



# Outer Hebrides Alcohol & Drug Partnership

## ADP GROUP MEETING

7<sup>th</sup> September 2011 at 11.30am – 1.00pm

Police Station, Church Street, Stornoway

### Minutes of Meeting

#### Members Present:

<b>Gordon Macleod</b>	<b>Chief Inspector, Northern Constabulary</b>
<b>Emelin Collier</b>	<b>Head of Planning and Development - NHS Western Isle</b>
<b>Michael Stewart</b>	<b>Criminal Justice Service Manager – CnES</b>
<b>Isobel Mackenzie</b>	<b>Housing Strategy and Development Officer</b>
<b>Annie MacDonald</b>	<b>CnES Licensing Board Representative</b>
<b>Gordon Jamieson</b>	<b>Chief Executive – NHS WI</b>

#### In Attendance:

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

#### Apologies:

<b>Sheila Scott</b> attending in place)	<b>Director of Public Health - NHS Western Isles (Emelin Collier</b>
<b>John Edwards</b>	<b>Head of Services Community Care</b>
<b>Mairi Bremner</b>	<b>Community Representative</b>
<b>Mairi Macinnes</b>	<b>Service User Representative</b>

<b>Agenda Item</b>	<b>Item/Discussion</b>
	Mr Gordon Macleod took the chair and welcomed his colleagues to the meeting.
<b>1</b>	<b>APOLOGIES:</b>

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	<p>The apologies of Sheila Scott and John Edwards were noted, both of whom had representatives present in their place.</p>
<b>2.1</b>	<p><b>APPROVAL OF MINUTES: Alcohol Drug Partnership Meeting – 8 June 2011</b></p>
<b>ACTION</b>	<p>Michael Stewart informed the group that there had been a change of circumstances regarding John Edwards who is retiring shortly. A new CnES representative for the ADP committee is being discussed and CnES will confirm at a later date.</p> <p>The Action Points from 8<sup>th</sup> June 2011 were examined and it was noted that Alasdair Macleod, Suzanne Macaulay and Fiona MacDonald had all completed their Action Points.</p> <p>Alasdair Macleod to change working times to waiting times in the minutes from the ADP Executive Meeting 8<sup>th</sup> June 2011</p> <p>The Minutes of the ADP Executive Meeting 8<sup>th</sup> June 2011 were approved with this amendment.</p>
<b>3.</b>	<p><b>Matters Arising:</b></p>
	<p>There were no matters arising.</p>
<b>4</b>	<p><b>Financial Planning 2011 Onwards:</b></p>
<b>ACTION</b>	<p>Gordon Macleod stated that Donnie Mackenzie was going to update the financial outline summary which was presented at the ADP Executive Group Meeting 070911 and get back to us. There has been an under spend of £15,858</p> <p>The issue of 2 year funded post was discussed. At present it is understood that any post that ends after being funded for 2 years becomes substantive and has to be kept on in employment or given a redundancy settlement of 1 weeks wages for every year that the person has worked in the NHS, so this amount of redundancy money should be factored in to the initial contract. It was agreed by the group that this potential restriction on new post being funded for only a 2 year period or less would add difficulty to future service planning and the funding process. It was noted that that the services that are funded by the ADP are clearly informed that the ADP has no responsibility to fund that post past the agreed funding period. It was also agreed that more clarity on this topic should be sought.</p> <p>Gordon Jamieson to write to CLO and confirm what the position on employment is after 2 years. To discuss with Gordon Macleod following confirmation.</p>

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<p><b>5</b> <b>5.1</b></p>	<p><b>Executive Group – MINUTES &amp; REPORT: Executive Sub Group Meeting – 8 June</b></p>
	<p>Approved</p>
<p><b>5.2</b></p>	<p><b>Executive Sub group Meeting – 28 June</b></p>
	<p>Approved</p>
<p><b>5.3</b></p>	<p><b>Executive Sub group Meeting - 7 September</b></p>
	<p>The Group were informed that the financial report presented at the previous Executive Group meeting will be updated and redistributed by Donnie Mackenzie. The Executive Group also agreed that the CAMHS funding money will be released to them following the submission of monitoring form and paperwork.</p> <p>The topic of new ADP Monitoring Forms being circulated was discussed and it was noted that Suzanne Macaulay and Fiona MacDonald had done good work on them. Michael Stewart provided feedback on the questions relating to age groups and ethnicity on the forms which was noted by Suzanne and Fiona who will alter the forms accordingly. It was also identified that it was not the role of ADP to chase up agencies for outstanding monitoring information but this should instead be passed to the relevant member representing that agency on the ADP</p> <p>Suzanne Macaulay informed the group that the new ADP Strategy is to be uploaded onto the ADP website before the next meeting.</p> <p>The group were informed that following a meeting with the ADP Chair and support team, STRADA have agreed to redeliver the training course in line with the original training specification and also to provide a train the trainer's manual. Suzanne to organize; course to run in February 2012.</p> <p>STRADA have asked the OHADP to become involved in a pilot 'training for work' training that is being carried out by the Scottish Government and STRADA. Wendy to develop this.</p>
<p><b>6.</b> <b>6.1</b></p>	<p><b>ADP Development: ADP Development Day</b></p>

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Gordon Macleod updated the Group concerning the recent OHADP Development days. Each area had differing responses and turnout but the OHADP conveyed the message that partnership working is very important for future funding bids.

In Barra, attendance was low, potentially due to other meetings being held on the same night. There was concern that both OHADP and NHS provision of island wide service and statutory services do not give Barra the services that they require. Those present stated that Uist and Lewis based services do not cover Barra as they should due to weather related cancellations. There was a request that a dedicated substance post be set up and also a Barra Sub Group.

The Uist meeting had higher attendance and issues raised included concerns that there is an issue with capacity to safely carry out a number of detoxes at the same time according to regulations as there must be at least 2 visits a day. There was a suggestion that another Substance post be established in Uist. There was also a suggestion that a partnership group be established in order to evaluate need and bring forward relevant OHADP funding requests. There was agreement that attendees would have local discussions on how to best proceed with partnership working for future service development.

In Harris, there was feedback from GP that detox is easier now as they have more community support as people don't generally go from Harris to Stornoway for detox but there is no local therapeutic service for people in Harris to tap into. There was also suggestion that divisionary activities are set up for communities, to divert young people away from risk taking behaviour e.g. sports, running club, tennis court and sporting activities. Also a suggestion that there is room for research to find out what the youngsters are interested in. There was agreement from those attending that the community has to come on board and change the way that the community views alcohol and drugs.

In Stornoway, there was high attendance. It was stated that there is drug and alcohol use in younger age group and above which some groups don't see as a problem due to some drug usage, such as cannabis and speed use, becoming normalised. There was a suggestion that local culture and price of alcohol and the cheapness increases local problem and support was voiced for local supported accommodation and rehab, particularly for 16-18year olds and older men with alcohol problems and mental health problems. An issue was raised around a lack of supported tenancies for young people, those with alcohol problems and vulnerable adults raised and the CAPSM issue was discussed. Discussion took place on the lack of services offered in rural areas and cost of buses and accessibility of Stornoway based services raised by Lifestyle. Support for employment based initiatives was voiced and concerns expressed over alcohol being used as a social support as it gives people a social circle, particularly where unemployment is a factor. Need expressed for alternative activities to take place in community and in town that do not involve alcohol.

Gordon Macleod stated that the OHADP Development Days were on the whole very positive and worthwhile.

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	<p>Wendy Ingledew commented that people were talking about services for people with problems rather than preventative services and Suzanne Macaulay confirmed that many of those who attended were service providers. Gordon Macleod added that planning for future partnership working and preventative services is required and this had been made clear during the meetings.</p> <p>Gordon Macleod acknowledged the work that the OHADP support team had carried out in organising these meetings and trips and thanked them for it.</p>
<b>6.2</b>	<b>ADP Needs Assessment</b>
	<p>Gordon Macleod informed the group that a funding bid had been received from local agencies to carry out a localised young people's needs assessment but the OHADP decided to carry it out on an island wide scale and to lead on it. Suzanne Macaulay and Fiona MacDonald are to take this forward; they discussed a suggested workplan and timescale they have drawn up to be carried out over the next 3 months. 'Survey Monkey' website to be used along with paper and email copies to contact people across the islands.</p> <p>Wendy Ingledew hoped that it would also tie in with the ADP Development Day meetings and Suzanne Macaulay noted that due to timescales for each step of the process the survey it was anticipated that the survey will be complete by December 2011. Any additional information regarding young people and alcohol and drug consumption will be very beneficial. Wendy Ingledew confirmed that the report will be produced by December as new funding information will be available around that time and the report may help to inform future planning.</p> <p>Michael Stewart highlighted the national research that is currently ongoing regarding alcohol and the elderly and it was noted by Wendy Ingledew that when brief Interventions training is carried out risk management re care of the elderly who may be consuming alcohol for whatever reason is always addressed. Fiona MacDonald informed the group that she is doing a paper on what already exists and the group agreed that this would provide a clearer idea of where to aim.</p> <p>It was also suggested that in relation to future service planning that funded service staff be consulted to highlight what they consider to be the main local needs and gaps in service. It was suggested that it is also necessary to engage with schools and the key health workers who go into schools e.g. Kenna Macinnes and Isobel Steele. It was noted that Community Learning and Housing Dept staff who deal with homelessness may wish to be involved, and the Community Learning Department have a license to use Survey Monkey which they have offered use of in order to carry out the survey.</p> <p>It was suggested that Well North be contacted for statistical information. Fiona MacDonald informed that she had done this and that there is a large database that can be accessed when required.</p> <p>It was also agreed that during the survey process the ADP committee members</p>

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	<p>do not need to be consulted on the process as agreement has been reached that the ADP Support team will lead on this and also in order to streamline the process. Agreed that the ADP support staff can make amendments as they see fit and carry out the survey. It was also suggested that the process be started the week before the school closes so that it can be promoted within schools.</p> <p>It was agreed that the next ADP Group meeting would be on the 7<sup>th</sup> December</p>
<b>7</b>	<b>Community Payback Orders:</b>
<b>ACTION</b>	<p>Michael Stewart informed the group that Community Services and Probation service are still overlapping and that they are receiving more community payback orders whilst the legislation and procedure is being ironed out. He noted that the Community Payback Orders process is not running at full capacity yet but this may change. Discussion followed around Community Payback.</p> <p>Michael Stewart pointed out that the long term success of DTTO for alcohol is yet to be determined.</p> <p>Wendy Ingledew to keep Community Payback Orders on the Agenda for next time.</p>
<b>8.</b>	<b>CAPSM:</b>

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	<p>Gordon Macleod spoke about the CAPSM and the work with young children, early intervention and early flagging for children who are in vulnerable situations. He gave examples of situations where children may go undetected by agencies. It was commented on that every agency worker who goes into someone house is responsible for the children if they see that something is wrong. The 'It's everyone priority to make sure I'm ok 'campaign was noted and its success in other areas was also noted.</p> <p>Emelin Collier spoke about the extensive child protection training that the Health Board already has in place and that the OHADP has to be careful that it is not duplicating training. It was also suggested that everyone who may be dealing with children should have a copy of the child protection guidelines and that more pocket cards with the relevant numbers be printed for redistribution because some of the CnES numbers have changed since the last batch were printed.</p> <p>Michael Stewart suggested that everyone who goes through the front door of clients houses needs to be familiar as to the child protection guidelines. Gordon Macleod agreed and stated that the OHADP needs to be more proactive in distributing that information to people and developing it. Services have to be told that any training that they carry out for their staff should include a 15 to 30 minute input on child protection.</p> <p>The topic of an inter-agency flagging system was discussed and also the fact that young carers do not talk about their problems for fear of their families being broken up and that they will be taken away. The group agreed that a question around young carers should be included in the needs assessment.</p> <p><b>ACTION</b> Gordon Macleod to present the CAPSM document to the Data Sharing Partnership and the Child Protection Committee to ensure it meets the protocols.</p> <p><b>ACTION</b> Suzanne Macaulay and Fiona MacDonald to look at including questions targeted to gather information on young carers in the Young Peoples Needs Assessment</p> <p><b>ACTION</b> Emelin Collier to provide Suzanne with copies of the previously printed Child Protection pocket sized information cards. Suzanne to look into updating/printing and distributing them.</p> <p><b>ACTION</b> Wendy Ingledew Amend ADP to CPC in the conclusion section of the CAPSM document</p>
<p><b>9.</b></p>	<p><b>ADP Report 2011 – 2012</b></p>
	<p>Wendy Ingledew informed the group that the ADP Report 2011 – 2012 was for noting and reading at the Committees leisure. As part of the OHADP funding the committee are required to submit a report on the use of the OHADP alcohol allocation it by the end of August 2011. It was also noted that the Scottish Government may come up to speak to the OHADP and that next year they will be a focus on drugs rather than alcohol, which has been the focus in previous</p>

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	years.
<b>10.</b>	<b>ADP REPORTS:</b>
	<p>The Group were presented with reports from the ADP support officers.</p> <p>Suzanne Macaulay carried out training with Harris Youth Café Workers, as part of the conditions of their funding, on substance awareness and monitoring and evaluation techniques, the session went well. She also informed the group that the Hi Fires work has been done and STRADA has been contacted and have agreed to do new training etc. Suzanne worked on organizing the community consultations and the associated work e.g. presentations. She also noted that Foyer have requested training for their staff on alcohol and drug awareness training. The group were also informed that there are upcoming advertising and educational campaigns regarding alcohol consumption at the MOD and also at Christmas. Suzanne has updated the monitoring and evaluation forms for ADP services in order to improve evaluation processes and is currently organizing the Needs Assessment with Fiona Macdonald.</p> <p>Fiona MacDonald informed the group concerning the brief interventions that she carried out for standard times which involved going around a lot of the services showing how to fill in the information in the computer database. She also informed the group she has revised a new Outcomes Database with new sections for specific information on each place. This will go out with the newly revised monitoring forms. There is a comprehensive list of questions and it has to be decided when and where they are used.</p> <p>Wendy Ingledew spoke about the CAPSM research papers and reports and also about the presentation that was prepared for the ADP Development Days. Briefing papers on the amount of money that each service should get was also compiled. She thanked the ADP staff for all their efforts in both helping to compile the papers and also to organize the ADP Development Days.</p> <p>It was noted that Alasdair Macleod is leaving his post as ADP administrator to start a new post and the ADP Group thanked him for his work and wished him all the best in his new post as Dental Health Support Worker (ChildSmile).</p>
<b>11.</b>	<b>DATE OF NEXT MEETINGS:</b>
	<b>7<sup>th</sup> December 2011.</b>