

Constitution and Terms of Reference

of the Argyll and Bute Alcohol and Drug Partnership

1) NAME The name of the partnership shall be the **Argyll and Bute Alcohol and Drug Partnership** (A&B ADP).

The mission statement of the Alcohol and Drug Partnership is: *“Working in partnership to prevent the harmful use of alcohol and drugs and support recovery from, the harmful use of alcohol and drugs.”*

2) AIMS OF THE PARTNERSHIP

- a) To provide strategic leadership for all agencies within Argyll and Bute who play a part in realising the mission statement
- b) To provide direction and guidance to ADP sub groups.
- c) To participate fully and openly in the design, establishment and operation of local partnership arrangements.
- d) To ensure that partnership arrangements enable the appropriate involvement of all other local partners with a potential contribution to make to the achievement of agreed local outcomes.
- e) To ensure that the partnership engages with stakeholders including (but not limited to) service users, carers and family groups, and wider organisations with an interest in drug and alcohol related issues.
- f) To ensure that the operation of the Alcohol and Drugs Partnership is appropriately embedded in community planning arrangements at a strategic and local level.
- g) To lead on the implementation of the local alcohol and drugs strategy, which will be based on a clear assessment of local needs and circumstances; identify measurement of priority outcome achievement; monitor the overall budgetary spend from across partner agencies; ensure that spend is directed to the pursuit of agreed alcohol and drugs outcomes informed by the Alcohol and Drugs Partnership Strategy and agree the use of specific alcohol and drugs funding allocations.
- h) To agree upon the ADP delivery plan, and oversee the delivery of these actions through the Implementation Group; ensure robust performance monitoring arrangements that shall deliver on the key outcomes and provision of efficient and effective services and review performance information on a quarterly basis in relation to service provision.

- j) To identify and agree key outcomes relating to drugs and alcohol misuse and their place within the wider framework of priority outcomes contained within the Argyll and Bute Single Outcome Agreement.
- k) . To ensure the commissioning of services, including preventative interventions, are in line with the agreed outcomes within the ADP strategy, and reflective of the local assessment of need.
- l). To provide reports as required by the Scottish Government, NHS Highland, Argyll & Bute Council and the Community Planning Partnership Management Group.
- m) . To support the activities within each organisation/agency that ensures that outcomes are delivered and reported as required.
- n). To address barriers affecting positive partnership working at strategic level.
- p). To agree and annually review the agencies to be represented in the partnership see appendix 1.
- q. To agree and monitor the work plan of the ADP ensuring that the strategic focus of the ADP and support team is maintained.

3) MEMBERSHIP OF THE A&B ADP

Membership of the Alcohol Drug Partnership shall have regard to the need for the individuals serving on the partnership to be of appropriate seniority. The membership of the ADP shall be drawn from those bodies involved in the work of the partnership (see Appendix 1 for membership as at 2013/14 to be reviewed bi-annually at AGM).

In the case of ADP groups and agencies, the party to represent a member shall be the individuals nominated from time to time by that group. Such a group may withdraw the nomination of its representative at any time by written notice to the partnership to that effect, and on receipt of such a notice by the partnership, the individual concerned shall automatically cease to be a member.

The strategic business of the A&B ADP shall be conducted through the Executive Group (EG) and the operational business (including consultation) shall be conducted through the Delivery Group (DG). The details of these groups are set out below.

4) RULES AND PROCEDURES FOR ALL ADP MEETINGS

A Bi-Annual General Meeting of the Alcohol Drug Partnership shall be held within the month of May.

Quorum: The quorum at all meetings shall consist of 50% of the respective membership.

Minutes: The EG and DG shall ensure that minutes are kept of all meetings and published as soon as approved status has been achieved. The minutes shall contain a note of those present and a record of all proceedings, resolutions and decisions.

Conflicts of Interest: Normal principles of corporate governance will apply to all ADP activities; individuals must formally declare any potential pecuniary and non-pecuniary conflicts of interest to the Chair (EG and/or DG) and where appropriate withdraw from key discussions and decisions where specific gain may apply (e.g. no voting rights for own financial submissions).

Confidentiality: members will respect the confidentiality of meetings, discussions and documents.

Liaison with press: will be channelled through the ADP Co-ordinator in respect of ADP matters and on behalf of the ADP. In turn, such contact will be routed through NHS Communications Team (host organisation).

Observers and Invited Persons: may be permitted to attend, subject to the prior approval of the Chair and providing notice is given to all members 7 days prior to the meeting and the purpose of attendance is defined (eg student attending as part of professional development). The contribution of an invited person is limited to specific and appropriate agenda item(s).

5) Executive Purpose

- ❖ To determine the strategic direction of the ADP and ensure that resources are appropriately allocated to deliver the priorities identified within the ADP Strategy.
- ❖ To consider the recommendations made by the DG
- ❖ To be accountable to service users across Argyll & Bute
- ❖ To be accountable to the ADP membership at each AGM (held bi- annually in May)
- ❖ To be accountable to the A&B Community Planning Partnership/ Management Committee
- ❖ To be accountable to the Scottish Government through the submission of an annual report and periodic delivery plans as required.

6) EXECUTIVE MEETINGS

Argyll and Bute ADP Executive Group (EG) shall meet on a quarterly basis as per an agreed timetable of meetings scheduled on an annual basis. All paperwork is to be sent via electronic mail to each member of the EG seven (7) days in advance of the meeting.

For a meeting to commence a quorum of 50% of membership must be present.

All EG members must be given the opportunity to contribute to all decisions prior to ratification.

It shall be the responsibility of the Chair to chair all meetings or to nominate the Vice-chair in his/her absence.

7) EXECUTIVE CHAIR

The Chair of the EG shall be an individual involved in the operation of the Community Planning Partnership at a strategic level; shall possess the skills required to lead the partnership effectively, engage effectively with other partners in the Community Planning Partnership, and give strategic direction; and shall be prepared to give the time and commitment that the role requires.

The Chair should be appointed or confirmed bi-annually and where possible and appropriate, in collaboration with the appointment of the DG Chair (bi-annually) to ensure that a degree of continuity is maintained.

8) STRUCTURE OF THE EG

Membership (see Appendix 2 for named listing)

Police Scotland (Divisional Commander or his/her representative)
Executive Director of Community Services, Argyll and Bute General Manager
Argyll and Bute CHP NHS Highland Public Health Director (or his/her representative)
Scottish Fire & Rescue Service Representative (1)
Chair of ADP Delivery Group
Third Sector Representative (1)
Director of Operations, NHS Community Health Partnership
Manager of Criminal Justice Partnership

Support/Advisory attendance - (non voting positions)

A&B ADP Coordinator
Consultant Psychiatrist (Addictions)
Head of Finance, Argyll and Bute CHP

- The EG shall elect a Chairperson and Vice-chairperson.
- The term of service for each office bearer shall be for two years.
- The bearer can be re-elected.
- Should vacancies occur among the office bearers the EG shall have the power to fill the vacancy from among the EG membership.
- One half of the membership of the EG shall constitute a quorum.
- Administrative/ business support for the EG shall be provided by the A&B ADP Support Staff.

9) PURPOSE OF THE DELIVERY GROUP (DG)

Aim of the Group

In line with the National Framework for Local Partnerships on Alcohol & Drugs, and the local Community Planning Partnership structures, the **Argyll and Bute Alcohol and Drug Partnership Delivery Group** will support the activity of the Argyll and Bute Alcohol and Drug Partnership, ensuring that actions set out in the ADP Strategy Delivery Plan are resourced and implemented in the most appropriate way.

The Delivery Group will be consulted on all elements of strategic matters and will make recommendations to the EG for due consideration.

Key Responsibilities

- In line with Argyll and Bute Alcohol & Drugs Strategy, develop and implement a work-plan that is agreed by the ADP Executive Group, meeting joint objectives, assessing and providing quarterly report on progress
- Ensure effective and co-ordinated operational arrangements across component agencies to achieve implementation of the work-plan holding operational units to account.
- Identify training needs and plan delivery of local training
- Contribute to the development of a communication strategy about Alcohol and Drug services with the Argyll and Bute Alcohol and Drug Partnership
- In line with the national communication work, support the broader communication strategy in terms of marketing and public relations and awareness campaigns in order to effect cultural change
- Promote awareness across the community of Alcohol and Drug misuse and services
- Contribute to the long term planning of Alcohol and Drug services in Argyll and Bute ADP area
- Contribute to the development of the Argyll and Bute Strategy for Alcohol & Drugs

10) STRUCTURE OF DELIVERY GROUP (DG)

Membership of DG (see Appendix 3 for named listing)

Chairs of the seven Local Fora

Chair of Third Sector Forum

Lead Professional (Addictions)

NHS Programme Director Mental Health Modernisation

NHS Public Health - Senior Health Promotion Officer (Addictions)

Head of A&B C Adult Care Services

Head of A&B C Children & Families Services

Head of A&B C Education

A&BC Homelessness Service Manager

Police Scotland Representative (1)

Criminal Justice Service Representative (1)
Scottish Fire & Rescue Service Representative (1)

Support/Advisory (non-voting positions)

A&B ADP Coordinator
Management Accountant, A&B CHP

11) DEVELOPMENT GROUP (DG) MEETINGS

The Argyll and Bute ADP Development Group will meet on a bi-monthly basis prior to the Argyll and Bute Alcohol and Drug Partnership (Executive Group) meeting with dates to be agreed on an annual basis.

The DG shall elect a Chairperson and Vice-chairperson.

- The term of service for each office bearer shall be for two years.
- The bearer can be re-elected.
- Should vacancies occur among the office bearers within the DG, the DG shall have the power to fill the vacancy from among the DG membership.
- One half of the membership of the DG shall constitute a quorum.
- Administrative/ business support for the DG shall be provided by the A&B ADP Support Staff.

12) ALTERATIONS TO THIS CONSTITUTION Amendments to the Constitution can be proposed by any member. Any such proposal must be delivered to the Coordinator A&B ADP not less than twenty-one (21) days before the date of the next DG meeting at which the amendment is to be considered for potential onward recommendation to the EG. Any amendment shall require a consensus of majority of those present and voting. Where an amendment is to be recommended to the EG, the terms of that amendment shall be circulated to all members of the EG at least seven (7) days prior to the date of the meeting.

SIGNATURES:

ADP Chair _____ Vice Chair _____ Date _____

ADP MEMBERS - SERVICES & ORGANISATIONS

The ADP is directly accountable to the A&B Community Planning Partnership / Management Committee which comprises of the wide range of statutory and third sector service providers

Listed below are the defined members of the ADP as at 2nd December 2013

- ❖ NHS HIGHLAND
- ❖ ARGYLL AND BUTE COUNCIL
- ❖ EDUCATION (Part of A&B C)
- ❖ POLICE SCOTLAND
- ❖ SCOTTISH FIRE AND RESCUE SERVICE
- ❖ CRIMINAL JUSTICE SERVICE
- ❖ ARGYLL & BUTE ADDICTIONS TEAM (joint statutory health & social care)
- ❖ ALCOHOL & DRUG FORUMS
 - BUTE
 - COWAL
 - HELENSBURGH & LOMOND
 - ISLAY
 - KINTYRE
 - MID ARYLL
 - OBAN LORNE & ISLES
- ❖ THIRD SECTOR PROVIDERS:
 - ENCOMPASS
 - KALEIDOSCOPE
 - KADAS
 - OASIS
 - HART
 - CALGAEL TRUST
- ❖ YOUNG SCOT CHARITY?

APPENDIX 2**ADP EXECUTIVE GROUP MEMBERSHIP****in accordance with constitution**

MEMBERSHIP/ CAPACITY	POSTHOLDER	OTHER INTERESTS/ROLES
Director of Operations, Argyll and Bute CHP Chair	Christina West	
Police Scotland	Marlene Bailey	
Argyll and Bute Council	Louise Long	
Argyll, Bute and Dunbartonshire's Criminal and Justice Partnership Manager	Norman Firth	
Public Health Specialist	Elaine Garman	
NHS Finance Manager, Argyll and Bute CHP	George Morrison	
Scottish Fire and Rescue Service	David Cowley	
Chair of ADP Delivery Group	Craig McNally	
Chair of Third Sector Forum	TBC	
ADVISERS IN ATTENDANCE		
ADP Coordinator, Argyll and Bute CHP	Carol Muir	
Consultant Psychiatrist (Addictions)	Dave Johnson	

ADP DELIVERY GROUP

MEMBERSHIP/ CAPACITY	POSTHOLDER	OTHER INTERESTS/ROLES
Chair of Mid Argyll Forum	Steven Hunter	
Chair of Cowal Forum	Agnes Harvey	Manager of Kaleidoscope
Chair of Oban Lorne & Islands Forum	Elaine Robertson/ Bev Ison	A&B Councillor/ ABAT Worker
Chair of Kintyre Forum	Nona Ruesgen/ Lesley MacKay	Manager of KADAS/ ABAT Worker
Chair of Islay & Jura Forum	Lloyd Wells/ Petra Pearce	Social Work
Chair of Bute Forum	Isobel Strong	Argyll and Bute Council
Chair of Helensburgh & Lomond Forum	Mark Tweddle/Les Ballam	ABAT Lead Professional (Addictions)
Chair of Third Sector Forum	TBC	
ABAT Lead Professional (Addictions)	TBC	
ABAT Management	Cath Cakebread	
Police Scotland - LA Liaison Officer	Lana Stewart	
Senior Health Promotion Officer (Addictions)	Craig McNally	
Project Director (Mental Health Modernisation)	John Dreghorn	
A&BC Head of Adult Care Services	Jim Robb	
A&BC Head of Children & Families Services	Liz Strang	
Criminal Justice Service Representative	Jon Belton	
Scottish Fire & Rescue Service	Andrew MacLure	
Homeless Services	Myra MacDonald	
A&B C Head of Education	Wendy Brownlie	

ADVISERS IN ATTENDANCE		
ADP Coordinator, Argyll and Bute CHP	Carol Muir	
Financial Services Manager, A&B CHP	Derek Carr	

Appendix 4

SUB GROUPS OF THE ADP DELIVERY GROUP

Clear and agreed Terms of Reference to be developed for each group and to include purpose, scope, membership, frequency of meetings, schedule of reporting back to ADP DG. Terms of reference to be reviewed by DG annually

DRUG DEATH REVIEW GROUP – STANDING GROUP

Cath Cakebread	Addictions Manager NHS Highland/Argyll and Bute Council
Dr Dave Johnson	Consultant Psychiatrist – Addictions
Marlene Bailie	Superintendent, Police Scotland
Carol Muir	Argyll and Bute Alcohol and Drugs Partnership Coordinator
Jon Belton	Service Manager, Criminal Justice Services
Dr Michael Boyle	General Practitioner, North Argyll
Nichola McGillivray	Third Sector Representative

NALOXONE GROUP – SHORT LIFE

Kirsteen Menzies	Harm Reductions Nurse, ABAT
Carol Muir	Coordinator, ADP
Cath Cakebread	Addictions Manager
Nichola McGillivray	Third Sector Representative
Lesley MacKay	ABAT Team Leader
Marlene Baillie	Area Commander Mid Argyll, Kintyre and the Island

Performance Management and Resourcing Group (Finance, Workforce & Data)

Terms of Reference

1. Accountability & Purpose:

The **Resource & Performance Group** is a **standing sub-group** of the Implementation Group and accountable to the IG (or its successor).

The purpose of the group is to monitor the performance of the ADP against it's Delivery Plan and to focus on the workforce and finance resources affecting the work of the ADP. In particular this will include:

a) Finance

Scoping the financial resources available and utilised in support of the delivery of ADP priorities in accordance with Scottish Government (SG) expectations (below) and including the SG allocation.

“ADP’s should seek to identify investment from both earmarked and core funds as part of their plans and reports. ADP’s should overtime map out the total resource utilised in preventing, treating or dealing with the consequences of problem drug and alcohol use in their locality and seek to reflect this in their future delivery plans and annual reports”.

Responsibility for the **budget setting process** to include planning, consultation through to IG/LOG approval.

Monitor income and expenditure reporting regularly through the ADP structure and taking direction on the appropriate action relating to under and overspends in each financial year.

Ensure that appropriate requirements for the use of funds are determined and met including the submission and analysis of evaluations and reports; working in conjunction with colleagues addressing Performance Management of the ADP.

b) Workforce

Addressing the workforce skills and resources needed to deliver the ADP strategy. This will include the development of a Workforce Plan that takes due account of the skills required and any potential gaps that may exist now and over the period of the strategy. The plan will inform the:-

commissioning processes undertaken by the ADP

distribution and evaluation of resources required to support skill development

c) Performance & data

Monitor and review the performance of the ADP against the Delivery Plan including data from the Balanced Scorecard, Onlne Star, ISD Waiting Times, Needle Exchange on-line etc

2. Membership

The following membership is proposed:

Chair of Delivery Group
Public Health Representative
ABAT Representative
Third Sector Representative

Individuals who can offer a perspective on:
Adult Mental Health & Adult Social Care
Police Scotland and/or Criminal Justice
Fora Chair X 2: Role is to input a geographical perspective
Link to Integrated Children’s Service Learning & Development Strategy Group

Advisors (non-voting):

ADP Coordinator
Senior Management Accountant, Argyll and Bute CHP
ADP Information, Research and Performance Officer

NHS HR Adviser

3. Meetings

Where possible, agendas will be structured around specific pieces of work. Attendance can be adjusted according to the subject matter to limit lengthy and frequent demands being placed on members.

Argyll and Bute ADP Structure

APPENDIX 5

MEMBERSHIP AS PER CONSTITUTION APPENDICES 2-4

