



*Working in partnership to prevent, and support recovery from
the harmful use of alcohol and drugs.*

ARGYLL AND BUTE ALCOHOL AND DRUGS PARTNERSHIP

EXECUTIVE GROUP

Wednesday 10th September 2014
Board Room, Aros Lochgilphead
10.30am – 1.00pm

PRESENT:

Christina West	Interim Director of Operations, Argyll and Bute CHP (VC Oban)
Carol Muir	Interim A&B ADP Coordinator
George Morrison	NHS Finance Manager, Argyll and Bute CHP (VC Helensburgh)
Agnes Harvey	Chair of the Delivery Group
John Mungall	Chair of the Third Sector Group, Manager of ECS (VC Helensburgh)
Norman Firth	Partnership Manager, Argyll, Bute and Dunbartonshire's Criminal and Justice
Elaine Garman	Public Health Specialist
Louise Long	Children Service and Criminal Justice, Argyll and Bute Council
Marlene Bailie	Area Commander, MAKI, Scottish Police (VC Oban)

GUESTS:

Morag Brown	Business Improvement Manager, Community Services, Argyll and Bute Council
Christine Todd	Procurement Team, Argyll and Bute Council
Jeremy Scuse	Catalyst Mediation

APOLOGIES:

Liz Smart	Consultant in Public Health Directorate of Public Health and Policy
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IN ATTENDANCE:

Sarah Marquis	ADP, Administrator
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Item	Subject	Action
1.	Welcome/Present Christina West (CW) welcomed the group to the meeting and asked if everyone could introduce themselves.	
2.	Apologies As above	
3.	Previous Minutes Minutes were agreed as an accurate record.	
4.	Matters Arising ABAT Posts – Still being funded by NHS until the commissioning has been embedded within the ADP. Balance Score Card - CW has asked for the scorecard to be updated for and presented at the next EG meeting.	AN

	TOR of Commissioning and Provider Group – To clarify that current TOR not agreed as it was discussed at the last meeting on the 11 th of June these would be revisited once the conclusion of the governance was apparent.	
5.	<p>Commissioning Update</p> <p>CW spoke to the group regarding the commissioning. CW had asked Jim Robb and Morag Brown to put together a paper regarding concerns around the tendering process. These papers will be discussed at the end of the meeting after AOCB as AH and JM are interested parties to the tendering.</p> <p>AH would like to have a discussion around the ABAT SLA and the group members in attendance agreed, it was suggested that AH and CM work together and use the ABAT annual report as a base line for the SLA. CW responded that the Annual Report was not an appropriate base line and has asked that Jim Robb pull together a meeting of the commissioning group for this to be moved forward. MB will discuss with JR.</p>	MB
6.	<p>Relationship Mediation and Facilitation</p> <p>Jeremy Scuse from Catalyst Mediation spoke to the group about working with the ADP to facilitate and mediate with partners. Through different conversations with partners and CW over the past few weeks, it was agreed the ADP as a partnership need to agree the plan and have ownership of the facilitation process to be progressed.</p> <p>It was discussed that the Drug and Alcohol Improvement Game (DAIG) which is run by the Scottish Government would be one tool to be utilised to support the development of relationships within the ADP. Sharing areas of good practice from other ADP's would also be useful.</p> <p>JS suggested that he would put a proposal forward, with a time scale. This would include undertaking the DAIG in mid November. Speaking to other partners that do not want to bring issues direct to the table JS could facilitate this and ensure all issues are highlighted. This would also be a time to look at current barriers and find out what the underlying problems are. The game would be one tool to highlight issues experienced by service users and identify potential areas for improvement.</p> <p>It was also discussed that all partners need to engage fully in the process for it to bring about meaningful improvement within the ADP. It was acknowledged that there is a need to develop a partnership agreement to which everyone signs up, to include the values, behaviours and beliefs which will be fundamental to working within the partnership, which takes account of the views of all partners and views all as equal partners.</p> <p>It was agreed that JS would come back with a costed proposal.</p> <p>The Executive Group meetings will now take place on a monthly basis to discuss the issues and tendering until December.</p>	JS
7.	<p>ADP Coordinator Recruitment</p> <p>As CM has expressed an interest in the post she left the room.</p> <p>EG updated the group that the post has gone to advert with a closing date of the 12th of September, Interviews will be on the 23rd of October. Questions and Presentations are still to be agreed.</p>	EG
8.	<p>Annual Report</p> <p>CM has had a look at the Annual Report and corrected some information where possible. There are still a lot of blanks, and some information is not up to date.</p>	

	<p>The group agreed that this information is not fit for purpose and that CM would contact the Scottish Government and ask for an extension on this. It was agreed a small working group would come together and help in put the information on to the Annual Report from the other partners and the hope to have it presented at the next Executive Group Meeting. CM to meet with EG to discuss this.</p>	<p>CM EG</p>
9.	<p>ORT Terms of Reference</p> <p>CM spoke to the group about the TOR. Names have been populated and a doodle poll has been sent out to agree a date late September into early October. There are currently two blanks in the TOR one which will be completed post tendering and the other is to find an appropriate service user. After some discussion it was agreed that NF and CM would have discussions around an appropriate local service user and a National Service user attending as long as the appropriate support was put in to place so the Services Users would not exposed. It was agreed their expenses would be met. AH brought up the Chair of the ORT group as it states in the TOR the Executive Group should make the decision. It was felt by some members that it should be with in the ORT to make that choice.</p> <p>The group agreed that CW would speak to Dr Ireland in the first instance to chair the first meeting and for the group to decide from that point who they would like to take over as chair.</p> <p>The Kintyre Working Group also had raised points at their last meeting and had asked MH to take back to the Executive Group. As MH is no longer in the Role CM will update the group.</p> <p>There was a point made about the quoracy and 4 people not being enough. This was agreed but that it should be about the skill set of the group and not the number. Quoracy was agreed as an NHS Clinician, Service User, Independent Sector, Local Authority and an Addiction Service Provider. CM to update the TOR. The other points that were raised at the KWG were to be discussed and decided at their first meeting.</p>	<p>CM NF CW CM</p>
10.	<p>AOCB</p> <p>ABI Update – EG spoke about the trajectory being off target at the moment, Helensburgh Practice have currently not submitted any information on ABI's. Craig McNally will have a having a meeting with them to discuss why this is not happening. EG would also like to take this to the NHS management core team to express to managers how important these ABI's are to be embedded in services and to express this to the front line staff. Hopefully Helensburgh Practice will get back onside and trajectory will then go up again.</p> <p>EG discussed with the group a meeting she was involved in regarding NHS Highland alcohol and drug group. EG has commented on the TOR and would like to keep Argyll and Bute separate from any issues that are in Highland.</p> <p>AH and JM leave the room as interested parties of the tendering the can not be present.</p>	<p>EG</p>
11.	<p>Date and Venue of Next Meeting TBC</p>	