

Outer Hebrides Alcohol & Drug Partnership

EXECUTIVE GROUP MEETING

8 June 2011 at 10.00 – 12.00pm

Police Station, Church Street, Stornoway

Minutes of Meeting

Members Present:

Gordon Macleod	Chief Inspector, Northern Constabulary
Colin Gilmour	(For Sheila Scott/ Emelin Collier)
	Health Promotion Manager – NHS Western Isles
Mairi Bremner	Community Representative
John Edwards	Head of Services Community Care

In Attendance:

Wendy Ingledew	ADP Coordinator
Suzanne Macaulay	ADP Substance Misuse Development Officer
Alasdair Macleod	ADP Administrator

Apologies:

Emelin Collier	Head of Planning and Development - NHS Western Isles
Sheila Scott	Director of Public Health - NHS Western Isle
Donnie Mackenzie	Management Accountant, NHS Western Isles
Fiona Macdonald	ADP Substance Misuse Information Research Officer

Agenda Item	Item/Discussion
	Mr Gordon Macleod took the chair and welcomed his colleagues to the meeting.
1	APOLOGIES:
	Mairi Bremner, Emelin Collier, Fiona MacDonald and Donnie Mackenzie.
ACTION	Wendy Ingledew to send card to Mairi Bremner on behalf of ADP.

2.	MINUTES OF MEETINGS:
2.1	To approve minutes of 16 March 2011
	The minutes of 16 March 2011 were approved.
2.2	To approve minutes of 20 April 2011 (paper attached)
	The minutes of 20 April 2011 were approved.
3.	Matters Arising:
	John Edwards informed the group that the Criminal Justice Department have withdrawn funding from Crossreach due to a decrease in the number of Criminal Justice clients using the Crossreach service. There were no other matters arising.
4	FINANCE UPDATE 2011/12
4.1	Payments to services
ACTION	<p>A £50,000 carry forward of funding from the 2010 - 2011 to 2011 – 2012 allocation. All the payments to services agreed at the previous ADP meeting on 16th April 2011 have been processed and sent out. The ADP has received letters of thanks from a number of services.</p> <p>It was agreed at the last ADP Executive meeting on 16th April 2011 that the ADP require clarification from CAMHS and Harris Youth Cafes services on their reporting of outcomes. Meetings were held on 7th June 2011 with representatives from each of these services and ADP Chair and ADP Support Staff to discuss future funding.</p> <p>The Harris Youth Café service meeting on 7th June 2011 was discussed.</p> <p>It was agreed that Suzanne Macaulay would arrange and carry out training Youth Café (HYC) staff on substances and young people and monitoring and evaluation techniques. HYC staff have attended previous training but it requires updating. The Group discussed the notes of the meeting with HYC.</p> <p>It was suggested that it may be an option in the future for ADP to set up a prevention fund for services such as the Harris Youth Café. This was discussed.</p> <p>It was agreed that the HYC service would be funded until Sept 2011 and then reassessed to see if there had been an improvement in meeting funding criteria.</p> <p>It was stressed that the ADP needs to ensure that ADP funded services are linked at a local level and aware of what the other services provide. Morag has agreed to open up training to other agencies in Harris who may be interested in substances training in relation to young people.</p> <p>The CAMHS service meeting on 7th June 2011 was discussed. It was noted that there is a large amount of work being done and there is good information available but there is no structure and evidence of the work provided to date.</p>

ACTION	<p>Wendy Ingledew and Suzanne Macaulay to write/email Joan Tilley and cc. Mike Hutchison informing them of ADP funding decision. It was agreed that the ADP funding will be suspended until a revised monitoring form is returned by CMAHS evidencing SLA objectives and outcomes. Also to request clarification of their reporting procedures and what services ADP funding has been spent on. To confirm the ADP will have one point of contact for CAMHS project which will be Joan Tilley to improve communications with project.</p>
ACTION	<p>Colin Gilmour to Update Emelin Collier on CAMHS funding, as above.</p> <p>The funding letter previously sent to Streetwork contained an error regarding the sum of the money being funded in 2011 – 12 period. This error was amended and another letter was sent out.</p> <p>It was brought to the attention of the ADP that a query had been raised at CNES meetings regarding the funding of Hebrides Alpha supported accommodation project. The ADP discussed and agreed that this is not the ADP’s responsibility, as previously agreed in 2010.</p>
4.2	<p>Development Fund</p>
ACTION	<p>The ADP Development Fund advert has been amended and has been placed in Guth Barraigh, Am Paipear and Events. It has also been emailed around all contacts. The closing date for applications is the 20th June. The application forms and guidance have all been amended to fit in with the ADP 2011 - 2015 strategic priorities and the marking criteria has also been prepared.</p> <p>Alasdair Macleod to book venue and catering and arrange travel for the next ADP Meeting on Tuesday 28th June 10am – 1pm.</p> <p>Suzanne Macaulay Send email to Michael Stewart to invite him to submit application form re funding request made by the Criminal Justice Department, decision to be made at meeting on the 28th June (cc to John Edwards)</p> <p>Colin Gilmour to update Emelin Collier about needle exchange funding and send ADP funding application pack.</p>
4.3	<p>Financial Process 2011/12</p>
	<p>The group approved the draft Financial Action Plan submitted for consideration by Wendy Ingledew for 2011 onwards. The ADP Executive Group agreed that the Action Plan is dependent on the Scottish Government funding announcement for 2012 onwards and had no further questions.</p>

5.	ADP Strategy and Action Plan:
	<p>The ADP Strategy has been formatted and is to be circulated to all services and relevant parties and there is a draft copy available on the ADP website www.outerhebadp.co.uk</p> <p>The ADP Action Plan is on hold pending consultation with services which are to be carried out between August and October 2011.</p> <p>The ADP group were informed that 2 new Action Plans have been completed; one ADP Support Team Action Plan and an ADP Financial Action Plan.</p>
ACTION	Wendy Inglelew to ensure that the last page of the new ADP Strategy is left blank for possible inclusion of the new ADP Action Plan at a later date.
	<p>The ADP Group expressed their thanks to Marissa MacLennan, Health Promotion Resources department for their contribution to formatting the Strategy.</p>
ACTION	Suzanne Macaulay to organise independent proof reader for ADP Strategy and make final changes.
ACTION	Suzanne Macaulay to invite the Harris Youth Café to participate in future substance campaigns, e.g. Christmas publicity.
6.	ADP Logo:
	<p>Suggested logos were circulated around the ADP for members' comment. The group agreed that the Outer Hebrides map logo would become the new logo.</p>
ACTION	Suzanne Macaulay to finalise logo with Marissa MacLennan, Health Promotion Resources
7.	ADP Training Programme:
	<p>STRADA have been notified of the ADP's concern regarding the content of the training delivered in March as the agreed content was not covered. Liaison is ongoing with a view of reaching a conclusion acceptable to both parties.</p>
ACTION	Suzanne Macaulay to inform STRADA of decision of ADP for training – STRADA to be asked to redeliver course at no cost to ADP.
	A.O.C.B
ACTION	Alasdair Macleod to update ADP letterhead and stationery with current Chairman / Chief Executive details, new ADP logo and NHS logo
ACTION	Alasdair Macleod to put the ADP new ADP logo on PowerPoint background for use by Gordon Macleod.

	8. Date of Next Meeting:
	It was agreed that the next ADP Executive Meeting would be on Wednesday 7th September 2011