

Outer Hebrides Alcohol & Drug Partnership

FINAL

Outer Hebrides ADP Executive Meeting

Date: Wednesday 4th December 2013 11am – 12 noon

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

PRESENT:

Gordon Jamieson
Mairi Bremner
Emelin Collier

ADP Vice Chair; Chief Executive, NHS Western Isles
Community Representative
Head of Planning & Development, NHS Western Isles

IN ATTENDANCE:

Wendy Ingledew
Fiona Hall

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

Suzanne Macaulay
Donnie Mackenzie

ADP Substance Misuse Development Officer, NHS WI
Principal Accountant, NHS WI

NOTE TAKER:

Karen Peteranna

ADP Administrative Assistant, NHS WI

1. APOLOGIES

Apologies were received from Bernard Chisholm and Gordon Macleod.

The group were advised Mairi Bremner would join via video conferencing at 11.30am. Any decisions made by the group would be ratified when Mairi was present and the group was quorate.

2. MONITORING PROCESS – OUTCOMES DATABASE & MONITORING FORM

The Monitoring Forms and Outcomes Databases for April – September 2013 were sent out to services on 23rd September with a request that they be completed and returned to the ADP by 11th October. It was stressed that no extensions could be given or late returns considered, resulting in the non-payment of 2nd payments. The support team worked on the returns to collate, carry out SWOTs and agree the final report, which was then circulated to members on the 25th October for their comments/approval re 2nd payments and responses were to be returned by 31st October. A reminder was sent out to members on the morning of the 31st October. One response was received approving all payments except for the following:

- Alcohol support worker
- Drug support worker

It was advised that payments for both these posts be subject to agreement by the ADP Committee due to delayed info. This was referred to Executive Committee for further discussion.

- Alcohol Liaison Nurse - It was advised that payment should be withheld until the required information was provided. A lack of data was noted and no assessment of progress on the service can be made. This was referred to Executive Committee for further discussion.

A further reminder was sent out to members on the 4th November requesting their urgent returns and adding that their silence would mean compliance with the 2nd payment. Three further returns were received approving all payments apart from the following:

- Action For Children, Early Intervention Liaison Worker. This was referred to Executive Committee for further discussion.
- Substance Misuse Coordinator Uist & Barra. This was referred to Executive Committee for further discussion.
- Crossreach 2 responses:-
 - (1) Half of payment approved. This was referred to Executive Committee for further discussion.
 - (2) £5,000 payment approved only. This was referred to Executive Committee for further discussion.

Following the little response a third email was sent to members urging them to respond as their silence would be taken as compliance. One more response was received approving payment of all 2nd payments.

Action for Children (AFC) – The group were advised that an email was received from AFC querying when the 2nd instalment for funding would be received for the Early Intervention Young Person Liaison Worker. AFC were advised that payment would be withheld until a discussion took place at today's meeting, due to the Liaison Worker taking up the post on 4th November (6 months after the funding period commenced) it was suggested that the OH ADP needed to be alert to the fact that it takes time to recruit for new posts. It was decided that it should be checked with AFC when the contract starts and runs to and members would be informed by email. As the Outer Hebrides ADP is committed to 2 years funding the 2nd payment of funding was approved for this service.

Alcohol Support Worker & Drug Support Worker – Due to the delay in information being received from both services it was suggested both payments were referred to the Executive Committee for further discussion. It was stated that there was a misunderstanding as to who was submitting the returns to the OH ADP, however all information had now been received and members present agreed to pay the 2nd funding instalment of £16,978 to each service.

Mairi Bremner joined the meeting via video conference and Gordon updated her on what had been covered so far.

Crossreach – Due to the Housing Support Worker commencing employment on 27th September 2013 the 2nd payment of funds was withheld. It was decided that it should be checked with Crossreach when the contract start and end date was for the post and members would be updated via email. The 2nd payment of funding was approved for this service as the ADP is committed to a funding till March 2015. (*Post meeting note: at the ADP member's*

meeting it was decided payment would be withheld until the service confirmed registration to the Care Inspectorate.)

Substance Misuse Coordinator for Uist and Barra – It was voiced that a lot of the content submitted for this service was identical to the returns for the Substance Misuse Partnership for Uist & Barra making it unclear what the Coordinator's role was. It was agreed a letter would be issued to Mr Hocine's line management to confirm the Substance Misuse Coordinator role is separate to the role with the Substance Misuse Partnership for Uist & Barra (SMPUB). It was queried if the Substance Misuse Coordinator had a stand-alone SLA and Term and Conditions of Grant; the ADP support team would check on this and update members.

It was agreed the ADP support team must ensure all future correspondences regarding the Substance Misuse Coordinator for Uist & Barra and Alcohol & Mental Health Liaison Nurse are issued to their Department Head (Head of Mental Health & Learning Disabilities) and cc'd to their line managers as they are NHS employees and line management must be consulted. It should also be ensured that all funded services have line management as the main contact in future.

Alcohol and Mental Health Liaison Nurse – This service had returned some data however there were not a lot of outcomes reported. It was noted that the lack of returns was an ongoing issue which reoccurred with this service every 6 months. As agreed previously in the meeting the importance of communicating with line management and the head of service was reiterated. It was agreed the OHADP would write to NHS Western Isles Chief Executive and Head of Mental Health & Learning Disabilities regarding inadequate returns from Alcohol & Mental Health Liaison Nurse and the lack of value for money for the OH ADP from this matter. Members present agreed to leave the payment as top-sliced.

ACTION: Suzanne Macaulay – Check with AFC when Liaison Worker contract starts and ends and email members response, collate responses on this by set date.

ACTION: Karen Peteranna – Check with Crossreach when the Housing Support Worker's contract starts and ends and update members, collate responses on this by a set date.

ACTION: Karen Peteranna – Check if Substance Misuse Co-ordinator for Uist and Barra has an SLA and Terms and Conditions of Grant and update members.

ACTION: Wendy Ingledeu – Issue letter to Mr Hocine's line management re SMPUB role and Substance Misuse Coordinator post.

ACTION: Karen Peteranna – Ensure all funded services have line management as the main contact in future.

ACTION: Karen Peteranna – Ensure all future correspondences re Substance Misuse Co-ordinator for Uist & Barra and Alcohol & Mental Health Liaison Nurse are issued to their Department Head (Head of Mental Health & Learning Disabilities) and cc'd to their line managers.

ACTION: Wendy Ingledeu/Gordon – OHADP to write to NHS Western Isles Chief Executive and Head of Mental Health & Learning Disabilities re inadequate returns from Alcohol & Mental Health Liaison Nurse and the lack of value for money for the OH ADP from this matter.

3. **2nd PAYMENT TO FUNDED SERVICES**

The following services which had the 2nd payment of funding withheld would now receive the payment:

- CnES Alcohol Support Worker
- CnES Drug Support Worker

- NHS Alcohol and Mental Health Liaison Nurse
- NHS Substance Misuse Co-ordinator for Uist and Barra
- Action for Children
- Crossreach (*Post meeting note from Members meeting: 2nd payment will be processed when Care Inspectorate registration for the service is confirmed*)

ACTION: Wendy Ingledew – Process 2nd payments of funding.

4. **FUNDING 2013-14**

Donnie advised there was £320,032 of payments to date with a proposed expenditure of £703,343 by the year end, based on full payments to funded services.

5. **AOCB**

5.1 FUNDING 2014-15

5.1.1 TO DISCUSS FUNDING PROCEDURE FOR FUNDING 2014-15

It was decided the following funded services would be written to, to reiterate the point that funding from the Outer Hebrides ADP would not continue past March 2014:

- CnES Alcohol Support Worker
- CnES Drug Support Worker
- CnES Outreach Project
- NHS Community Nurse (Alcohol Misuse)
- NHS CAMHS (Child and Adolescent Mental Health Service) Nurse

ACTION: Karen Peteranna – Write to funded services which will see funding cease after March 2014 and copy Donnie Mackenzie (NHS Accounts).

5.1.2 TO DISCUSS DEVELOPMENT OF SERVICES FROM MONIES SAVED RE: END OF FUNDING FOR PREVIOUSLY FUNDED SERVICES (2014-15) AND AGREE TIMELINE, IF NECESSARY

It was decided the ADP Support Team would identify gaps in services locally while taking into account guidance from the Scottish Government. Once this data has been collected a meeting would be arranged in February 2014 for members to discuss and decide what funding packages will be advertised locally. Wendy further advised that the OH ADP's strategic priorities would be reviewed to ensure they are in line with current Scottish Government guidance.

It was suggested gaps in the local drug services be assessed e.g. the needle exchange service. There can tend to be a revolving problem when it comes to drug misuse. It was also suggested that drug misuse needs to be stopped at a lower level locally than it currently is; before drug use becomes unmanageable.

Following an email which was received from the Alcohol and Mental Health Liaison Nurse stating they would cease to provide the needle exchange service after March 2014 it was agreed the statutory responsibility of a needle exchange service would be inspected and it would be checked if 'substance misuse' includes both 'alcohol and drugs' although it was thought to be the case. NHS Western Isles Head of Mental Health & Learning Disabilities would then be written to clarifying the position of this.

As Foetal Alcohol Syndrome is a topic which is trending currently it was suggested a person was selected to specialise in this area. It was agreed this would be included on the agenda for the next ADP Members Meeting.

ACTION: Suzanne/Karen – ADP Support Team to identify gaps in services locally while taking into account guidance from the Scottish Government.

ACTION: Wendy/Suzanne – Check if OH ADP's current strategic priorities are in line with Scottish Government's current guidelines.

ACTION: Suzanne/Karen – Assess gaps in local drug services.

ACTION: Wendy/Gordon – Check statutory responsibility of needle exchange and if 'substance misuse' includes 'alcohol and drugs' and write to NHS WI Head of Mental Health & Learning Disabilities regarding this.

ACTION: ADP Members/Wendy – Consider a team member to specialise in Foetal Alcohol Syndrome. To be included in next ADP Members meeting agenda.

5.1.3 ROAD TO RECOVERY 5 YEARS ON

It was decided this would now be discussed in the ADP members meeting which followed the ADP executive meeting.

5.1.4 FEEDBACK – NEEDLE EXCHANGE SERVICE

Featured in item 5.1.2

5.1.5 INTEGRATED CARE PATHWAY (ICP)

A discussion took place on the costs incurred from work undertaken on the ICP by the NHS WI Substance Misuse Coordinator for Uist & Barra. It was further reiterated that non NHS employees cannot be paid to backfill. It was agreed expenses for the NHS WI Substance Misuse Coordinator for Uist & Barra's work on the Integrated Care Pathway could be considered for payment if receipts were available and the department Head would be written to confirming this.

ACTION: Wendy Ingledew – Issue letter to NHS WI Head of Mental Health & Learning Disabilities (Department Head) re: expenses for NHS WI's Substance Misuse Coordinator for Uist & Barra work on the Integrated Care Pathway can be considered for payment if receipts are available.

6. DATE OF NEXT MEETING

It was decided the next meeting would take place in early February 2014.

The Substance Misuse Development Officers will arrange the papers for this meeting as the ADP Coordinator will be on annual leave.

ACTION: Suzanne/Karen – Arrange date and papers for the next ADP executive meeting.

Post meeting note: The next ADP meeting will take place on Wednesday 19th February 2014.