



Outer Hebrides Alcohol Drug Partnership

ALCOHOL DRUG PARTNERSHIP MEETING

16 March 2011 at 12.00pm – 2.00pm

Police Station, Church Street, Stornoway

Minutes of Meeting

Members Present:

Gordon Macleod	Area Commander Northern Constabulary
Colin Gilmour	Health Promotion Manager – NHS Western Isles
Mairi Bremner	Community Representative
Mairi Macinnes	Service User Representative
Andrew Girvan	Interim Head of Children’s Services - CnES
Morag Munro	Harris Voluntary Service
Isobel Mackenzie	Housing Strategy and Development Officer

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

Apologies:

Gordon Jamieson	Chief Executive – NHS WI
Emelin Collier	Head of Planning and Development, NHS Western Isles
Michael Stewart	Criminal Justice Service Service Manager - CnES
Sheila Scott	Director of Public Health - NHS WI

Agenda Item	Item/Discussion
	<p>Mr Macleod took the Chair and welcomed colleagues to the meeting.</p> <p>Andrew Girvan informed the group that he was stepping down from the ADP. The group thanked him for his contribution to the ADP and gave their best wishes for the future. Mr Girvan will discuss with the Director of Children Services and Director of Community Care re a suitable representative at the appropriate level of seniority to take his place.</p>

1	APOLOGIES:
	The apologies were noted (see above) The ADP Group sends its best wishes to Sheila Scott.
2	APPROVAL OF MINUTES:
	ADP Group meeting Minute 08.12.10. The minutes were approved as an accurate record.
3	MATTERS ARISING:
	The group agreed that there were no outstanding items on the agenda.
4	Financial Allocation:
4.1	To receive update on above 2010 – 11:
	Gordon Macleod updated the group that the ADP would finish the year with an approximate underspend of £50,000 with £25,000 of that sum being carried over from last year 2009/10. There is as yet no confirmation of ADP funding so it would be prudent to carry over money to the next financial year.
4.2	To receive update on above 2011 – 12:
	Gordon Macleod informed the group that he hoped that they would be informed of the allocation of Government money by the 31 st March 2011. An ADP Executive Finance meeting will be held on 20 th April. The Scottish Government's draft budget for 2011/12 was very positive for alcohol and drugs misuse programmes. Ministers have maintained their commitment to invest in tackling alcohol and drugs, which means that the record levels of investment for addressing alcohol and drug misuse will be maintained into the next financial year. The draft budget was debated and passed by the Parliament on the 10 February and the budget is now with the governments finance department having the formulae applied and allocated to the 30 ADP's across Scotland this will then go back to ministers to be signed off, after which NHS Boards will be informed of their allocations. The Scottish Government will set out Ministers' expectations for 2011/12 in detail when funding is confirmed and allocated to NHS Boards for ADPs to specify and direct. The Scottish Government will expect a strong return on their investment and it will be essential to be able to provide a clear account of performance in terms of improved outcomes to demonstrate that the continued commitment is worthwhile and is delivering clear value for money It was agreed that following today's meeting the Monitoring Reports will be sent out to funded services requesting that they be returned by Friday 8 th April which

	<p>will allow the ADP staff sufficient time to complete a SWOT analysis report. The ADP support team will aim to finish the new ADP Strategy before the next meeting and will work with services over the next year to support them to complete Monitoring Forms in order to evidence work in accordance with the new Strategy. It was noted that there may be opportunities for new funding proposals in the upcoming year.</p> <p>It was agreed that on the basis of ADP funded services returning timely and satisfactory monitoring reports in April and evidencing that they have met their SLA targets, a letter will be sent to them informing them of future funding. The letter will advise that if their funding is continued the 1st payment will be 50% of last years allocation and the second payment will be the remaining 50% subject to Government cuts in money allocated. It was also noted that the services will only get 6 months funding if they do not match the ADP criteria for funding.</p> <p>It was proposed that Gordon Macleod, Colin Gilmour representing the Health Board, and Fiona MacDonald ADP, would travel to various venues in Lewis and Harris and the Uists and Barra to explain the situation in relation to future ADP services and what is required regarding revised funding criteria in the new ADP strategy.</p>
5	Executive Group – MINUTES & REPORT:
5.1	Executive Sub Group Meeting – 8 December 2010: (paper attached)
	The minutes were approved as an accurate record.
5.2	Executive Sub Group Meeting – 16 March 2011 (verbal report)
	The minutes were approved as an accurate record.
6	Future Planning ADP Strategy & Partnership Responsibility: (papers attached)
6.1	Draft Strategy:
	<p>Mr. Gordon Macleod suggested that if anyone had any comments on the ADP Draft Strategy that they send them to Suzanne Macaulay by the end of the week.</p> <p>It was also suggested that the organisational information needs to be filtered out because the ADP Strategy is a strategic document.</p> <p>ACTION Wendy Ingledeu to include statement in ADP Draft Strategy that ‘if our 3 key targets are met then we will contribute to the well being of the Outer Hebrides.’</p> <p>ACTION Isobel Mackenzie to send email to Suzanne Macaulay about housing and homelessness as an issue being included in the strategy and to make clear to Suzanne whether the comments received were directed at the ADP Draft Strategy or the ADP Action Plan.</p>
6.2	Draft Action Plan:

<p>ACTION</p> <p>ACTION</p> <p>ACTION</p> <p>ACTION</p>	<p>The ADP Group discussed the ADP Draft Action Plan.</p> <p>Wendy Ingledeu and Suzanne Macaulay to ensure that the Action Plan once the draft is complete is available to a larger audience, particularly all of the organisations that are named in it and make it available on the ADP website.</p> <p>The ADP Group agreed to study the ADP Strategy and identify where their own individual contributions lie and where the gaps, strengths and weaknesses in existing service provision exist in order to identify possible funding opportunities.</p> <p>Gordon Macleod and Colin Gilmour to consult Gail Findley on section 4 of the Action Plan re. CPP responsibilities.</p> <p>Wendy Ingledeu to liaise with Emelin Collier concerning the 'Getting it Right for Every Child' event that she attended for feedback.</p>
	<p>6.3 Networking Information Days:</p>
<p>ACTION</p>	<p>The Group discussed Networking Information Days.</p> <p>Gordon Macleod, Colin Gilmour and Fiona Macdonald to attend and arrange 4 days of meetings with the Lewis and Harris and Uist and Barra subgroups in order to meet them locally and inform them of the current funding situation, and that there may be 3 years funding available (from 2012 – 2015), and also how they should comply to the new priorities of the ADP Strategy to meet funding requirements.</p>
<p>7</p>	<p>INTEGRATED CARE:</p>
<p>ACTION</p>	<p>The ADP Group discussed Integrated Care Document and it was noted that it has been sent to all the relevant organisations. The issue of procedure was discussed.</p> <p>Colin Gilmour to liaise with E Collier re Integrated Care Document and procedure through NHS Western Isles</p>
<p>8</p>	<p>COMMUNITY PAYBACK ORDERS: (paper attached)</p>
<p>ACTION</p>	<p>Community Payback Orders were discussed.</p> <p>ADP Group to take any points about Community Payback Orders to the next ADP Executive Meeting 20/04/11 so that Michael Stewart can provide feedback on them.</p>
<p>9</p>	<p>Sub Group Meetings</p>
<p>9.1</p>	<p>The Uists and Barra Sub Group Meeting – 22 September 2011 The minutes were approved as an accurate record.</p>
<p>9.2</p>	<p>To receive verbal report of U&B Subgroup meeting held on 23 February</p>

ADP 8/6/11 Agenda Item: 2

<p>ACTION</p>	<p>Wendy Ingledew informed the group that the Uists and Barra ADP Subgroups requested that they have greater input into the consultation process on the ADP Strategy and Action Plan.</p> <p>Alcohol and Drug related issues in the Uists and Barra were discussed and it was suggested that evidence may suggest that the ADP funded groups in the Uists and Barra may be having a very positive effect on alcohol and drug related statistics in the Southern Isles.</p> <p>Fiona MacDonald to carry out an audit of the Uists and Barra (2004-09) data and analyse it for current trends.</p>
<p>9.3</p>	<p>To receive verbal report of L&H Subgroup meeting held on 16 February</p>
	<p>Suzanne Macaulay informed the group that the ADP Strategy and Action Plan had been discussed and the comments had been incorporated into the comments that will be distributed to the ADP Executive and SubGroup Members.</p>
<p>10</p>	<p>ADP REPORTS:</p>
<p>10.1</p>	<p>10.1 To receive and note support officers reports (papers attached)</p>
<p>ACTION</p>	<p>Wendy Ingledew raised the Issue of 'Whole Population Event' and discussed relevant issues with the group.</p> <p>Fiona Macdonald raised the Outcomes Paper and informed the group that the Scottish Government had consulted with ADP groups about the current toolkit. She also noted that when requesting data from services many do not respond to requests. She suggested that this needs to be addressed so that services can provide information quarterly. Information that will in turn be included in a National Document.</p> <p>The issue of online training was discussed and Wendy Ingledew informed the group that Learn Pro are going to be doing training online and Western Isles NHS can have access if required.</p> <p>Fiona Macdonald to compile a spreadsheet or electronic form that can be emailed to the ADP funded services so that they can fill them in with the relevant data re, reporting on outcomes, and return to her.</p>
<p>11</p>	<p>DATE OF NEXT MEETINGS:</p>
	<p>20th April 2011</p> <p>Suggested Future Meetings: 8 June 2011, 7 September 2011, 7 December 2011, 7 March 2012</p>