

Outer Hebrides Alcohol & Drug Partnership

Outer Hebrides ADP Funding Allocation Meeting

Date: Tuesday 9th July 2013 10am – 2pm

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

PRESENT:

Gordon Jamieson
Gordon Macleod

Michael Stewart
David Blaney
Isobel Mackenzie
Marine Munro
Mairi Bremner
Mary MacInnes
Val Tallon

ADP Vice Chair; Chief Executive, NHS Western Isles
ADP Chair; Chief Inspector, Police Scotland (Outer Hebrides)
Criminal Justice Service Service Manager, CnES
Chairman of the Licensing Board, CnES
Housing Strategy Development Officer, CnES
Development Manager, Harris Voluntary Service
Community Representative, Uist & Barra
Service User Representative
National Delivery Advisor (Alcohol & Drug), Scottish Government

IN ATTENDANCE:

Wendy Ingledew
Fiona Hall

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

NOTE TAKER:

Karen Peteranna

ADP Substance Misuse Development Officer, NHS WI

1. APOLOGIES

Apologies were received from Bernard Chisholm, Mairi Campbell, Donnie Mackenzie and Emelin Collier.

2. VISIT BY VAL TALLON, NATIONAL DELIVERY ADVISOR, ALCOHOL & DRUGS

Gordon Jamieson advised he would be chairing this meeting as Gordon Macleod was unable to attend, however he would join later if possible. All in attendance at the meeting introduced themselves.

Val Tallon advised she was attending today's meeting to discuss 3 topics:

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

Val wished to know if there was a joined up system in the Western Isles. The community representative present advised that the Substance Misuse Partnership for Uist & Barra worked very well for the community however there can be issues with Barra and the distance. The service is very discreet and that is essential within a small community. Val was keen to understand if Alcoholics Anonymous (AA) and SMART Recovery was integrated into the Outer Hebrides. Wendy advised that AA was not funded by the OH ADP however Caraidean Uibhist was a funded service which is a befriending service and is extremely successful in Uist & Barra. Val agreed this was a useful service as social isolation is a key factor in early killer cases. Mairi advised Caraidean Uibhist filmed story-telling and hoped to sell this for TV broadcasting. It was also noted that Caraidean Uibhist has service users that do not have drink problems. Michael stated that as a tier 3 service manager he was pleasantly surprised with the voluntary services available locally. He added there was a good ethos in the Outer Hebrides that leads and links to peer-led services. Val added that vulnerable people need the most help and what happens within a community can help problem drinkers and substance misusers live a meaningful life and as a positive members of their community.

Val advised the group that support for children is key in ROSC and she'd like to know how the OH ADP addressed this locally. Wendy advised the OH ADP is funding 3 services for 2013-15 within this area:-

Action for Children:

- Early Years Drug and Alcohol Service
- Early Intervention Children and Family Support Service
- Early Intervention Young Person Liaison Worker

It was added that the ethos in the Outer Hebrides has been around children prior to the Scottish Government prioritising it.

Val was keen to know how the quality of the service was measured. She was advised that a 'service user form' was in the consultation period and all funded services would have to utilise this. Michael noted a false positive must not be drawn from a service user survey i.e. the people that decide to withdraw from a service are the ones you particularly want feedback from.

Wendy queried with Val what the status of the Quality Standards was. Val advised the short working life group was drawing to a close.

Val stated that workforce development is key in ensuring the quality of services. Wendy advised that the ADP are aiming to have all funded services on par for the Outer Hebrides ADP, ensuring that service users can expect the same standard of training level at any OH ADP funded service they attend. It was queried with Val if the Scottish Government had a baseline for training with regards to alcohol and drugs. Val stated the Scottish Government did not have a position on this and ADP's must take the position on this. Val suggested a basic ethos was more relevant than qualifications and this would be managed through an individual care plan. The OH ADP suggested a national standard was required from the Scottish Government on training/workforce development and that Val take this back to the Scottish Government for discussion.

A discussion took place on where liability lay if the OH ADP did not take the time to validate training and ability of funded services. This is becoming more of a concern as the OH ADP takes on more projects from the voluntary sector. It was noted that it was apparent through the funding application process that some services were claiming to undertake 'alcohol brief interventions' when they were actually undertaking 'alcohol awareness' training. Gordon

Jamieson stated that once the Health Board has commissioned a service for patients it has to accept responsibility for reassuring itself regarding the quality of that service. Val suggested that an ethos around supervision and outcomes measurements should ensure roles are being met and stated that the liability lay with the local people.

ACTION: Val Tallon - Take to SG the OH ADP's concerns with there being no national standard around training/workforce development.

3. APPROVAL OF MINUTES FROM EXECUTIVE GROUP MEETINGS 7th May 2013

The notes were approved as a correct record.

4. ACTIONS FROM ADP MEETING 7th MAY 2013

Michael Stewart is awaiting contact details of I.T security contact within CnES to pass to Wendy.

Wendy provided the group with an update on the status of Crossreach's Housing Support Worker post. She advised a meeting had taken place with the OH ADP and Crossreach on 8th July 2013. The post was currently being advertised with the closing date of 19th July and they hoped to have someone in post by early August. The post holder will be based at Crossreach's current Lewis Street location which is funded by CnES social work. They are looking at covering out of hours/crisis times with a cross-over between the Housing Support Worker and the current Lewis Street project to provide the service. It was felt that the distinction between the OH ADP funded service and the CnES social work funded service had to be very clear. It was suggested that Isobel (the housing representative on the ADP committee) be assigned the Crossreach funded service visit when the service is up and running. Wendy suggested that although the Substance Misuse Partnership for Uist & Barra has a good relationship with the housing department the anonymity of the telephone support on offer from Crossreach may be useful.

5. FUNDING 2012-13

5.1 To consider and approve spend to date 2012-13

The group were advised that the OH ADP was on course with expenditure and total spend to date was £131,414. There is £9,000 left in the contingency fund.

The group were updated on matters with CnES Outreach re: discrepancy in their funding allocation. Initial correspondence with Outreach did not find a resolution and so a report was sent around ADP members informing them of the error and asking for their preferred option from a choice of 3. The preferred option was that a meeting be arranged between Outreach and the ADP Chair. Following on from this meeting held on the 14th June the ADP Chair has advised this was a very amicable meeting where it was acknowledged that mistakes were made on both sides in regards to the letter written by the ADP and the interpretation of the letter by Outreach. Outreach are aware of difficulties in funding and have asked if the ADP would be able to provide the project with £5,000 additional funding (over and above the £16,500 they have already received from the ADP for 2013-14). Outreach advised they would still have a shortfall but have looked at acquiring funding from elsewhere. The decision to award Outreach an additional £5,000 funding was then ratified by ADP members.

ACTION: Karen Peteranna - Issue memo & letter re: Outreach additional funding to NHS WI accounts.

6. INTEGRATED CARE PATHWAY (ICP)

Following a written request from the OH ADP on 24th May, Mr Hocine responded that he would be pleased to accept the task of reviewing the Integrated Care Guidelines as per the correspondence sent by the Chair; he had started to look at the logistics of the task and would shortly be able to inform us of what additional resources would be required.

Mr Hocine attended the Lewis & Harris Subgroup meeting on 3rd July and explained the stages of review:

- Stage 1 ADP Support Team to assist on ensuring the correctness of factual information e.g. Are all services within the ICP still open and at the venues stated.
- Stage 2 Discuss with agencies the groups that exist, their roles and referral procedures.
- Stage 3 Peruse statutory guidelines from local authority, NHS and the Scottish Government especially around vulnerable groups ensuring the ICP is up to date in terms of legislation.

Mr Hocine will also email all services to gather details on all the different tools that are used, he will then collate and distribute to services Western Isles-wide ensuring everyone is using the same tools available. The completion of the ICP will provide better inter-agency working. He advised the group the 1st draft of the ICP would be ready for the ADP members to review at the next ADP meeting in September.

This item will also be discussed at the Uist & Barra Subgroup meeting in August 2013.

Mr Hocine hopes to backfill his post to cover the support worker in Barra. He emailed approximate costs re: expenses and travel while undertaking the ICP project and a max allowance of £2,000 from the OH ADP was agreed. The Chair voiced that it was a positive step that Mr Hocine was progressing with the ICP.

ACTION: Karen Peteranna - Write to Mustapha re: Approval of costs re ICP work.

7. STRADA TRAINING

The Outer Hebrides ADP has enlisted the Scottish Training on Drugs and Alcohol (STRADA) partnership to run a number of courses in the Outer Hebrides in 2013/14:

Course	Location / Venue	Dates
Introduction to Motivational Interviewing (2 day)	Stornoway	7th & 8th May
Introduction to Motivational Interviewing (2 day)	Balivanich	14th & 15th May
Motivational Interviewing Practice Based Workshop (3 day)	Stornoway	12th, 13th June & 1st Aug
Introduction to Substance Misuse (1/2 day)	Balivanich	23rd Aug
Introduction to Substance Misuse (1/2 day)	Stornoway	19th Nov

Working with Drug and Alcohol Users (4 day) Note: STRADA open bookings for 2014-15 around October/November and Dates for Uist & Barra TBC then.	Stornoway	13th,14th, 20th,21st Feb 2014
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It was noted positive feedback had been received from attendees of the training courses. It was queried to the ADP Support staff what uptake on STRADA training was from OH ADP funded services. Karen advised she would liaise with STRADA on this and report back to the members. Wendy advised that attendance via video conferencing should be encouraged in the future. The Chair reiterated the concerns by the OH ADP on the need for a minimum level of competency on training.

It was voiced by Val that STRADA have seen a change in requirements from ADP's in recent years to an increased need in support relating to the development of strategic level workforce development outcomes. Val advised that training needs that will not be covered by STRADA can be commissioned elsewhere.

Wendy updated the group on Alcohol Brief Intervention (ABI) training which she will be undertaking in the near future. She advised that training would be undertaken in Stornoway in July in the Primary Care, A&E and Maternity Services settings. This would then be repeated in Uist. She added that new hospital employees and the voluntary services would be offered ABI training. Michael queried if ABI training could be opened-up to the Community Care services to capture the elderly. Wendy agreed this could be looked at and home care employees could look for warning signs on home visits.

ACTION: Karen Peteranna - Check funded services uptake on STRADA training which has been conducted this year.

ACTION: Karen Peteranna - Check with STRADA the OH ADP still gets 10 days free training a year.

ACTION: Wendy Ingledew - Include Community Care in B.I training (to capture elderly).

The group took a break and Gordon Macleod joined the group when they reconvened.

8. OUTCOMES DATABASE

Following communications re: the outcomes database it was included on the Agenda for the Lewis & Harris Subgroup Meeting on 3rd July 2013 and would also be included on the Agenda for the Uist & Barra Subgroup Meeting in August 2013.

The ADP took the opportunity to thank all those who had completed their Outcomes Database returns and responded to their individual reports circulated by the Substance Misuse Information & Research Officer (SMIRO). Fiona advised the group that feedback from the Lewis & Harris Subgroup was mainly positive. A concern regarding a lack of administrative support for a few services was raised however Gordon Macleod advised that most services without administrative support to assist in the completion of the outcomes database etc developed a strategy to factor this in. It was suggested by the ADP members that sufficient assistance is provided to funded services by ADP support staff.

At the subgroup meeting services were reminded that their funding is dependent upon submitting the outcomes information requested by the ADP through the SMIRO. They were also advised that the information they provided assisted the OH ADP in their reporting to the Scottish Government and was also included in the OH ADP's Annual Report.

Fiona added that the continuation of data collection was important and following correspondences from the Scottish Government on the Drug & Alcohol Information System (DAISY) - which is a new all inclusive database which is expected to be operational in 2 years - Fiona is confident the Outer Hebrides is collecting the right data and this should make the transition to the database easier for the OH ADP and funded services. Fiona shared with the OH ADP members that she had been asked to join a subgroup for the consultation period of the DAISY and the ADP members agreed this would be worthwhile.

Val asked the OH ADP if anonymised data was an issue locally as it is a big issue nationally. Fiona advised Val that 22% of data is anonymised locally compared to 20% nationally. Fiona finds anonymous data causes issues when moving old databases to new databases. It was voiced that ISD Scotland aim to improve data integrity by reducing the volume of anonymised data. Fiona added that ISD remove names as soon as they get it. Gordon Jamieson shared with the group that a Fair Warning System is being rolled-out in the near future and this aims to protect patient's data and will monitor who is accessing data, but there must also be a plan around reducing anonymity. Fiona advised the group she would raise these concerns at the DAISY subgroup.

ACTION: Fiona Hall – Raise issues re: anonymity at DAISY subgroup.

9. AOCB

9.1 STAFFING

SMDO – Maternity Cover:

The ADP noted that Ms K Peteranna has been appointed to cover the remaining SMDO's maternity leave until 11 October 2013. The ADP welcomed Karen to the post.

SMDO – Formal Request to Reduce Working Hours – following maternity leave

Karen Peteranna noted an interest and left the room.

The ADP agreed this was an NHS issue and that the ADP Coordinator should action the request following advice from her line manager and the NHS HR department be it verbal or written.

ACTION: Wendy Ingledew – Write to Suzanne re: Request to reduce working hours - following advice from HR and HP Manager

Karen Peteranna rejoined the meeting.

9.2 Service Visits

Draft copies of the service visit timetable and form were tabled.

The group were advised a timetable for funded service visits was being progressed. An ADP member and ADP support staff will join together to visit each funded service. Lewis and Harris members and support staff will cover the Lewis and Harris services and a Uist & Barra member will join the ADP Coordinator to the Uist and Barra funded service visit.

ACTION: Karen Peteranna – Arrange service visits with members, support team and services.

ACTION: Karen Peteranna – Edit visit timetable to allow Isobel to attend Crossreach meeting.

9.3 Alcohol and Drug Quality Improvement Framework:

Val referred to the letter from Maureen Bruce (Scottish Government, Head of Drug Policy Unit) and Andy Bruce (Scottish Government, Head of Alcohol, Tobacco and Diet) regarding the development of an Alcohol and Drug Quality Improvement Framework.

Following the review that was undertaken of the National Quality Standards for Substance Misuse Services, a short life working group on the redevelopment of quality standards was established. As a result, Ministers have outlined Scotland's new approach to improving the quality of alcohol and drug services – through the Alcohol and Drug Quality Improvement Framework – in line with the four pillars of the Scottish Government's approach to public service reform. Wendy advised that elements of the quality improvement framework were underway, namely the consultation on DAISY (as previously mentioned) and the Equality Impact Assessment work initiated from summer 2013.

Wendy voiced that the OH ADP would look at self assessment and Val suggested a starting point for the OH ADP would be a checklist using the traffic light system included in their annual report. The OH ADP agreed they would include the traffic light system to the annual report for submission in September 2013.

Val advised the group that when partnership working and responsibilities on alcohol and drugs is spoken about nationally it is ADP's that are flagged up. Wendy advised however that ADP's do not have the capacity to take responsibility for all alcohol and drug issues nationally.

ACTION: Fiona Hall – Include traffic light system within OH ADP Annual Report.

10. OUTER HEBRIDES ADP – ANNUAL REPORT 2012 - 2013

A draft copy of the OH ADP Annual Report 2012-13 was circulated around members prior to the meeting.

Wendy advised the group that the annual report was to be submitted to the Scottish Government by Monday 16th September 2013. The group were informed that an action plan was not required this year however key milestones were a new addition. Wendy stated that the comparison in outcomes databases to last year's was difficult as it was the first year. Fiona advised the group that the addition of case studies was suggested by Action for Children at the Lewis & Harris Subgroup Meeting and a case study from each tier was being collected. Val suggested that showing local targets in terms of national outcomes and indicators would be a useful addition to the annual report.

Gordon Macleod advised that in Appendix 3 'Northern Constabulary' should now be 'Police Scotland'.

The annual report was approved by members with amendments. Karen will save the annual report to the OH ADP website when the final copy is available.

Wendy raised the concerns of the OH ADP with the late notifications of funds from the Scottish Government. Val advised Wendy that no formal notification could be made until the spending review however she would take the concerns of the OH ADP back to the Scottish Government.

Gordon thanked all for their attendance, especially Val Tallon.

ACTION: Fiona Hall/Wendy Ingledeu – Add local targets in terms of national outcomes and indicators to annual report.

ACTION: Fiona Hall – Collect case studies for Annual Report.

ACTION: Karen Peteranna - Change 'Northern Constabulary' to 'Police Scotland' on Appendix 3 of annual report.

ACTION: Wendy Ingledeu – On completion send annual report to Scottish Government.

ACTION: Karen Peteranna – On completion put annual report on ADP website.

ACTION: Val Tallon – Take to Scottish Government the OH ADP's concerns over the late issue of allocation of funds.

11. DATE OF NEXT MEETING

TBC

(Post meeting note – meeting was arranged for 18th September 2013 10am – 2pm)