



Outer Hebrides Alcohol Drug Partnership

EXECUTIVE GROUP MEETING

20 April 2011 at 10.00 – 3.00pm

Police Station, Church Street, Stornoway

Minutes of Meeting

Members Present:

Gordon Macleod	Chief Inspector, Northern Constabulary
Colin Gilmour	Health Promotion Manager – NHS Western Isles
Mairi Bremner	Community Representative
John Edwards	

In Attendance:

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

Apologies:

Emelin Collier	Head of Planning and Development - NHS Western Isles
Sheila Scott	Director of Public Health - NHS Western Isles

WELCOME:

Agenda Item	Item/Discussion
	Mr Gordon Macleod took the chair and welcomed his colleagues to the meeting. The ADP Group welcomed John Edwards who was replacing Andrew Girvan as the CNES representative.
ACTION	Alasdair Macleod to send ADP Introductory Pack to Mr John Edwards.
2	FINANCE UPDATE

2.1	Finance Update 2010/11
	Donnie Mackenzie updated the ADP Group that the ADP under spend for 2010 – 2011 is £65279 and that a £50000 carry forward for 2011 – 2012 had been approved.
2.2	Finance Update 2011/12
	<p>The ADP has been allocated a 1 year funding package from the Scottish Government with £498,440 being allocated for the Alcohol Misuse budget and £119,000 being allocated for Drugs Misuse money. £85,903 was allocated for the staff budget but with carry forward the staff of the ADP can be retained.</p> <p>It was stated that the Scottish Government priorities for 2011 – 12 are based on the Heat Targets and the Road to Recovery document.</p> <p>ACTION Colin Gilmour agreed to clarify whether the ADP would need to allocate money to the needle exchange this year.</p> <p>Donnie Mackenzie updated the group on the individual ADP funded services.</p> <p>ACTION It was agreed that Wendy Ingledew and Suzanne Macaulay will edit the Large Grant Application Forms. It was agreed that the section concerning where next years funding will come from will be left in, and It was also agreed to ensure that the LGAF and the Funding Criteria document match exactly. It was also agreed that it would be clearly stated that the closing date for funding applications is the end of May and that it will be a 9 month funding period rather than a year. It is also to be specified that the maximum amount for the funding bids is £25000</p> <p>ACTION Wendy Ingledew and Suzanne Macaulay to use the long advert in the Gazette and to seek advice from Maggie Fraser</p> <p>The ADP agreed to approve Crossreach £71,032 continued funding for the period 2011 – 2011, subject to fulfilment of agreed terms.</p> <p>The ADP agreed to approve Substance Misuse Coordinator Lewis & Harris £11,000 continued funding for the period 2011 – 2012, subject to fulfilment of agreed terms.</p> <p>The ADP agreed to approve Drug Support Worker £37,000 continued funding for the period 2011 – 2012, subject to fulfilment of agreed terms.</p> <p>ACTION Wendy Ingledew, Suzanne Macaulay and Alasdair Macleod to request information from the Scottish Government regarding the qualifications required for drug and alcohol counseling. Investigate whether services that provide counseling are meeting these requirements.</p> <p>The ADP agreed to approve Home Detox Service £37,000 continued funding for the period 2011 – 2012, subject to fulfilment of agreed terms.</p>

	<p>The ADP agreed to approve Substance Misuse Coordinator Uist & Barra £42,000 continued funding for the period 2011 – 2012, subject to fulfilment of agreed terms.</p> <p>The ADP agreed to approve Pathways Project £11,880 continued funding for the period 2011 – 2012, subject to fulfilment of agreed terms.</p> <p>The ADP agreed to approve Caraidean Uibhist £7,920 continued funding for the period 2011 – 2012, subject to fulfilment of agreed terms.</p> <p>The ADP agreed to approve An Caladh £32,330 continued funding for the period 2011 – 2012, subject to fulfilment of agreed terms.</p> <p>The ADP agreed to approve CPC/ICAD £88,000 continued funding for the period 2011 – 2012, subject to fulfilment of agreed terms.</p> <p>The ADP agreed to approve Hebrides Alpha £30,450 continued funding for the period 2011 – 2012, subject to fulfilment of agreed terms.</p> <p>The ADP agreed to approve Cothrom £7,795 continued funding for the period 2011 – 2012, subject to fulfilment of agreed terms.</p> <p>The ADP agreed to approve Comhla £13,000 continued funding for the period 2011 – 2012, subject to fulfilment of agreed terms.</p> <p>The ADP agreed to approve Community Education Radical Project £3,000 continued funding for the period 2011 – 2012, subject to fulfilment of agreed terms.</p> <p>The ADP agreed to approve Streetwork £11,000 continued funding for the period 2011 – 2012, subject to fulfilment of agreed terms.</p> <p>The ADP agreed to withhold any future funding to the CAMHS project pending clarification of information supplied in the End of Year Monitoring Form. It was agreed that a meeting be arranged between ADP Chair, ADP Support Team representative and a lead officer from CAMHS to discuss the issues arising from the monitoring form and to discuss a possible way forward.</p> <p>The ADP agreed to withhold future funding to the Harris Youth Cafe project pending future discussion of your SLA outcomes and end of year monitoring report. It was agreed that a meeting be arranged between ADP Chair, ADP Support Team representative and a lead officer from Harris Youth Café to discuss the issues raised at the meeting and a possible way forward.</p>
ACTION	<p>Wendy Ingledew, Suzanne Macaulay and Alasdair Macleod to send out, when Mr. Jamieson gives approval, the funding confirmation letters to all ADP Funded Services except for CAMHS and Harris Youth Cafes. More detailed letters will be sent out at a later date. Send out appropriate letters to CAMHS and Harris Youth Cafes. Letter from Chair required to arrange evaluation meeting with CAMHS.</p>
ACTION	<p>Alasdair Macleod Email QATS (Quality Alcohol Treatment and Support) document to</p>

	<p>the ADP Executive.</p> <p>ACTION Chair of the ADP Gordon Macleod to speak to Gordon Jamieson re the decision to roll funding 2011 – 2012 to identified currently funded services.</p> <p>The Chair of the ADP Mr Gordon Macleod was called away from the meeting and Mr Colin Gilmour took over as the Chair.</p> <p>The issue of ADP service funding was discussed.</p> <p>ACTION Wendy Inglelew and Alasdair Macleod to send email to the services requesting funding re upcoming application process.</p> <p>ACTION Wendy Inglelew and Suzanne Macaulay to edit previous ADP Funding letter and then send to current services.</p> <p>They are to include in the letter that 6 monthly and yearly reviews will be necessary and stress that if the service does not meet the 6 month criteria then funding will be stopped and any money not spent in that period will be returned to the ADP. Specific timelines stating when the Monitoring Forms will be sent out and when they need to be returned by will also be included. The ADP funded services are also to be informed that a quarterly progress report will be required at the SubGroup Meeting which may affect funding if criteria are not met. It is to be stated that Fiona Macdonald will send to the funded services, a template to record the data.</p> <p>A series of ADP funded service monitoring visits was discussed.</p> <p>ACTION Wendy Inglelew and Suzanne Macaulay to edit Marking Scheme to coincide with targets in new strategy. It was also agreed that criteria number 3 would be changed so that it becomes criteria number 1 and that it would be stressed to the ADP Funded services that if this criteria is not met then their funding application will not be marked. It was also agreed to send out marking criteria with marking scale so that the funded services can use them as a guidance document.</p> <p>ACTION Wendy Inglelew and Suzanne Macaulay to edit SLA Forms and include section to report complaints against service.</p> <p>ACTION Wendy Inglelew, Suzanne Macaulay and Alasdair Macleod will liaise with Executive members to visit ADP funded services. It was agreed that members will not carry out service visits to their own organizations.</p> <p>Wendy thanked her staff for the work that has been done over the last year.</p>
3	<p>ADP Strategy and Action Plan:</p> <p>The ADP Strategy and Action Plan were discussed.</p>

ACTION	Wendy Ingledew, Suzanne Macaulay and Alasdair Macleod to reformat ADP Strategy and fully proof read. Page 6 needs amended so that it reads 'there IS Tramadol use' instead of 'there ARE Tramadol use'. It was agreed not to produce a professionally printed document and that only the front page and the diagrams would be in colour.
ACTION	Wendy Ingledew and Suzanne Macaulay to change lead in the Action Plan to Lead Officers.
ACTION	Wendy Ingledew and Suzanne Macaulay to compile simple 'snappy' work plan for year ahead which will draw heavily from the Action Plan but will be a separate document.
ACTION	Wendy Ingledew, Suzanne Macaulay and Alasdair Macleod to organise details, date and venue for the update meeting which will be attended and led by Gordon Macleod, Colin Gilmour and Fiona Macdonald.
4	<i>AOCB: Agree new Logo</i> The new ADP Logo was discussed.
ACTION	Alasdair Macleod to Email logo around ADP & SubGroups re preference
	5. Date of next meeting: It was agreed that the next ADP Executive Meeting would be on the 8 June 2011