

Outer Hebrides Alcohol & Drug Partnership FINAL

Outer Hebrides ADP Funding Allocation Meeting

Date: Tuesday 7th May 2013 10am – 2pm

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

PRESENT:

Gordon Macleod
Michael Stewart
David Blaney
Isobel Mackenzie
Mairi Campbell
Marine Munro

ADP Chair; Chief Inspector, Police Scotland (OH)
Criminal Justice Service Service Manager, CnES
Chairman of the Licensing Board, CnES
Housing Strategy Development Officer, CnES
Disability Employment Adviser, Jobcentre Plus
Development Manager, Harris Voluntary Service

IN ATTENDANCE:

Wendy Ingledew
Fiona Hall

ADP Coordinator
ADP Substance Misuse Information and Research
Officer
Principal Accountant, NHS WI

Donnie Mackenzie

NOTE TAKER:

Karen Peteranna

ADP Administrative Assistant, NHS WI

1. APOLOGIES

Apologies were received from Gordon Jamieson, Bernard Chisholm, Mairi Bremner, Mary MacInnes and Emelin Collier.

2. APPROVAL OF MINUTES FROM EXECUTIVE GROUP MEETINGS 26th MARCH 2013

It was noted that page 5 should read 'Dr Brian Michie' rather than 'Dr Brain Michie'. The ADP Chair added that all actions from this meeting had been undertaken.

3. FUNDING 2012 – 2013

Donnie advised the group month 12 was unchanged and the under-spend of £36,352 was final.

The group were advised that the previous ADP support budget has been subsumed into the alcohol and drugs funding streams since 2012/13 (half into drugs and half into alcohol). This is to allow ADPs to make funding decisions on alcohol and drug services in their local area, including how much to spend on ADP support.

A discussion took place on the under-spend and the points raised from the meeting of 26th March 2013 were reiterated. In addition to this Donnie advised the group that the under-spend

stays with the Health Board. Wendy advised that the OH ADP does not pay the Western Isles Health Board for postage, accommodation, utilities etc and the under-spend could be assigned to these commodities. In addition Donnie advised that the under-spend could also go against ABI's this should be reflected in Wendy's annual returns to the Scottish Governments.

Wendy thought it should be noted the OH ADP had an under-spend due to the fact that monies were not allocated within the December Financial review for 2012 – 2013 due to the fact it was thought and agreed by committee that it would be more sensible/proactive to carry monies over to 2013 – 2014 in case there was any potential drop in budget from the Scottish Government.

It was queried what would happen if an over-spend occurred. It was voiced that this situation should not occur however if it did the 2nd payment to services would be adjusted accordingly.

Wendy advised the group the OH ADP's budget from the Scottish Government was the same this year as last, £703,343. Donnie confirmed there would be no allowance for carrying over the under-spend for 2013-14 either.

4. FUNDING 2013 – 2015

4.1 Update on Funding Allocation from the Scottish Government

The ADP Chair advised the group an email had been received on Friday 3rd May 2013 from the Scottish Government which confirmed the OH ADP would be receiving the same amount of funding (£703,343) as 2012-2013 in 2013-2014 and 2014-2015

The ADP Chair made the group aware that the Scottish Government realised the funding timeframe had been unrealistic and from next year the dates for submitting the annual report will be 15th September 2014 and 14th September 2015.

Wendy informed committee that this year key achievements were time bound within the annual report which was currently being written in the same format as last years and would come to committee for approval prior to submission to the Scottish Government.

The ADP Chair made the group aware that the funding letters and monies had been issued to successful services adding that it was hoped the funding process would be easier next year being it a 2 year funding period.

4.2 Review and Approve Planned Expenditure to Date

An amended copy of Agenda Item 4.2 'Western Isles ADP Funding 2013 – 2014' was tabled.
Donnie checked and approved the funding schedule for 2013-14.

5. CONSIDER CORRESPONDENCE RE: 2013 -15 APPLICANTS

5.1 Correspondence from Outer Hebrides SIP

The ADP Chair informed committee that although the initial letter from the OH ADP to the OH SIP informing them of their unsuccessful bid was issued to Dr Brian Michie (as named on the funding application) a response was received from Elizabeth Shelby on behalf of the OH SIP by email. This email was replied to by letter by the OH ADP and no response had been received to date.

Wendy thought it important to address Elizabeth's concerns that the Integrated Care Pathway appeared to have no dedicated lead and would therefore lack some of the adult resources, and that this be reviewed and strengthened by the OH ADP. Wendy advised the group that we are in this position as there is no Substance Misuse Coordinator for Lewis & Harris. It was suggested that Mustapha Hocine (Uist & Barra) was in a good position to carry-out this work. It was agreed the OH ADP would write to Mustapha re: Integrated Care Pathway and ask would he be willing and in a position to review and update. It was agreed that ADP support staff could offer appropriate help to Mustapha for this and the ADP could assist with travel and subsistence for travel to Lewis & Harris.

ACTION: Wendy Ingledew – Write to Mustapha re: Integrated Care Pathway.

5.2 Correspondence from CrossReach

The ADP Chair advised the group that following the initial letter from the OH ADP notifying CrossReach of the Lifestyle Projects unsuccessful bid for funding, a response was received which requested funding for 3 months to allow Lifestyle time to seek other funding to keep the service open. The OH ADP responded to CrossReach making them aware their request would be put to the committee and provided them with funding opportunities to pursue. However, a further letter was received from CrossReach advising that at their governors meeting the decision to close CrossReach due to a lack of funding was made. CrossReach therefore withdrew their request for 3 months funding which had previously been requested in light of their lack of funding from the OH ADP for 2013 – 2015. Wendy Ingledew voiced to the group that she had sent a response to CrossReach stating the OH ADP's regret to hear that CrossReach was closing. Following on from this discussion Wendy advised the 'Services Directory' on the OH ADP website would be updated to remove Lifestyle and update on all available services.

As Lifestyle had submitted a bid for the housing support worker funding, Wendy received confirmation from Calum Murray that their bid should still be considered for this funding package.

6. CONSIDER APPLICATIONS REQUIRING FURTHER LIAISON

6.1 Hebrides Alpha – Supported Accommodation

The ADP Chair provided the group with an update from his visit to Hebrides Alpha – Supported Accommodation where he met with Shona Macleod (Manager) after the decision was made at the last ADP Members Meeting that further discussion would need to be had with the service to address any concerns the OH ADP had regarding bible based recovery.

Gordon met with Shona and residences on his visit and expressed to the group that he was very impressed with the supported accommodation project. Shona advised Gordon that anyone can be referred to the project, they are open and accessible to everyone, and they have had no refusal to entry. They have had no refusal from any service users to undertaking the 12-step bible based recovery. They do not have to participate in the programme and people who have left the programme re-enter knowing the programme on offer. It was noted that this service should be commended for allowing people to re-enter the programme after relapsing. People of any belief are welcome and they have a referral from the Mormon Church being processed. If a service user wishes to be taken to a place of worship other than a Christian church the project will happily take them to their chosen place of worship and collect them after.

Hebrides Alpha is the only housing support Tier 4 service on Lewis & Harris. They have many successes with clients however Shona was open on how some clients have not completed the programme and others needed to be removed due to stopping alcohol but keeping-up cannabis. Members thought it important that the service did not just focus on the successes for reports sake.

It was queried if the values of the service would hold back people of different values. It was voiced to the group that there was no concerns from the projects side; they do not judge and the bible based recovery focuses on living a clean life and providing a better influence. Shona agreed that if you have biased against someone entering the programme you could be affecting the recovery of people entering the programme. Gordon has requested a report on people going through and having gone through the bible based recovery and will update members on this when received. It was also suggested by the group that Shona should be asked to conduct a presentation at the next ADP Members Meeting.

ACTION: Gordon Macleod – Update ADP Members on reports received from Shona.
ACTION: Wendy Ingledew – Send letter to Shona re: presentation.

6.2 Action for Children

Wendy provided the group with an update on activity with Action for Children (AFC). A letter was issued to AFC informing them the OH SIP had not been successful, however there was areas of interest within AFC's individual bids and could they resubmit their applications.

The group then went through the 3 AFC applications for funding. It was agreed that a score of 25 and over would be successful in its funding bid.

(i) Early Intervention Children and Families Support Service

This is a service provided on the doorstep, however there was some concern that people possibly don't want to use a service on their doorstep. The project was not described in the 'project description' although it was thought that the 'aims' addressed what the project was. AFC mentioned they are in partnership with CnES Community Education and concern was raised by members whether the OH ADP was doubling funding (as Outreach is also funded by the OH ADP). It was noted disappointing that they do not have plans to extend a permanent service to Uist & Barra however it was voiced by a member that they had tried to establish a base in Uist & Barra previously however it had not worked. The ADP Chair advised they are looking to extend a service to Uist & Barra on each application, and they should be careful how they manage this.

AVERAGE SCORE = 32

Sara Aboud joined the meeting.

(ii) Early Years Drug & Alcohol Post

AVERAGE SCORE = 33

(iii) Early Intervention Young Person Liaison Worker

AVERAGE SCORE = 33

AFC's weekend work focuses on Stornoway and it was hoped they could extend this island-wide. It was voiced by the ADP Chair that Stornoway has the largest volume of people going into it at the weekend and it was clearly why they focused on Stornoway at weekends.

A discussion took place on the importance of holding services to account for what they are promising in the applications and this would be done through Outcomes Databases. Wendy advised the group that she would go through the successful applications and copy relevant details into their individual Service Level Agreements (SLA's). The SLA's should then be reviewed at 6 and 12 months to ensure that this is happening. The ADP Chair also raised the point that the OH ADP should also ensure the smart objectives are also being met.

ACTION: Wendy Ingledew – Reference applications when compiling SLA's.

7. FUNDING ALLOCATION

(i) Hebrides Alpha – Supported Accommodation

It was agreed by the group that Hebrides Alpha – Supported Accommodation would be funded with £80,000 after a satisfactory conclusion to the meeting between their manager and the ADP Chair.

(ii) Action for Children

All 3 AFC applications clearly passed the 25 mark threshold for funding. It was decided £67,000 would be set aside for all 3 projects. As staffing for all 3 projects amounts to £63,000 and if AFC could not provide all services with £67,000 it would be suggested that they could reduce to part-time posts.

ACTION: Wendy Ingledew – Issue letter to Hebrides Alpha re: successful funding bid.

ACTION: Wendy Ingledew – Issue letter to AFC re: successful funding bid.

8. HOUSING SUPPORT APPLICATIONS

CrossReach Application:

The application from CrossReach was the sole application for the housing support worker funding package. It would have been good to compare the application with another, however it was suggested that CrossReach is the only know organisation locally that could work across the age range required.

There was a feeling the application contained a lot of words but not a lot of detailed information on the service. Within the 'aims and objectives' it was thought the details on what they were doing elsewhere was distracting. They did not provide details on qualifications of their staff. It was thought the travel costs and central support costs were both high. The group wondered what you got for a project worker at £32,844 per annum opposed to a support worker at £25,393. The group were confident CrossReach knew what was required from the OH ADP within this post; they were however unsure on management as the group were aware Lifestyle (part of CrossReach locally) was closing locally.

AVERAGE SCORE = 27

9. FUNDING ALLOCATION

9.1 Agree and allocate funding for successful bids

CrossReach – Housing Support Allocation

It was agreed that as CrossReach passed the 25 mark threshold they would receive funding from the OH ADP. The group agreed to fund CrossReach £30,000 for June 2013 – March

2014 and based on satisfactory reporting, £36,000 for 2014-15. The group agreed they would accept the Support Worker option rather than the Project Worker. It was noted that CrossReach would need to arrange their Care Commission registration. Once the service is up and running the OH ADP would like to arrange a service visit with them.

A discussion took place on whether an independent assessor should/could be used for the funding allocation process in future. Wendy noted that scoring had previously been conducted by officers but was now conducted by members. The OH ADP has tried to professionalise its approach over the years. Although the members' scoring is varied at times the average taken from the highest to lowest scores was thought to be effective. The ADP Chair agreed that members do have different views and that is reflected in the scoring. If an external auditor was used, another similar rural ADP could be used and the applications could be made anonymous. However it was queried whether they should be aware of gaps and strategic priorities. The chair suggested an external auditor should not be used next year as the OH ADP will be halfway through a 2 year funding period. The OH ADP should also find out what other ADP's do in the scoring process.

It was suggested an officer and OH ADP member could join-up and conduct service visits to funded services. Services not performing could be challenged and performance should also be evidenced in Outcomes Databases and Monitoring Forms.

ACTION: Wendy Ingledew/Karen Peteranna – Arrange CrossReach, housing Support service visit.

ACTION: Wendy Ingledew – Write to CrossReach re: successful funding.

ACTION: Wendy Ingledew/Karen Peteranna – Request information from other ADP's re how they carry out their scoring process.

ACTION: Wendy Ingledew/Karen Peteranna – When applicable - arrange funded service visits with officer and member pairing.

9.2 Agree draft press release

The members agreed on the press release and it would be sent to Maggie Fraser, NHS WI Communications Manager. Wendy advised the group the only change from last year's press release was paragraph 2.

ACTION: Karen Peteranna – Send press release to Maggie Fraser.

10. TERMS AND CONDITIONS OF GRANT

Wendy updated the group on the 'Terms and Conditions of Grant' and advised that Eddie Yates, NHS Information Governance Manager had attended the OH ADP Subgroup meeting in February speaking about 'information governance' formally known as 'data protection'. Eddie then reviewed the OH ADP's 'Terms and Conditions of Grant' and updated it with an 'Information Governance' section. It was suggested that Eddie Yates be asked to conduct training to funded services on 'Information Governance'.

Michael Stewart advised the group he would pass contact details to Wendy for the person that deals with CnES I.T security. It should be noted that he was unsure if this was CnES specific and may not be relevant to other services.

ACTION: Wendy Ingledew – Request training from Eddie Yates.

ACTION: Michael Stewart – I.T security contact details to Wendy.

11. AOCB

11.1 Staffing

Wendy provided members with an update on OH ADP staffing. She shared with the group that Sarah Macleod, Substance Misuse Development Officer (SMDO) maternity cover had left the OH ADP as she has taken up a post in Edinburgh. The SMDO post was advertised ASAP and interviews would be conducted on Thursday 9th May 2013.

11.2 Visit by Scottish Government National Delivery Advisor (Alcohol & Drugs)

Wendy informed the group she received a request from Val Tallon, the Scottish Government's National Delivery Advisor on Alcohol & Drugs to visit the Outer Hebrides ADP.

Val informed Wendy that the National ADP Delivery Advisors aim to support and advise ADP's in the redesign of alcohol and drug provision to form Recovery Orientated Systems of Care (ROSCs), improve service quality and support data analysis to facilitate the former. In visiting the Western Isles Val would like to gain a better understanding of where the ADP is in terms of:

- ROSC Implementation
- Use of data to support measurements of recovery based outcomes
- Range of quality services for drug and alcohol users in the area

In doing so Val hopes to build capacity amongst ADPs by identifying areas of good practice and facilitating the sharing of learning via a range of established models such as: buddying, information sharing, development of national templates etc.

Wendy suggested Val attend the next ADP meeting (date TBC). Committee approved the suggestion put forward by the Coordinator.

ACTION: Wendy Ingledew – Reply to Val Tallon with suggested date for visit.

12. DATE OF NEXT MEETING

TBC

(Post meeting note – meeting was arranged for 9th July 2013 10am – 2pm)