

Western Isles Alcohol Drug Partnership

Note of ADP Finance Meeting

Date: 15th September 2010, 10.00am – 11.00pm
Venue: Conference, Room, Police Station, Stornoway

PRESENT:

Gordon Macleod	ADP Chair (Chief Inspector - Northern Constabulary)
Colin Gilmour (for Sheila Scott)	Health Promotion Manager – NHS WI
Andrew Girvan	Interim Head of Children's Services; CnES

IN ATTENDANCE:

Wendy Ingledew	ADP Co-ordinator – NHS WI
Suzanne Macaulay	ADP Development Officer – NHS WI
Alasdair MacLeod	ADP Administration – NHS WI
Lorraine Gillies	Health Promotion Administration – NHS WI

1. APOLOGIES

Apologies were received from Mairi Bremner and Donnie MacKenzie.

2. APPROVAL OF MINUTES

The minutes of the 16th June 2010 were approved as a correct record, proposed by Andrew Girvan and seconded by Gordon MacLeod.

3. MATTERS ARISING

3.1 Funding Streams for Voluntary Agencies

All agencies are being informed of the capital grants available from NHS WI by Wendy Ingledew during her monitoring visits.

4. FINANCE UPDATE 2009/2010

4.1 ADP Funding 2009/2010

Gordon Jamieson has confirmed the carry over will be £25,000. Finances need to be closely monitored for 2011/12 as no carry over of underspend will be available.

Aman Moor put the SLA to the CHaSCP and will consider the recommendations received and it will then go to the legal department. Colin Gilmour has spoken with Stephen Moore to ensure there will be no duplication.

4.2 ADP Funding 2010/2011

From the figures given it looks like there is a potential underspend of ~£60,000. Some of this is from the ICAD underspend of £28,000 being carried over. Wendy will check these numbers with Donnie. Most of the variance is in wages due to posts not being filled over June and July. This should end in break even as one of the post has come in at a higher point in the banding.

Wendy is to inform Donnie that the "Children and Families Substance Misuse Worker" should be changed to: "CnES Substance Misuse Worker". Also the drug rehabilitation post money shows on the budget sheet although this is paid direct to CnES.

Once the finance sheet has been updated it is to be re-distributed to the group.

ACTION: Wendy to inform Donnie of some of the changed to be made, clarify some detail and re-distribute the budget sheet to the group.

5. MONITORING PROCESS 2010/11

The six month monitoring forms are being sent out in the next two weeks to be returned by the 7th October and the SWOT analysis will be done by Wendy and Suzanne. It was agreed that a special meeting would be held on 27th October to assess the second allocations and using any underspend to uplift other services.

There was some discussion that more robust feedback is needed, in particular from Tier 3 and 4 services. For example instead of just giving numbers of people seen the services should be recording when, treatment plan, progress etc. if appropriate. This information could perhaps be incorporated into the SWOT analysis which will mean re-evaluating the monitoring forms. As well as identifying weak areas in services it will also highlight work being done which is currently not recognised. This will be discussed with the new information officer at the next meeting and further detail requires an offline discussion.

Gordon Jamieson is to be consulted on the underspend which can be carried over and whether to send a letter to services informing them that they may be awarded more money from the underspend if they can demonstrate a potential to provide a better service by about 5 – 10%.

ACTION: Further discussion needed on depth of feedback required from services.

ACTION: Gordon Jamieson to be consulted on a letter to be sent to the services regarding possible uplift funding.

6. SUPPORT FUNDING 2010/11

Streetwork have had their funding withdrawn from Fairer Scotland which will have an impact on their SLA so Wendy and Suzanne met with them to discuss this. They will be running the service as an outreach service, for example in the Nicolson and the Cearns, on a Friday and Saturday night, reaching kids earlier in the evening. The group agreed on the funding on the proviso that they improve their evaluations: their outcomes are need to be more specific and realistic as well as their recording and evidence. Advice should be given to them on how to improve these areas.

7. AOCB

There was no further competent business.

8. DATE OF NEXT MEETING

Wednesday 27th October 2010

Stornoway: Meeting Room 2, HBO

Uists: CnES offices (by V/C)