

Outer Hebrides Alcohol & Drug Partnership

FINAL

Executive Meeting

Date: Wednesday 16th January 2013

Time: 1300 - 1330

Venue: Conference Room, Police Station, Stornoway

PRESENT:

Gordon Macleod
Emelin Collier
Donnie Mackenzie
Isobel MacKenzie
Mairi Bremner
Bernard Chisholm
David Blaney

ADP Chair; Chief Inspector, Stornoway Police
Head of Planning & Development, NHS WI
Accountant, NHS WI
Housing Strategy Development Officer, CnES
Community Representative, Uist & Barra
Head of Children's Services and Resources, CnES
Chairman of the Licensing Board, CnES

IN ATTENDANCE:

Wendy Ingledew
Fiona Macdonald

ADP Co-ordinator, NHS WI
ADP Substance Misuse Information & Research
Officer, NHS WI

Sarah Macleod

Substance Misuse Development Officer, NHS WI

NOTE TAKERS:

Karen Peteranna

ADP Administrative Assistant, NHS WI

1. APOLOGIES

Apologies were received from Gordon Jamieson.

2. STAFFING

The following ADP Support Team members left the room to allow the ADP Executive Group to discuss staffing levels for 2013 – 2014/15: Wendy Ingledew, Fiona Macdonald, Sarah Macleod and Karen Peteranna.

Gordon Macleod asked the ADP Support Team to return after the discussion took place. On the return of the ADP Support Team to the meeting Gordon Macleod announced that a decision had been made and the ADP would continue to fund support staff through to

ADP Executive Meeting 16th January 2013

March 2015. Gordon stated that that there was no ADP without the support team and their work helped him in his role as Chair of the Alcohol & Drug Partnership (ADP).

3. FINANCE PLAN FOR 2012 - 2013

ADP Month 9 Finance Report 2012/13

Donnie discussed the paper 'ADP Month 9 Finance Report 2012/13' with the group. There is an under-spend of £36,546 due to dejection on maternity pay. It was agreed that the under-spend would not be spent. Donnie queried what 'Learning For Fun' was as it had received £200. Wendy advised that the allocation to 'Learning For Fun' was a mistake and the £200 had been provided to an International Women's Day event where mocktails were given out after a quiz and a beauty voucher was issued as a prize. This was so the ADP had an input into International Women's Day.

Wendy advised she had received a call from Foyer as they had been told there would be an ADP under-spend. The reliability of the information being received by Foyer was rubbish. Wendy stated that there had been no formal notification of funding this year to date. When the notification on funding is to be issued it will be published on the ADP Website. Gordon reiterated this and stated that this had come up at the previous ADP meeting in December 2012, where it was decided letters would be issued to previous applicants re: funding update for 2013.

Draft ADP Funding Programme for 2013 onwards

Wendy discussed the paper 'Draft ADP Funding Programme for 2013 onwards'. Amended copies of this paper were issued around the table. Gordon stated to members that the dates on the paper were a guide and they may shift depending on when the announcement re: funding is received from the Scottish Government. It was voiced that the announcement was made in May in 2012. Wendy advised she had gone through last year's application pack and notes from the meeting on 8th June 2012. Wendy stated that the strategic priorities of the OH ADP will remain the same. It was put to the group that during the 2012 funding process nobody applied for the money to cover a Housing Support Post or Substance Training Officer Post. At the Meeting on 8th June 2012 it was decided that the post would not continue that year.

Gordon told the group that letters had been issued to the funded services that will see a reduction of 50% in funding this year and Wendy read-out the letter to the group.

Gordon queried if no early indication on allocated money was received from the Scottish Government would current services be rolled. Emelin put to the group had there ever been a real concern the money wouldn't arrive and Gordon stated in the 15 years the Outer Hebrides Alcohol & Drug Partnership has been live the money has never not come and as the Scottish Government has tackling alcohol and drugs issues as one of their priorities he would expect this year to be no different. Emelin put to the group the issue that services financial years did not lined-up with the ADP's. It was voiced that the services could not be asked to move their financial year to suit the ADP and the Scottish Government. In-light of the unmatched financial years it was decided services should be invited now to apply for funding, regardless of the absence of an announcement on allocated funds from the Scottish Government. Mairi queried why the Scottish Government are always so late in

ADP Executive Meeting 16th January 2013

announcing the funding and what did other ADP's do in-light of late announcements and the new funding year commencing. Wendy explained all ADP are different in their dealings of this. She also stated that the OH ADP was fortunate as in other areas of the country the Health Boards decide what the money is spent on and we (the OH ADP) just have the top-sliced money in that sense.

A discussion took place on the best way forward for the application process. Gordon advised we should open for applications even if no notification for money had been received. The decisions on the allocation of funding would then be made and money would be distributed to services when received from the Scottish Government. Emelin voiced that services should be encouraged to be ready to serve when money is distributed. To conclude on the 'Draft ADP Funding Programme for 2013 onwards' Gordon said the OH ADP would run with this programme.

Wendy provided the group with the response from Amanda Adams at the Scottish Government re: ADP Funding 2013 onwards:

"The Scottish Budget has yet to be agreed by the Scottish Parliament. I have attached a link with the Parliamentary timetable which you will see shows that we should know the position from Parliament before February recess which starts 9 February. Following decisions in Parliament there is some internal work undertaken before we are advised of funding levels for Alcohol and Drugs. Sorry I am not able to give you a more straight forward answer."

Wendy voiced her reply to the group:

"Have looked at the timetable - am I right in thinking that the funding decision prior to internal work re the alcohol and drugs budgets will be made by the 20th Jan?"

Wendy had not had a response yet and said she would update members when she did.

Wendy asked Gordon if he thought the drafted ADP advert for funding was relevant. Gordon agreed the advert was suitable.

Wendy advised she had reviewed the 'Funding Eligibility and Marking Criteria' section of the application pack and a number of issues were debated over including:

- Equality and Diversity - the Equality & Diversity Assessment was rectified
- Outcomes & Health Gain - the need for qualitative and quantitative information

This would help applicants and the OH ADP when marking.

ACTION: Wendy – Await response from Amanda Adams of Scottish Government re: alcohol and drug budget being made by 20th January 2013 and update members.

4. AOCB

Outcomes Databases, Monitoring Forms etc

A discussion took place on the issuing of the Outcomes Databases, SWOT Analysis' and Monitoring Forms. It was decided there was no need for the SWOT Analysis to be issue just now and that a quick report would suffice. The Outcomes Databases and Monitoring Forms would be sent out to funded services immediately (by Sarah and Karen) and would be returned by 14th March 2013. The Monitoring Form would capture July 2012 to February 2013.

ADP Executive Meeting 16th January 2013

ACTION: Sarah/Karen – Issue monitoring forms with covering letters to funded services by 28th February for return by 14th March 2013.

13. DATE OF NEXT MEETING

(Date decided post meeting: 26th March 2013 10am – 5pm)

END