

Outer Hebrides Alcohol & Drug Partnership FINAL

Uist & Barra Subgroup Meeting

Date: Friday 15th February 2013

Time: 1000 - 1300

Venue: Conference Room, Police Station, Stornoway

PRESENT:

Sheena Stewart	Manager, Caraidean Uibhist
Donald John Macdonald	Team Leader, Community Education, CnES
Mairi Bremner	Community Representative
Mary MacInnes	Community Representative (S.U)
Barbara Macdonald	Manager, Cothrom Training Centre
John A. MacQuarrie	Area Manager, Hebridean Housing Partnership
Mustapha Hocine	Substance Misuse Worker, NHS WI
Mary Mackenzie	Senior Nurse – Community, NHS WI
Norrie MacRitchie	CPN Team Leader, NHS WI
Colin Biddulph	Substance Misuse Support Worker, Substance Misuse Partnership for Uist & Barra
Volker Labitzke	Team Administrator, Substance Misuse Partnership for Uist & Barra
Karen Mackinnon	Support Worker, Substance Misuse Partnership for Uist & Barra
Mel Maclean	Northern Constabulary
Eddie Yates	Information Governance Manager, NHS WI

IN ATTENDANCE:

Wendy Ingledew	ADP Coordinator, NHS WI
Fiona Macdonald	Substance Misuse Information & Research Officer, NHS WI
Sarah Macleod	Substance Misuse Development Officer, NHS WI

NOTE TAKERS:

Karen Peteranna	ADP Administrative Assistant, NHS WI
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1. APOLOGIES

The video conferencing link to St Brendan's Hospital, Barra was unable to be made. The group in attendance then moved to the HHP office meeting room as the VC room at Uist and Barra Hospital was too small.

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Apologies were received from Dr Mark Johnson, Alison MacVie, Eoin MacNeil and Isabel Steele.

2. MATTERS ARISING – ADP UPDATE

2.1 ADP Staff Introductions

Sarah Macleod introduced herself to the subgroup as the maternity cover for the Substance Misuse Development Officer post and Karen Peteranna as the Administrative Assistant for the OH ADP.

2.2 Funding and Application Process Update

Sarah advised the group the funding process for 2013-15 was currently open to applications and the closing date is Tuesday 5th March 2013. Application and information packs can be found on the OH ADP website however the website is currently down and it was expected to be up and running next week; in the meantime any queries could be directed to Sarah (OH ADP Substance Misuse Development Officer). The Scottish Government has not yet set the funding amount although it is hoped it will be in the same region as previous years. The funding allocation meeting will take place on 26th March 2013 to try and ensure continuity of service. The OH ADP hoped to have no gaps in their strategic priorities and is keen to receive both joint and single bids from services. It was voiced that if services who are in a joint bid apply for a separate bid, they must clearly state why the service is not included in the joint bid.

2.3 Training

Wendy advised the group that provisional dates for motivational core training had been agreed with STRADA:

<u>Date</u>	<u>Course</u>	<u>Location</u>
7 th & 8 th May 2013	Motivational Interviewing	Lewis
14 th & 15 th May 2013	Motivational Interviewing	Uist
12 th , 13 th June & 1 st August 2013	Motivational Practice Based Workshop	Lewis

The OH ADP does not pay for this training as the cost is top sliced at source. The group were also advised that voluntary organisations do not pay for this training. Norrie voiced it was good to see STRADA returning to the isles as it had been some time. Wendy advised there were different priorities within different levels and she would like to get STRADA to deliver a 4 day general awareness course which would get everyone up to a basic awareness level.

3. INFORMATION HANDLING: HOW WE SHARE INFORMATION SAFELY

Sarah Macleod introduced Eddie Yates, Information Governance Manager for NHS Western Isles to the group and advised that he was here to talk about how information can/should be shared safely between different agencies.

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Eddie advised the group his responsibility within the NHS Western Isles organisation was for data sharing and data governance; ensuring the sharing of information is done properly through the NHS and partner agencies, as well as going through all projects ensuring data protection is sound and fit for purpose.

Eddie asked the group if anyone had any issues with data sharing. Colin voiced that the Uist and Barra Substance Misuse Partnership did have a concern with information not being able to be shared e.g. referrals. He advised that as information on clients could not be shared from NHS to the partnership it meant that they could not make progress and they were unable to do their job and this was a worry. Mustapha told the group that he had a discussion regarding data sharing with Eddie and Fiona. Eddie said on review of this discussion he was not convinced sensitive or highly sensitive data was being received correctly and a marrying up needed to take place to allow data sharing. Colin asked if this problem could be overcome and what was the time-frame for this. Eddie advised he could not commit to a time-frame. Eddie continued that data stored had to be relevant, not excessive and stored correctly. If the person is identifiable that is an offence. Also the storing of information in a 'cloud' is an offence. This is because information cannot be stored outside of the UK and 'cloud' is USA.

Eddie made the group aware that secure email addresses can be used and these would include for example 'PNN' or 'GSX' within the address. Sending information from your secure email to someone's unsecure email then makes the data unsecure. Policies state that you are responsible when things go wrong when using emails from home. Volker advised the Uist and Barra Substance Misuse Partnership was setting up a new website and he thought the NHS email was inconvenient so could they their own email e.g. info@uistandbarraservice.co.uk. Eddie said if clients investigate contact, the Uist and Barra Partnership must advise them that this is an unsecure medium and they should put personal point of view across in a professional manner. Brevity and people being able to remember the email is important. Eddie added that these projects are set-up to help people and we shouldn't lose sight of that.

Wendy stated that procedures should be documented and Eddie added that the Red Cross 'Sharing of Good Practice' would be helpful in this. Also if you are storing and sharing information you should be registered with the Information Commissioner. It was queried if there was a memo of understanding between the police and social work and Eddie advised there was not, but if you are speaking to a person where disclosure is possible there should be a disclosure policy in place.

Mustapha advised the Care Pathway is being developed for Uist & Barra and Lewis & Harris and suggested Eddie Yates be involved in these discussions.

Wendy advised there was child protection training coming up that may be of use to services.

4. FUNDED SERVICES UPDATE

4.1 Substance Misuse Partnership for Uist & Barra (SMPUB)

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Mustapha introduced Karen, Volker and Colin to the subgroup as new employees for the partnership and advised NHS inductions were being organised for new employees. Caraidean Uibhist holds the budget for the partnership and will be the new employee's line manager. He also advised the partnership was now known as the 'Substance Misuse Partnership for Uist & Barra'. The partnership is establishing a new base and Volker is moving. Partnership employees are acquiring secure email addresses and laptops are being encrypted by the NHS. Volker is currently updating the website and documents to show the groups progress since funding was received. Mustapha has advised that the partnership is currently preparing the application for funding for 2013-15 which it is hoped will take the partnership forward.

Cothrom

Barbara advised the group that Cothrom continues to support users of their service in training and gaining employment. They also have a furniture restoration service available to service users.

Caraidean Uibhist

Sheena advised they would be moving premises in the near future. She advised the group the befriending service was progressing well as expected. Caraidean Uibhist are hosting new posts and they have a new administrative worker (Florence) who has been in post since April who works 16 hours per week.

An Caladh Trust

Sheena made the subgroup aware the structure of An Caladh was changing and Annette would now be the manager and support worker. An Caladh continued to host the Monday club and the drop-in had been extended from 2 days to 3 or 4 days. The group were made aware major funding had been secured from lottery and comic relief. Through this it was hoped more events and ceilidhs would be placed in townships in the community. There is a programme of events which will be advertised in Am Paipear and in local shops. Local radio, Gaelic radio and the ADP website will be used in the future to promote these events also. These events make an opportunity for communities to get together. It was suggested the numbers in attendance may be low but the community would be benefited no less.

Radical

Donald John advised there was a link up in Barra and Balivanich with the voluntary fire service to run Hi-Fires. It was added that this is a costly project. There are 10 – 12 young people involved in this currently. They tend to be from vulnerable areas but they do not want to stigmatise the project. DJ informed the group there is a services road show being arranged for the near future. Wendy further advised the group that youth work leaders had been trained in Barra and DJ thanked Wendy for her assistance in this.

4.2 Updates from non-funded Services

Hebridean Housing Partnership (HHP)

John advised that the introduction of the bedroom tax from April 2013 and the universal credit was going to affect HHP business in the future. The bedroom tax is a tapered basic with 1 bedroom being 15% of benefit and 2 bedroom being 25% of benefit. HHP will speak to every tenant that will be affected by the bedroom tax and currently 75% of those had been spoken to. Tenants have the option to apply for relocation. John did note that the

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criteria on the bedroom tax are not as generous as HHP's current criteria. It is a concern that people may have to leave the community they have always lived in. With the universal credit the housing benefit will be paid direct to the tenant and there is a concern this will put the tenants housing at risk due to non-payments of rent.

Wendy advised that the ADP post for a housing support worker for 2013-15 would be able to help people not get in the situation where they are in rent arrears. John advised that the Citizens Advice Bureau can also be a very useful service for all services. Mustapha advised that if it was felt necessary a training group could be set up to discuss the changes around the universal credit and the bedroom tax.

CPN

Norrie advised the group that CPN have 2 new members of staff and this was a great relief.

Northern Constabulary

Mel advised that there was a new member of staff joining the Lochmaddy team. Wendy further advised that with the impending introduction of Police Scotland great changes would be felt throughout the Scottish Police.

5. AOCB

The group were asked by Wendy if they had any queries regarding the funding application form for 2013. No queries were raised.

Monitoring Forms

The group were advised all funded services should have received an email from the ADP administrator with a copy of the 'monitoring form' and 'outcome database' advising them that the date for submission was 14th March 2013 with the monitoring form covering the period of July 2012 to 28th February 2013.

Update on Activity since last U&B Subgroup

Wendy thought it would be useful to give a run through of the partnerships activity with the OHADP since the last subgroup meeting in February 2011. Community consultations took place in 2011 and were structured to provide information on the 2011-15 strategy. From this consultation it was noted a seamless journey to recovery was a key aim and it was also noted a presence for Barra was needed as they wanted to be more involved in the subgroup. The joint application was decided in June 2011 and as there was an issue around governance the application was agreed in principle. There were a series of meetings to decide how the partnership would work together and the second application was submitted in September. Until this point a percentage of money has been provided to the service to ensure continuity of service. The joint Uist & Barra subgroup was agreed and from then on there would be one meeting in Uist and one in Barra per year. Video conferencing would always be available between Uist and Barra for these meetings.

6. DATE OF NEXT MEETING

(The next meeting will be in Barra in the summer 2013 – Sarah to confirm)

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END