

Outer Hebrides Alcohol & Drug Partnership FINAL

Outer Hebrides ADP Funding Allocation Meeting

Date: Tuesday 26th March 2013 10am – 3pm

Venue: Conference Room, Police Station, Church Street, Stornoway

PRESENT:

Gordon Macleod	ADP Chair; Chief Inspector, Stornoway Police
Gordon Jamieson	Chief Executive, NHS WI
Mairi MacInnes (until 2pm)	Service User Representative
Michael Stewart	Criminal Justice Service Service Manager, CnES
David Blaney	Chairman of the Licensing Board, CnES
Bernard Chisholm	Head of Children's Services and Resources, CnES
Isobel Mackenzie	Housing Strategy Development Officer, CnES
Mairi Campbell	Disability Employment Adviser, Jobcentre Plus

IN ATTENDANCE:

Wendy Ingledew	ADP Co-ordinator
Sarah Macleod	ADP Substance Misuse Development Officer
Fiona Macdonald	ADP Substance Misuse Information and Research Officer
Debbie Bozkurt (for Donnie MacKenzie)	Principal Accountant, NHS WI

NOTE TAKER:

Karen Peteranna	ADP Administrative Assistant, NHS WI
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1. APOLOGIES

Apologies were received from Emelin Collier, Mairi Bremner and Marine Munro.

2. APPROVAL OF MINUTES FROM FINANCE AND EXECUTIVE GROUP MEETINGS 16TH JANUARY 2013

The notes were approved as a correct record.

3. FUNDING APPLICATIONS

3.1 To agree top sliced monies for services and review budget

Wendy advised members that there has been no notification on money being issued from the Scottish Government this year as yet. Last year the Outer Hebrides Alcohol & Drug Partnership (OH ADP) received £161,951 for Drug Treatment Services and Support

(DTS/HH/DMP) and £541,392 alcohol allocation and on communication with the Scottish government it was expected this would remain the same for 2013 – 2014 and 2014 - 2015.

Available funding 2013/14 (Approx.)	£703,343.00
Top Slicing	£296,000.00
Under spend for 2012/13	£35,773.00
Remaining allocation	£443,116.00
<i>Remaining allocation minus 2012/13 under spend</i>	<i>£407,343.00</i>
Total of Funding Applications Being Considered	£1,930,064.26

A discussion took place on the under spend and Debbie advised the group that the Scottish Government were not allowing under spend to be carried forward this year and any under spend would need to be spent by 1st April 2013. Wendy advised the group that this was the first time the ADP had been made aware of this information. The Chair asked Debbie to get clarification on the under spend procedure. *Debbie received confirmation later in the meeting that indeed the under spend could not be carried forward to 2013-14 and the under spend could not come off after the 1st of April 2013. Debbie apologised to the OH ADP for any misinformation they had received. Debbie advised the group that it may be possible to set an accrual; she would check the account and see if any payment has not been made.*

It was decided by the group that when funding packages are confirmed a press release would be issued to cancel out possible negative press.

ACTION: Wendy Ingledeu – prepare draft press release on funding issued.

3.2 To agree funding allocation guidelines and marking criteria

Wendy confirmed the 'Funding Guidelines' with the group:

- (1) Applications should be marked purely on the information provided within the application form.
- (2) When discussing funding applications members should declare an interest if involved in any of the projects. Those expressing an interest will be required to leave the room.
- (3) Late applications will not be considered.
- (4) The marking criteria will be discussed and agreed at the meeting. Any changes will be approved by members and final scores changed accordingly/consistently throughout the applications.

The group went over the 'Marking Criteria 2013-15' and agreed on them.

4. TO CONSIDER FUNDING APPLICATIONS AGAINST SET CRITERIA AND MARKING SHEET

ADP Committee members worked in pairs prior to today's meeting to score a set number of applications and an average was taken.

4.2 CnES – Outreach

This service is very focused on Lewis & Harris and it was found Outreach would struggle to have pan Western Isles coverage. Outreach has clear objectives regarding alcohol and youngsters, providing a broad range of activities, however due to a lack of evidence it is unclear what the impact is. Although Outreach state in their application they conduct ABI

(Alcohol Brief Intervention) work Wendy advised that it is actually 'alcohol and drug awareness' that is conducted. There was no clearly identified quantifiable evidence for need; there was a lot of data on looking to measure health gain. There was no needs assessment conducted. With regards to the exit strategy it was thought the service would not continue if there was no ADP funding. The outcomes and health gains weren't very stretching i.e '50% of young people supported will have reduced occurrences of binge drinking'. It was voiced that as the figure of youths they are dealing with is so low, they should have a higher success rate. The group were also not convinced a 15% reduction in occurrences of alcohol and drug misuse at the weekend through weekend/holiday diversionary activities was a reasonable reduction. They did clearly identify the ADP core outcomes they were focusing on and this was commended by members. It was felt that Outreach provides a good alternative for young people to drink.

AVERAGE SCORE = 22

4.1 Hebrides Alpha – Supported Accommodation

There was a lot of information provided within the aims and objectives section of the application form. It was noted this was the only tier 4 service but includes Bible based recovery. This service has only been in operation since December 2011 so has not established a lengthy track record. The qualifications and training held by all employees was unclear and it was not going to be assumed that all staff are trained and qualified. It was felt that Hebrides Alpha – Supported Accommodation tend to sign post to other services rather than dealing with issues themselves. There was no needs assessment done and the statement of support does not constitute evidence. With regards to monitoring and evaluation there was not a lot of evidence on how evidence would be gathered. The group did not think it was clear what the ADP funding requested would be spent on; it seemed to be part of a big pot. The members certainly thought they made an attempt of an exit plan.

AVERAGE SCORE = 22.5

4.6 Hebrides Alpha Trading

The group agreed this was an excellent application. Although there was not much qualitative evidence there was sufficient quantitative evidence. It was noted that they were asking for less money this year suggesting they are heading towards a sustainable future however it was thought they may not be able to do so without ADP funding next year. The group agreed they had a good exit strategy.

AVERAGE SCORE = 33.5

4.5 NHS WI - Community Nurse (Alcohol Misuse)

It was felt in this application that funding was assumed. This service targets people 18 years and older, however it was felt that they should be providing this service to 16 – 18 year olds also. This service stated in their objectives that they were 'to engage with custodial and criminal justice services both prior to and following court appearances involving alcohol related incidents', the group felt this should already be happening. There were no figures to compare for the Alcohol Detox Nurse and the group felt this did not allow them to understand if the service had a positive impact. There was some surprise and comment from the group re the lack of information and weakness in the 'Outcomes & Health Gain', 'Activities and Timescale' and 'Monitoring and Evaluation' sections of the application. There was no information on how they intended to report data collected from monitoring and evaluation. The exit strategy was clear; the post may become a core NHS function.

AVERAGE SCORE = 26

4.3 Crossreach – Lifestyle Project

There was a lot of information in the application that wasn't relevant e.g details of work undertaken in Glasgow and Edinburgh and the application lacked information on what is happening on the ground in Stornoway, leaving the OH ADP focus rather pale. There was too much 'sign-posting' to other services/organisations. There was no needs assessment provided; they mentioned how many people they see however this is not substantial enough. It was thought the working hours of the service were more convenience hours for the staff rather than suited to the service users. It was thought that the service would not be able to run without ADP funding invested. Clear positives emerging from the application included Early Intervention and family work and there is provision for on-going housing support. It was noted that a gap did occur between detox and counselling and that the Lifestyle Project could provide a safety net. An exit strategy did not exist.

AVERAGE SCORE = 25

4.11 Substance Misuse Partnership for Uist & Barra

This was found to be a comprehensive application however there was an impression it was rushed and more a bid to secure funding rather than a bid to provide services. There was an uncertainty on the definition of 'support'. It was felt members were being asked to assume behind what was told of the partnership. The group thought this didn't feel much like a partnership but a number of services together. There was a weakness in detail of information on 'Equality and Diversity' and 'Early Intervention'. The group felt there wasn't much on adult social work service engagement within the partnership. The 'Needs' were poorly described, the 'Outcomes & Health Gains' was generally weak in focus, overall the evaluation strategy was not strong and the exit strategy was not satisfactory. It was agreed all services have good elements but they didn't seem to be hitting Uist & Barra quite like they should. It was suggested they could have used existing resources rather than adding onto the service i.e they could have used existing Administrator and Human Resources functions available within An Caladh.

Wendy advised that the Partnership are working through data protection issues.

AVERAGE SCORE = 23.5

4.8 CnES - Alcohol Support Worker &

4.9 CnES - Drug Support Worker

Michael Stewart left the room at this point

A short discussion took place on these services applications for funding. The only real criticism was more was expected in the 'Outcomes & Health Gain' and 'Activities and Timescale' sections. It was agreed (as previously decided) that they would receive 50% of the total funding received last year.

Alcohol Support Worker AVERAGE SCORE = 30.5

Drug Support Worker AVERAGE SCORE = 30

Michael Stewart returned to the room

4.7 Western Isles Foyer

In terms of the services offered by WI Foyer meeting the strategic priorities of the ADP, there was not a great deal of strength in their evidence. The group felt that WI Foyer relies on sign-posting to other services rather than providing the services themselves. It was felt that their main focus was the Housing Support post however this was more aimed at Foyer rather than being generic to all services. In terms of partnership they do link in with many local organisations and services. The group felt they weren't offering any new activities. The outcomes stated by WI Foyer were found to be generic and not quantifiable evidence. It was noted that rather than having an exit strategy WI Foyer hoped to expand.

AVERAGE SCORE = 18

4.10 NHS WI – CAMHS Addiction Service

It was found that not all the information within the application was relevant to the OH ADP; a lot was related to mental health. They appear to work with only 1 other agency and no evidence was given on how this transpires. It was thought the measuring tools did not allow them to measure the service well. Members of the group did not know what 'CGAS' mentioned in the 'Monitoring and Evaluation' section was; this should have been clearly explained and in future they should avoid using CAMHS specific jargon. It was voiced that if CGAS was not an addiction tool, none of the measuring tools were related to addiction. They did not have an exit strategy.

AVERAGE SCORE = 23.5

4.4 Outer Hebrides Substance Intervention Partnership (OH SIP)

It was voiced that the main application form for the OH SIP could not be marked alone without having to refer to the embedded 8 applications. It was suggested the information should have been summarised as referring back to the inner bids was a problem and time consuming. The group felt that this umbrella bid did not feel like a partnership but stand alone services which would work under the OH SIP title.

The needs listed were national agendas not local needs. With regards to qualitative and quantitative areas it was unclear which partner was going to be accountable for what. There was no information on finance and governance and no exit strategy was in place. The group felt they lacked the understanding of the GP's input to the OH SIP. From a management point of view the set-up was seen as a problem. Regarding staffing as a whole, there was some concern staff currently employed by the NHS and CnES would be required to move to the partnership. It was thought that the bid was very expensive for what it is. There was some concern about what effect the OH SIP's presence would have on services already in operation as the OH SIP was seemingly competing against services that already exists e.g Maternity Services already cover some of the services the OH SIP say they'll provide. The Group Practice looked like it was going to take on services which would move into the third sector and the group could not see how that would work.

The strongest areas of this bid were from Action For Children (AFC) and there was some concern that they had not applied in their own right also. It was voiced by Sarah that Valerie from AFC asked that her bids be looked at separately out-with the umbrella bid, however it was pointed-out that this was requested past the deadline for application submission.

After some discussion it was concluded that all inner bids of this application referred to a partnership bid and that made marking the inner bids individually impossible. As it stood the OH SIP did not meet the criteria of the ADP, however it was decided AFC would be contacted to see if they could stand alone away from the umbrella bid and if so could they resubmit the stand alone bids. Credit was given to the OH SIP for the amount of work put into the application and Dr Brian Michie would be thanked in writing and informed that one of the services would be contacted to see if their application can stand alone.

AVERAGE SCORE = 19.5

ACTION: Wendy Ingledew – Write letter of thanks to Brian Michie.

ACTION: Wendy Ingledew – Write to AFC re: Stand alone bid.

The group broke for lunch.

5. FUNDING ALLOCATION

Please see APPENDIX A for decision on Funding Allocation.

5.1 Agree and allocate funding for successful bids, based on marking scores

Wendy advised the group this should be a 2 year funding term based on the Scottish Government's approval. If the money is less than what the OH ADP have assumed the 2nd payment to funded services would be adjusted accordingly. The group was informed that Sarah had called all services to confirm if they were asking for money for 1 year or 2 years of funding.

It was decided that scores below 20 would not be considered for funding. Scores of 26 and above would be funded 100% and the ones in between would be considered on their overall score and whether they met the strategic priorities of the OH ADP.

NHS WI - Community Nurse (Alcohol Misuse) (4.5)

It was agreed to award them 100% of requested monies, £21,125.

CnES - Alcohol Support Worker (4.8) &

CnES - Drug Support Worker (4.9)

It was agreed to award them 100% of requested monies, £16,798 each.

Hebrides Alpha Trading (4.6)

It was agreed to award them 100% of requested monies, £20,000.

Crossreach – Lifestyle Project (4.3)

The group decided that following on from the discussion earlier they did not think Lifestyle was meeting the strategic priorities for the OH ADP and there were too many issues arising with this application to be able to fund the service.

Outer Hebrides Substance Intervention Partnership (OH SIP) (4.4)

As the OH SIP received a score of 19.5 and less than the agreed 20, they would not receive funding.

Western Isles Foyer (4.7)

As Foyer received a score of 18 and less than the agreed 20, they would not receive funding.

Substance Misuse Partnership for Uist & Barra (4.11)

It was agreed that £100,000 would be allocated to this partnership. There was some uncertainty that the partnership was delivering what the OH ADP wanted to see in meeting their strategic priorities and in light of this it was decided that 50% of the money would be produced upfront with the other 50% being made after 6 months as long as they can show through monitoring and evaluation that the partnership is working, delivering new services rather than services that are already in place. The OH ADP are looking to see a more tangible service as a partnership and this should be made clearer in the next 6 months.

CnES – Outreach (4.2)

It was agreed that Outreach would receive 50% of the monies requested, £16,970 and next year they would receive 0% of monies requested as it was agreed the service should then be part of Community Educations core service.

Hebrides Alpha – Supported Accommodation (4.1)

There was some concern if this service was all inclusive. There is no doubt they provide an important (and only Tier 4) service within the geographical area however the bible based recovery is a concern. It was agreed the ADP Chair would meet with this service to discuss any concerns the OH ADP had.

ACTION: Gordon Macleod – Meet with Hebrides Alpha Supported Accommodation to discuss concerns.

NHS WI – CAMHS Addiction Service (4.10)

It was agreed that as a prior arrangement was made with CAMHS that they would received 100% funding 2012/13, 50% funding 2013/14 and 0% 2014/15, this commitment would be honoured. They will receive the £19,961 requested.

As the housing post had not been secured by any service it was decided the post would be re-advertised with a 3 week turn around.

ACTION: Wendy Ingledew – Arrange re-advertisement of the housing post.

ACTION: Wendy Ingledew – Write to successful and unsuccessful bids for funding.

5.2 Agree Terms and Conditions of Grant

The allocated meeting time ended and this item was not able to be discussed.

6. AOCB

Gordon Macleod thanked everyone for attending the meeting and their effort, and asked them to join the OH ADP in wishing Sarah Macleod all the best in her new job as she leaves the OH ADP.

7. DATE OF NEXT MEETING

TBC

(Post meeting note – Meeting was arranged for 7th May 2013 10am – 2pm)

ADP Finance Allocations, ADP meeting 26 03 2013

APPENDIX A

No.	Main Service	Supporting Services	Score	Amount Requested	Amount Requested 2013 - 2014	Amount Requested 2014 - 2015	ADP Allocation	Notes
4.1	Hebrides Alpha Project - Sup Accom		22.5	160,000.00	80,000.00	80,000.00	80,000.00	Money set aside for Heb Alpha Supp. Accom pending interview.
4.2	CnES - Outreach Project		22	67,880.00	33,940.00	33,940.00	16,970.00	Half of requested amount
4.3	Crossreach - The Lifestyle Project		25	237,263.26	118,631.63	118,631.63		
4.4	Outer Hebrides SIP		19.5	1,043,020.00				
		AFC Early Int App 2013 - 26 Feb			33,360.00	33,360.00	33,360.00	£67,078 Money put aside for Action For Children
		AFC Early Yrs App 2013 - 25 Feb			33,718.00	33,718.00	33,718.00	£67,078 Money put aside for Action For Children
		AFC OOH's Early Int App 2013 - 26 Feb			19,244.00	19,244.00		
		Counselling apply 1 March			165,809.00	165,809.00		
		Nursing Application - March 2013			167,352.00	167,352.00		
		Training Post App 2013 - Draft 25 Feb			35,942.00	35,942.00		
		Housing Support appli 28 FEB			23,937.00	23,937.00		
		OT appl 1 March			42,148.00	42,148.00		
4.5	NHS WI - Community Nurse Alcohol - Detox		26	21,125.00	21,125.00	0.00	21,124.00	Full amount requested
4.6	Hebrides Alpha Trading CIC		33.5	35,000.00	20,000.00	15,000.00	20,000.00	Full amount requested
4.7	Western Isles Foyer		18	41,732.00	20,866.00	20,866.00		
4.8	CnES - Alcohol Support Worker		30.5	16,798.00	16,798.00	0.00	16,798.00	Full amount requested
4.9	CnES - Drug Support Worker		30	16,798.00	16,798.00	0.00	16,798.00	Full amount requested

4.10	NHS WI - CAMHS Addiction Service		23.5	19,961.00	19,961.00	0.00	19,960.00	Full amount requested
4.11	Total Substance Misuse Partnership U & B		23.5	270,487.00			100,000.00	Some of money requested
	Barra Services				19,824.00	19,824.00		
	Caladh Trust				24,104.00	24,104.00		
	Caraidean Uibhist				12,780.00	11,200.00		
	Cothrom				17,402.00	17,402.00		
	Community Home Detox				20,750.00	20,750.00		
	Radical Project				2,400.00	2,400.00		
	Uist Services				38,773.50	38,773.50		
	Total of funding requested			1,930,064.26	1,005,663	924,401	358,728.00	
	<i>Available funding - SG 2013 - Aprox</i>			703,343.00	703,343.00	703,343.00		
				0.00	0.00	0.00		
	Sub Total Funding			703,343.00	703,343.00	703,343.00		
	TOP SLICING:							
	<i>Brief Intervnetions</i>			130,000.00	130,000.00	130,000.00		
	ADP Support Officers			115,000.00	115,000.00	115,000.00		
	Travel and Subsistence			5,650.00	5,650.00	5,650.00		
	Public Information, Campaigns, Projects			8,000.00	8,000.00	8,000.00		
	<i>Substance Misuse Coordinator U&B</i>			42,000.00	42,000.00	42,000.00		
	Sub Total Top Slicing			300,650.00	300,650.00	300,650.00	300,650.00	
	Available funding for Allocation			402,693.00	402,693.00	402,693.00		

**Balance of funding requested against
funding available**

-1,527,371.26

-705,013.13

-521,708.13

659,378.00

Total amount allocated/set aside

40,000.00

Money set aside for a proposed full
time Housing Support Officer

699,378.00

3,965.00

Balance of Money left over