrals both in and too services. It was also stated that clear evidence of progression of a clients recovery pathway, process through services and integration back into the community must be ensured in the future.

Andrew Girvan made the suggestion that providers be asked to provide the relevant information in their funding applications in order to make it easier for the ADP to allocate funds on sound evidence and reporting

Gordon Macleod suggested that each service could provide a presentation to the group in the future. He also raised the question that gaps in services to geographical areas must be highlighted and dealt with.

Wendy updated the group that the Home Detox Service is getting on very well and that overall it is an excellent service, moving from a medical model to client responsibility.

4. **ADP Funding 2010 – 2011**

To consider correspondence re requests for funding

Gordon Macleod and Wendy Ingledew updated the group on correspondence received from the Caladh trust requesting further financial support. The Caladh Trust Service café now closes on a Monday in order to improve the service for the clients who weren't comfortable attending the drop in service when the public were present. The café s now closed on a Monday to the public and it is a good opportunity for the clients to come together. As a result of the Monday closure An Caladh's revenue has decreased by 20%.

It was suggested that partner agencies could be contribute financially if their clients were attending the drop in. W Ingledew stated that a lot of the partner agencies attending were voluntary organisations and ADP funded and that although they may all be attending the drop in and possibly being double counted it did mean they were however getting extra support, which

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they be required to maintain or aid recovery. It was noted that the exact figure of the drop in income hadn't been actually given by the Caladh Trust.

Action Point – Wendy Ingledew to write to the Caladh Trust requesting the exact figures for the drop-in Group and decrease in income

To consider allocation of any underspend

Training was discussed and agreed as an ongoing priority for ADP funded services. The training needs of staff will be assessed through the mapping exercise currently being undertaken. C Gilmour supported the use of underspend for training for ADP funded staff and services.

Other uses re underspend such as future staffing, additional financial support of current funded services, or financial support of new initiatives e.g, High Fiers was suggested. After discussion it was agreed that any firm proposals could be progressed by email if necessary or presented to the meeting on the 23 November

Action Point – Due to time constraints – allocation of underspend to be discussed between executive group members by email if necessary

It was noted the copies of confirmation letters re funding allocations to tackle Drug and alcohol misuse for 2010 – 2011 had not been received.

Action Point – W Ingledew to follow up and request copies for SG

5. **Scottish Government – Funding Allocation to Support Alcohol & Drug Partnerships**

Gordon Macleod informed that the Scottish Government need confirmation of a publication date for the ADP strategy.

Wendy Ingledew informed the group that she has completed a draft strategy but that it needs editing, and that she has also begun a mapping of services and competencies which Colin Gilmour agreed would be a very useful tool.

After brief discussion the group agreed that the 31st of March 2011 would be the date given to the Scottish Government for the completion and publication of the Strategy.

Action Point – Wendy Ingledew and Suzanne Macaulay to edit the draft ADP Strategy and progress the Mapping and training exercise.

Action Point – Wendy Ingledew agreed to write a letter to the Scottish Government informing them of this date and timetable of the perceived schedule

The future possibility of hosting a half day seminar to provide and share information on both the new strategy and current drug and alcohol services was discussed. It was agreed that this should be held before the next round of funding applications

Action Point – It was agreed that the ADP Support team would commence planning the strategy and information seminar for services

6. **AOCB**

There was no further competent business

7. **DATE OF NEXT MEETING**

Tuesday 23rd November 2010

Stornoway: Meeting Room 1, HBO

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