



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

**ARGYLL AND BUTE ALCOHOL AND DRUGS PARTNERSHIP**

**ADP Committee MEETING**

Monday 8<sup>th</sup> May 2017

J03, 05, 07, Mid Argyll Hospital, Lochgilphead

10:30am

**PRESENT:**

John Owens	A&B ADP Independent Chair
George Morrison	NHS Finance Manager, Argyll and Bute
Elaine Garman	Public Health Specialist
Craig McNally	Interim ADP Coordinator
Leslie McKay	ABAT Team Leader
Nikki MacGillivray	Co-Chair of the Third Sector Group
Isobel Strong	Co-Chair Bute
Colin Ferguson	Co-Chair mid Argyll
Liz Strang	Children and Families, Argyll and Bute Council
Ron Senior	Manager ADDACTION
John Dreghorn	Locality Manager
Mandy Robertson	Kintyre Youth Café

**APOLOGIES:**

Wendy Brownlie	Education, Argyll and Bute Council
Norman Firth	Criminal Justice
Elaine Robertson	Co-Chair OLI Forum
Bev Ison	Co-Chair OLI Forum
Marlene Baillie	Area Commander, MAKI, Police Scotland
Anne Ndlozi	ADP Information, Research and Performance officers
Nona Ruesgen	Co-Chair of the Third Sector Group
Alex Taylor	Head of Children Services, Argyll and Bute Council
Andy McClure	Scottish Fire

**IN ATTENDANCE:**

Sarah Marquis	ADP, Administrator
Cara Munro	Public Health, Administrator

Item	Subject	Action
1.	<p><b><u>Welcome</u></b></p> <p>John Owens (JO) the chair of Argyll and Bute Alcohol and Drug Partnership welcomed all partners to the meeting.</p>	
2.	<p><b><u>Previous Minutes/Matters Arising</u></b></p> <p>Agreed as an accurate reading of the meeting.</p> <p>ADP Coordinator Post – Craig McNally has been appointed as the new ADP Coordinator.</p> <p>Information, Performance and Research Post – CMN would like to ask the group to increase AN hour's from 30 to 37.5 as of the 3<sup>rd</sup> of July, this would allow for AN to complete the work in implementing DAISY and ROWE systems and training for the service providers. The extra funding will come out of the cost of SM maternity leave. The Committee agreed.</p> <p>ABI's – ABI monies have been reduced to £35,000 which is to allow time for the transition period to the HSCP of six months, they have also chosen to go back to paper reporting and introduce a scratch card system, and these will be available in most services. The higher score on the scratch card will then trigger an ABI, the completed scratch card will be stored in a box and sent to Helensburgh for counting, these were funded out of last year's budget .</p> <p>Maternity – SM will be finishing up for maternity leave on the 23<sup>rd</sup> of June. CM will be taking on the admin for the ADP Committee and the ADP Forum Chairs meeting. AN will be taking on the admin of the Drug Related Deaths.</p>	<p>EG</p> <p>CMN</p>
3.	<p><b><u>Finance Report</u></b></p> <p>The following budget setting was agreed at the ADP Committee meeting on the 8<sup>th</sup> of May 2017. As you will see there is a significant reduction in funds for the ADP this year which is being managed in each budget line. Line 1 and line 2 have both been reduced by 5% which is managed within the teams.</p> <p>Line 20 £95,000 is to support the children, families and young people services which will hopefully be match funded by another large third sector funder.</p>	

3.

**Finance Report (continued)**

<b><u>Funded by</u></b>	<b><u>2016/17</u></b>	<b><u>2017/18</u></b>
Alcohol and Drugs funding allocation from SGHD	972,277	972,277
Balancing NHS Highland allocation	275,923	175,923
Under spend carried forward	103,000	-
	<b>1,351,200</b>	<b>1,148,200</b>

<b>Ref</b>	<b>Service</b>	<b>Budget</b>	
1	ADP administration	133,000	126,40
2	ABAT SLA	797,000	757,20
3	Addaction contract	89,000	89,00
4	Independent Chair	15,000	15,00
5	Engagement of Service Users	30,000	20,00
6	Naloxone	7,000	5,00
7	Alcohol Brief Interventions	70,000	35,00
8	ABI - Admin Support	3,200	3,00
9	ABI Supplies	1,000	
10	Forum Support	21,000	
11	3rd Sector transition	3,000	
12	Training	10,000	1,00
13	Self Evaluation Process	1,500	
14	3rd Sector Travel Reimbursement	3,000	1,00
15	Website hosting & Communication	1,000	60
16	Recovery of Orientated Systems of Care support	35,000	
17	C&YP - Resilience	30,000	
18	C&YP - ABC - Secondary School Support Work	55,000	
19	Partnership Development funding	46,500	
20	C&FYP - Services	0	95,00

<b>Total ADP Revenue Budget</b>	<b>1,351,200</b>	<b>1,148,20</b>
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<b>Budget Surplus / (Deficit)</b>	<b>-</b>	<b>-</b>
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3.	<p><b><u>Finance Report (continued)</u></b></p> <p>The ADDACTION contract is due to finish in December 2017, the Committee agreed to extend this until March 31st 2018 to bring it in line with the ABAT SLA and allow time for a service review to be completed. It was discussed to invite Children 1<sup>st</sup> to attend the ADP Committee meetings in the future. Some partners had a concern that this might not be the correct place for them to sit, others felt they could bring a wealth of knowledge to the table and help using their expertise. It was agreed to hold a implementation group with the shared school's agenda and have the discussion at that meeting first.</p> <p>The ADP Committee agreed the above budget to be fully utilised in 2017/18.</p> <p><b><u>External Funding Bid – Lloyds TSB PDI</u></b></p> <p>Unfortunately the bid was not funded at this point as the Steering group would like more evidence added to the bid with more specified and targeted. They have advised they would like the bid to be re-submitted by the 25<sup>th</sup> August 2017. The implementation group for this will meet on the 30<sup>th</sup> of May for further discussion.</p>	
4.	<p><b><u>Performance Report</u></b></p> <p>AN sent a paper to the meeting. If anyone has any questions in the absence of AN please can they be sent to her by email.</p>	
5.	<p><b><u>Coordinators Reports</u></b></p> <p>CPP – NO meeting since the last ADP Committee Meeting, both outcome 5 and 6 are on track for the moment. SS has been in touch with CMN regarding work on Alcohol and Drug misuse of offenders on community supervision, it was agreed this would be for Criminal Justice with the support of the ADP.</p> <p>Contract and Compliance – Currently on track at the moment. NM asked if it would be possible to see some reporting from this. CMN to follow up with JC.</p>	
6.	<p><b><u>Lead Professional Reports</u></b></p> <p>Clinical and Care Governance Issues – The new orange guideline are due to come out in the next month. RS and LM are to meet and discuss the continuing work on the QP's.</p> <p>Referral Pathways – There is an agreed pathway with ABAT and ADDACTION at the moment and currently on for Mental Health is being developed. More pathway's will be clear once the SDF work is completed from the ROSC.</p>	

7.	<p><b><u>Locality Chairs Report</u></b></p> <p>IS updated for Bute, the next meeting is not until the end of May so no update at the moment. RS chair for Cowal is holding an AGM also at the end of May.</p> <p>ROSC Oban – The event is being held on the 19<sup>th</sup> of May in the Corran Hall’s in Oban and currently we have a wide range of partner.</p>	
8.	<p><b><u>Third Sector Report</u></b></p> <p>Third sector met again to look at how to invite more partners to join them around the table. They are looking to have a launch day at the end of July.</p>	
9.	<p><b><u>Service User Voice/Recovery Communities Report</u></b></p> <p>AP joined the group to discuss the SUI report. He would like all comments to be sent to him by the 26<sup>th</sup> of May. A few suggestions were made around widening the evaluation and looking at having a key person for each part and having separate feedback from them and also to nurture the existing user groups.</p> <p>Peer research – this is at the very early stages at the moment. The Idea was agreed to have a day to launch the strategy along with the strategy which are being worked on by LS.</p>	
10.	<p><b><u>Strategic Planning</u></b></p> <p>Information and DATA sharing and linking the strategies and re-launching them together, linking training programmes together for all services to attend. LL has now left and AT has taken over. Cool2talk interviews were held last week and 4 people have been appointed for each different area.</p> <p>ADDACTION are holding a development day on the 7<sup>th</sup> of June and hopefully will then have a new plan and new structure in place.</p> <p>Scottish Fire and Rescue have been involved in ABI training across Argyll and Bute. 80% of fires are alcohol related so still work to be done in community safety.</p> <p>HSCP, no major shift at the moment. There does need to be a push on preventative early education work. The eight locality planning groups also having discussions around alcohol work.</p>	