



*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 18th December

Mid Argyll Hospital, JO3-5, Lochgilphead

10:30am

PRESENT:

John Owens	A&B ADP Independent Chair
Craig McNally	ADP Coordinator
Anne Ndlozi	ADP Information, Research and Performance officer
Lesley Mackay	ABAT Lead Professional/Team Leader
Jenny Dryden	Senior Health Improvement Specialist, Alcohol and Drugs
George Morrison	NHS Finance Manager, Argyll and Bute
Andy McLure	Scottish Fire and Rescue Service
Nicola Gillespie	Locality Area Manager, MH

On VC:

Ron Senior	Manager, Addaction
Liz Smart	Consultant in Public Health
Petra Pearce	Co-Chair, Islay

In attendance:

Linda Gibb	Administrator, Addictions
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APOLOGIES:

Colin Ferguson	Co-Chair, Mid Argyll Forum
David Greenwell	Chair, Helensburgh Forum
Isobel Strong	Co-Chair, Bute Forum
Marlene Baillie	Area Commander, MAKI, Police Scotland
Nichola MacGillivray	Co-Chair of the Third Sector Forum
Elaine Robertson	Co-Chair, OLI Forum

Item	Subject	Action
1.	<p><u>Welcome</u></p> <p>Craig McNally (CMcN) welcomed all partners to the meeting and apologies were noted as above.</p> <p>CMcN noted that John Owens (JO), chair of Argyll and Bute Alcohol and Drug Partnership, would be arriving shortly and that Nona Ruesgen (NR), Co-Chair of the Third Sector Forum, was apparently trying to source a VC in Campbeltown so would hopefully join the meeting soon. Details of the VC bridge had been emailed to all members.</p>	
2.	<p><u>Previous Minutes/Matters Arising</u></p> <p>Two amendments were noted:</p> <ul style="list-style-type: none"> • Cara Munro noted as In Attendance twice – one to be removed. • Item 7 – Locality Chairs Report. Peter Ellerton's name to be added as the new Co-Chair for Kintyre alongside NR. <p>Minutes of the previous meeting were agreed with the 2 detailed amendments.</p> <p>JO arrived and CMcN updated him on the discussions so far.</p>	CM
3.	<p><u>Finance Report</u></p> <p><u>Budget Overview and Spend Plan</u></p> <p>GM talked through the spreadsheet provided and highlighted that there was a projected £60,000 underspend. This was made up of the ADP Admin budget, Engagement of Service Users budget, the ABI's budget due to the service ceasing and the C&FYP budget. GM stated that the group required to identify how this would be spent.</p> <p>Both the ABAT and Addaction budgets were in line to be spent.</p> <p>GM advised that clarity was required on the budgets for next year, as the ADP would receive a £50,000 cut reducing the overall budget to £1,098,200. The budget requires to be agreed before April '18.</p> <p>CMcN advised that both ABAT and Addaction were in line to be offered a further 2 year extension to their contracts. CMcN stated that he had sought clarity on the length of the extension and this had been confirmed as a further 2 years.</p> <p>Both services are currently being reviewed by Argyll and Bute Council's Contract Monitoring Team, with ABAT's review almost complete. Once complete both contracts will be rolled forward.</p> <p>CMcN noted that Addaction's current contract ends on 31/12/17 and ABAT's SLA, although signed on 01/04/15, also ends on 31/12/17. Both Leslie Mackay (LM) and GM disagreed with this and LM stated that the signed SLA states an end date of 30/03/18. LM will forward a copy of the signed document to CMcN to clarify this.</p> <p>CMcN explained that the extensions offered to both services would not be</p>	LM

	<p>for the same level of funding as previously, as the extensions had to be affordable to all. GM advised that the funding from the ADP to Addaction was only 1 component of their funding, as they also received a proportion from Public Health and Argyll and Bute Council. CMcN and GM will meet to discuss how the future cuts will affect other funding.</p> <p><u>ADP Budget Proposals</u></p> <p>The £50,000 budget reduction for next year was discussed by the group and where possible savings could be taken from.</p> <p>CMcN suggested that as the ABI GP service had now ceased, this £35,000 would no longer be required. Jenny Dryden (JD) agreed but noted that some funding for additional training would be helpful. CMcN stated that funding for that could be allocated separately from the training budget. JD also asked if some of the underspend could be used next year to provide cover when she is on maternity leave. CMcN advised that none of the money could be carried over into the next financial year. CMcN added that the ABI Admin Support budget would remain however, as this would now be done within the Health Improvement Team and would require an additional resource to ensure targets were met. JD agreed as someone would be required to collate and distribute the figures.</p> <p>There is no anticipated underspend in the ADP Admin budget for next year, as they will be back up to full staff.</p> <p>CMcN stated that he felt no cuts should be made to the C&FYP budget and they should commit to the full £95,000, as positive moves forward had been made to lowering drug and alcohol use in the future and well structured services put in place. Both Anne Ndlozi (AN) and LM stated that education alone does not reduce the use of drugs and alcohol in young people but felt that it is parenting skills which need improving. CMcN advised that within schools is the best place to target children and young people and begin to build a support network. Part of the budget also provides community based support.</p> <p>The Engagement of Service Users budget may offer some degree of flexibility to provide savings.</p> <p>CMcN noted that it may also be possible to make savings from the ABAT and Addaction contracts, although a meeting with GM would be required to discuss the alignment of funds and whether a % saving could be made to one and not the other. This is due to ABAT receiving a 5% cut this year whilst Addaction received no cuts. No decisions or proposals were made regarding these contracts as an impact on services would require to be explored. It was noted that no pay awards were built into the previous contracts.</p> <p>Discussions on the 18/19 budget will continue at the next meeting.</p> <p>CMcN explained his 4 proposals for the £60,000 underspend.</p> <p><u>Involvement Strategy</u></p> <p>CMcN advised that the latest draft of the Involvement Strategy had been distributed to everyone and detailed the amendments which had been made:</p> <ul style="list-style-type: none"> Page 2 – Chair details to be added Page 4 – Glossary and Definitions to be added Page 11 – Budget column removed Page 15 – Peer Research removed as this is well underway. 	<p>CMcN/ GM</p>
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	<p>This proposal was agreed by all.</p> <p>Suggestions of organisations which could be invited to tender were Figure 8, TSI, Acumen, SRC, SDF, Salvation Army, SRN and Social Bite. CMcN will send out invites to all organisations listed for quick quotes to be submitted.</p> <p>Liz Smart (LS) questioned the sustainability long term of this proposal and CMcN advised that it would be important that the organisation selected already had good networks and other sustainable work which this could be built on to. It was noted however, that it is hoped that part of the Involvement Strategy would maintain itself in the future.</p> <p>A group to review the tenders received will consist of: CMcN, GM, JO, a rep from both ABAT and Addaction, Nicola Gillespie (NG) and a rep from Argyll and Bute Procurement Team.</p> <p>The timescale for this piece of work is approx. 4 weeks to allow work to start at the beginning of February '18.</p> <p>NG left the meeting at 11.45am</p> <p>This strategy will be committed to for 3 years with line 5 of the budget ongoing. £10,000 is the initial budget, which may increase dependant on tenders received. If this is the case, the extra cost will be taken from next year's budget.</p> <p>Dates on the front page of the Involvement Strategy will require to be updated to 2018-2020.</p> <p><u>Partnership Pathways</u> This proposal was agreed by all.</p> <p>Suggestions of organisations which could be invited to tender were: TSI, ABAN, UHI and HIE. CMcN will send out invites to all organisations listed for quick quotes to be submitted. Whichever organisation is successful in the tender process will be required to link in with ABAN.</p> <p>A group to review the tenders received and ensure technical competence will consist of: CMcN, AN and a rep from IT.</p> <p>This will also be committed to for 3 years with the initial budget of £10,000, which may increase dependant on tenders received. If this is the case, the extra cost will be taken from next year's budget.</p> <p>CMcN will seek legal advice regarding licensing this document.</p> <p><u>Children & Young People Services</u> Point's b and c to be swapped around. Annual reports were requested last week from all four organisations with evidence of outcomes to be provided.</p> <p>Concerns were raised that decisions made today would be questioned and challenged. All in attendance were in agreement that as the meeting was</p>	<p>CMcN</p> <p>CMcN</p> <p>CMcN</p> <p>CMcN</p> <p>CMcN</p> <p>CMcN</p> <p>CMcN</p>
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	<p>quorate, all decisions made would be upheld. It was also noted that as no-one who delivers services within schools was in attendance, no-one was gaining an unfair advantage.</p> <p>GM added that if there were any issues with the proposed funding, the ADP budget could be reduced next year to prevent any underspend.</p> <p>RS questioned if the bids last year were issued as 'non-recurring' funding could they be continued, as this would then be 'recurring' funding. CMcN advised that the 'non-recurring' funding means that the funding is not guaranteed in the future, which will be the same as this funding.</p> <p>CMcN proposed that the three organisations that entered a federation bid last year (Oban Youth Café, Route 81 & MAYDS) are asked to include Kintyre Youth Café in their work and if they agree, approach Kintyre Youth Café to invite them to join them. If they are not in agreement, then they would be funded separately.</p> <p>Cowal and Bute do not currently have any youth services funded by the ADP but this will be looked at in the future.</p> <p>This proposal was agreed by all.</p> <p><u>Evaluation of Service Standards for C&YP Services</u></p> <p>All services receiving funding directly and indirectly from the ADP would be included. This would prevent unevaluated services running within the ADP. If other organisations wanted to be considered for funding, they too would have to be involved in the evaluation.</p> <p>AN questioned if organisations who received indirect funding were not involved in the evaluation, would the organisations directly funded be told to stop using them. CMcN advised that this would need to be discussed with Education for the future as the ADP needs to have confidence that the funding is being used to the best advantage for young people. Evidence provided by the schools could be enough to show this.</p> <p>CMcN noted that he has complete confidence in the organisations that work within the schools at present and does not anticipate any issues being highlighted, but stated that they must have the same standards for C&YP Services as they do for Adult Services.</p> <p>This proposal was agreed by all.</p> <p>JO advised that he is part of a CAPSUM group which consists of the Care Inspectorate, SSSC and CELCUS and they may be interested in this piece of work and may not charge. CMcN will attend the meeting in January with JO to discuss.</p> <p>This proposal was agreed by all.</p> <p>LS, GM and Andy McLure gave their apologies as they were unable to return to the meeting in the afternoon.</p>	<p>CMcN/ JO</p>
<p>4.</p>	<p><u>Performance Report</u></p> <p>No questions were raised regarding the performance report. Contact AN directly with any issues.</p>	<p>ALL</p>

5.

Coordinators Reports

CYP Strategic Planning Day

CMcN sent out the strategy as requested at the last meeting, to allow Forum's to discuss and feedback how to progress the actions. No feedback was received.

JO noted that as were no apparent impediments, they should move forward. The next Planning Day is in February.

QP Self Evaluation

All focus groups are now complete. RS will meet with Bruce, SDF, on Thursday morning and LM will meet with him on Friday morning. That will conclude the face/face meetings. The next step is the file reading and then the reports will be prepared.

16 Service Users engaged in the process and the ADP will cover the cost of the £10 vouchers received, totalling £160.

DAISy

The 'go-live' date for DAISy remains as 2nd April '18. The Recovery Outcome Tool will not be available then as this part of the system is still being developed. Both ABAT and Addaction plan to use this tool from the outset.

CMcN noted that their approach to information sharing appropriately would need to be within the agreed practice across Scotland.

No training has been organised but CMcN advised that this can be arranged by contacting DAISy directly. Elaine Strange has offered a VC meeting with CMcN and LM to discuss any barriers and how these can be resolved.

ROSC OLI & H&L

This was discussed under 'ADP Budget Proposals'. The pilot went very well and they are now at a stage to conclude the pilot and roll out across Argyll and Bute.

Contract Compliance

This was discussed under 'Budget Overview and Spend Plan'.

CPP

This remains consistently on the agenda. The ADP had input into the CPP annual event and the IJB, both were positive.

Training

The ADP Training Calendar has now been distributed. Unfortunately the training which was scheduled for Monday 4th December was cancelled due to low numbers. CMcN advised that they were not advised of this until afterwards. JD stated that she was due to attend this training and received an email on the Friday before to say it was cancelled. JD added that the trainer and one other person were not advised of the cancellation and turned up on the day.

LM advised that some staff had struggled to find certain courses on the website and AN agreed that it was hard to navigate. AN suggested a central person to contact by either telephone or email to make the bookings to encourage staff to attend.

CMcN will speak to Richard Bloodworth, SDF, to discuss ways to promote the training and make it more easily accessible.

	<p>CMcN advised that Cool 2 Talk staff were offering training regarding drugs, alcohol and NPS.</p> <p>JD noted that staff may struggle to attend training where travel is involved due to restricted budgets within teams.</p> <p>CMcN stated that VC may be available for some training but this would need to be discussed with each individual trainer, as not all courses are provided by SDF.</p> <p><u>ADP Strategic Planning Day</u> This is scheduled for 1st February '18. A skeleton plan has been drafted and SRC have been approached to carry out the opening. 'Save the date' emails went out to allow staff to mark it in their diaries to encourage attendance.</p>	CMcN
6.	<p><u>Lead Professional Reports</u></p> <p>ABAT done a lot of work with the Quality Principles and ensured a good involvement for focus groups.</p> <p>LM advised that the training she had set up with Alex Honeyman for C&F SW, HV and Midwives across Argyll and Bute has been cancelled due to poor take-up. The first date which was organised for Oban only had 1 person interested and the second date in Dunoon had no-one. LM has discussed this with Alex and feels that it was overambitious to expect staff to be able to take a half day away from their jobs to attend. LM will contact individual Team Leaders and arrange to attend team meetings across the area instead.</p> <p>LM advised that two of the benzodiazepines discussed at the Drug Related Death Group were specifically from Eastern Europe and had a higher potency and the other was Flubromazepam which is a research drug. JO advised that future dates had been set for the Drug Related Death Group, 1st Tuesday every three months. It is hoped that the Clinical Leads will attend.</p> <p>AN attended the National Drug Related Death Group but everyone was instructed by the Chair not to share the information discussed. AN advised that areas with access to a Pathology department get their DRD information directly from the Pathologist, whereas more rural areas have to go via the Procurator Fiscal which takes longer.</p>	LM
7.	<p><u>Locality Chairs Report</u></p> <p><u>Islay & Jura</u> Petra Pearce (PP) advised that the forum was looking at the possibility of diverting funds for transport. She explained that a lot of young people are travelling to Port Ellen, which is an hour away, and this would prevent them from being stranded. They are in talks with the Police on ways this could be resolved.</p> <p>Heidi Tweedy, Moray Wellbeing, is travelling to Islay next year to provide WRAP training.</p> <p>The Health and Wellbeing Network are planning to run a local event on budgeting.</p>	

	<p>The Youth Police Volunteering programme is currently on hold due to staff shortages. The scheme requires 3 police officers to run and staff are currently over stretched.</p> <p>PP noted that she had been unable to raise the C&YP strategy at the last LPG meeting as she felt it was not appropriate due to other issues raised at the meeting.</p> <p><u>Cowal</u> RS was elected as joint Co-Chair last Wednesday, alongside Audrey Forrest and Michael Breslin was elected as Treasurer. No secretary was nominated or elected. Funding was confirmed for DASH.comm Recovery Café. RS advised that the forum had began to discuss the C&YP strategy at the previous meeting but the group could caught up with point 1 and discussion led to querying procedures followed for NHS and partnership funding. CMcN has looked into this and no funding rules were broken. There was a good turn out to the AGM.</p> <p><u>Bute</u> No meeting has taken place yet. The previous meeting was cancelled and a date has been set for January. JD is awaiting notification of the time of this meeting.</p> <p><u>Helensburgh & Lomond</u> The pilot for PaPa went well and it has been agreed that a steering group should be set up. A drug and alcohol session took place in the academy and this went well. There was good involvement from the ADP and external organisations.</p> <p><u>Oban</u> The constitution was discussed and the forum was happy to keep the 2 appendices for the application form. They have agreed to build in an evaluation form which will be inserted as a third appendix, and the evaluation will be required to be complete within 12 months of receiving the funding. CMcN and SDF will present a complete report of the ROSC pilot. The Early Intervention Pilot has still not begun and a meeting has been arranged to discuss a way forward or agreement to hand the funds back to the ADP. CMcN will attend this meeting.</p> <p><u>Kintyre</u> JD advised that she is supporting the Recovery Café and plans to contact NR to gain information regarding the recovery group in Kintyre in the hope to also provide support to them. The forum has ring fenced money to allow CREW to attend the next music festival. They are also in discussion regarding the remaining funds and are considering sending out bidding applications to allocate this money.</p> <p><u>Mid Argyll</u> It has been agreed that funding will be provided to MAYDS to allow staff to attend an accredited counselling course in Glasgow. The Christmas lights switch on, which was held in the grounds of MAYDS, was a great success and non-alcoholic drinks were served.</p>	
8.	<u>Third Sector Report</u>	

	<p>Email received prior to meeting and copies were handed out.</p> <p>The issue of the Third Sector budget is ongoing. JO has written on a number of occasions requesting to meet with both NR and Nichola MacGillivray (NMacG) but has had no response. He has also requested to see the Third Sector Forum constitution and minutes but these have not been received.</p> <p>JO will write to both NR and NMacG today requesting to meet early in the New Year to discuss the ongoing issues, what their intentions are for the forum in the future and also to view the forums constitution, bank details and minutes. Once satisfied, the funds will be released that day. If the documents are provided before this date then the funds will be released then.</p> <p>The role of the Third Sector Forum was discussed and questioned if still required. All members who sit on it are part of the seven locality forums, therefore could it be disbanded.</p> <p>Regular Chairs meetings are currently held and an annual Practitioners meeting could be set up to ensure all voices are heard.</p> <p>RS asked if the Third Sector Forum was a requirement of the ADP constitution. CMcN will look into this.</p> <p>JO stated that a meeting with both NR and NMacG, Co-Chairs, was required to bring this issue to a conclusion.</p>	<p>JO</p> <p>CMcN</p>
	<p><u>Involvement Strategy</u></p> <p>Discussed under 'ADP Budget Proposals'.</p>	
<p>9.</p>	<p><u>Strategic Planning</u></p> <p>JO invited LS to meet in the New Year to discuss Locality Profiling. LS will send JO copies of the work completed in Highland recently which was found helpful.</p> <p>CMcN stated that the Scottish Government has announced £20m additional funding for ADP's, therefore they need to prepare potential projects for this funding. It is expected that the funding will be allocated by a bidding process, so preparations should be made for this as the funding will be spread across the whole of Scotland and larger ADP's such as Glasgow will have bids already prepared to gain maximum funding.</p> <p>Although it is not known what monies will be available from the Scottish Government, LM advised that she feels they need to create a more assertive outreach to service users and maintain people in treatment longer to aid their recovery. RS added that a structured follow-up is also required for once they leave the service.</p> <p>CMcN suggested that any work which is undertaken should be done as one piece of work and delivered to all service users within both organisations.</p> <p>JD would like to have more of the work within the schools linked in with ACES. CMcN agreed as there are good structures in place, which target all experiences.</p>	<p>LS</p>

Parenting classes for all, rather than just those in services, was also suggested to help parents learn how to speak to young people about drugs and alcohol.

JO suggested that 'User Voice' be put back on the agenda. He noted that it is good that service users are now involved in all seven locality forums. JD hopes to arrange a networking meeting in the future for all locality forum members to attend.

JO advised that Viv Hamilton, Lived Experience, was keen to have a more significant role within the ADP and it was felt that this would help to strengthen the committee.

JO advised that both himself and CMcN were members of two Scottish Government groups and would continue to raise issues relating to remote and rural areas.

JO added that discussion should continue regarding possible projects so that once the information is released from the Scottish Government regarding funding availability, they will be in a position to move quickly.

JO thanked everyone for attending and wished them all a happy Christmas and New Year.

Date of Next Meeting

Tuesday 27th February, 1030-1530, J03-J07 MACHICC