



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

**ARGYLL AND BUTE ALCOHOL AND DRUGS PARTNERSHIP
DELIVERY GROUP**

Tuesday 15th September 2015
Boardroom, Aros Lochgilphead
10.30am -1.00pm

PRESENT:

Craig McNally	Senior Health Improvement Specialist (Drugs & Alcohol)
Carol Muir	ADP Coordinator, Argyll and Bute ADP (VC)
Cath Cakebread	ABAT Manager
Isobel Strong	Chair of BADF
Lesley MacKay	Co Chair KSMG
Derek Carr	Financial Services Manager, Argyll and Bute CHP
Mike Tweddle	Co Chair HLSMG (VC)
Bev Ison	Co Chair OLISMG
Liz Strang	Lead Officer, Child Protection, Argyll and Bute Council
Jim Paterson	Employability
Agnes Harvey	Chair of CADF
John Belton	Service manager, Criminal Justice
Elaine Robertson	Co Chair of OLISMG
Les Ballam	Co Chair HLSMG (VC)
Colin Ferguson	vice Chair MADMG

Apologies:

Lloyd Wells	Co Chair IJSMG
David McCaughey	Fire and Rescue Service
Steve Hunter	Chair of MASM
John Dreghorn	Project Director (Mental Health Modernisation)
Wendy Brownlee	Education
Lana Stewart	Local Authority Liaison officer Scottish Police
Rebecca Barr	Lead Officer, Adult Protection, Argyll and Bute Council

IN ATTENDANCE:

Sarah Marquis	Admin to ADP
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Item	Subject	Action
1.	<u>Welcome/Present</u> Craig McNally (CMN) after introductions, welcomed members to the meeting. CMN informed the group that, for the purpose of supporting the minute taker with producing accurate minutes, this meeting would be recorded and, once the minutes are agreed as accurate, the recording will be deleted.	
2.	<u>Apologies</u> As above	
3.	<u>Minutes of Previous Meeting</u> Agreed as an accurate record of the meeting.	

4.	<p><u>Matters Arising</u></p> <p>Independent Chair – this was discussed at the Executive Group and went to advert in the Friday and Sunday Herald's. The closing date is 30th September and interviews will be held soon after.</p> <p>JP entered at 10:51am</p> <p>ABI Funding – At the last meeting, NR asked CMN if it would be possible for the Third Sector to be funded to Deliver ABI's. CMN can confirm it would not be possible for the Third Sector to be funded to deliver Argyll & Bute's ADP target for ABI's as the current criteria would not allow us to meet our targets. If the funding for ABI's was directed away from GP's to the Third Sector we would, at a maximum, only reach 20% of the target as that is the only amount we are allowed outside the specified priority area defined by the Scottish Government.</p> <p>Employability – Unfortunately Employability was unsuccessful in their communications with Big Lottery and have not been invited to develop further the Employability proposal. Positive feedback was received from the Big Lottery and the team will continue to look at other routes of funding.</p> <p>Key Points – After each meeting key points which are agreed by the group will be sent out to all ADP Partners to help keep everyone up to date. CM went over the key points from the Executive Group which were:</p> <ol style="list-style-type: none"> 1. Letter to be sent to ADP partners advising of the need to postpone the Development Day on the 31st of August to allow further work to be completed to secure wider partner engagement 2. More narrative to be included in budget report so that clarity is provided. 3. Progress being made regarding recruitment of an independent chair for the ADP Executive Group. The previously developed profile and specification is to be re circulated. A timescale for the advert being issued is expected, though it is anticipated within next 2-3 months. 4. Scottish Government Funding allocation letter to be sent to all ADP Partners for consideration at all ADP Meetings. 	
5.	<p><u>Improvement Plan</u></p> <p>The ADP improvement plan was circulated again to the group. It was previously the Delivery Plan and it was agreed at the Executive Group for this to become a one year improvement plan. Page 20 has the outcomes we have to work towards and page 18 is the Delivery Plan outcomes.</p> <p>AH stated that she thinks the Improvement plan is a good summary and easy to read.</p>	
6.	<p><u>Annual Report</u></p> <p>CM gave a verbal update on the annual report, which was due on the 15th of September, today. The current Improvement plan was very lean compared to other ADPs and we have a massive amount of work to do on the Delivery Plan and Annual Report. CM made a plea to</p>	

	<p>have less meetings as this is taking up a lot of time. Also a lot of time is taken up with answering letters, complaints and enquiries and these all require a significant amount of work which is adding to an already busy workload. CM will be contacting the National Support team and the Scottish Government today to explain the situation, as she has been working beyond her paid hours and is finding it physically impossible to put in more hours. Partners will be asked for input and to help support along the way. The Needs Assessment will also be updated to help fit in with the Delivery Plan and Annual Report and SMART outcomes. The National support team fully support this and are aware of the process the ADP is going through.</p> <p>The group had a small discussion looking at the capacity of the ADP support team and dealing with the complaints and enquiries that are constantly coming in, the information officer is currently also off on secondment until April 2016. It was suggested this issue should be highlighted to the Executive Group. The possibility of funding a development worker for the ADP support team for three years was discussed.</p>	
7.	<p><u>Service User Involvement Specification</u></p> <p>The SUI Specification is now complete and ready to be put out for tender. The Specification has not been sent out to group members in case some people may want to tender for the work. If you do not wish to tender you can request to see a copy. No members of the group wanted to see a copy of the specification. The process will be led by CM and supported by the procurement team at Argyll and Bute Council. An evaluation panel will be agreed at a later date.</p> <p>CC would like to make a comment on the top of page 2, "to encourage Drug and Alcohol users", could it be 'support'? CC stated it takes a lot of staff resources to set up a service users group. Group agreed.</p>	
8.	<p><u>Budget</u></p> <p>DC presented the budget paper to the 31st of July. The report for August is completed but wasn't available when papers went out. CM, CMN and DC will be meeting on Thursday afternoon to look at the spends against each budget line so the next meeting will have an extra column on what the forecast spend is going to be and see if there is going to be any slippage.</p> <p>Point 11 on the budget report is forum support money, some of the chairs are not aware of being invited to send invoices in. A protocol has been sent out and invoices will be asked for once the protocol has been agreed.</p> <p>Training Calendar is nearly completed and will be released soon.</p> <p>The ADP support team have requested to have £5,000 to allocate quickly in reactive ideas.</p> <p>The recovery walk is being held on the 19th of September and the ADP support team have been asked to contribute funds to support services users to attend but due to the process we currently have to go through this was not possible. It was agreed to take this to the Resource Group.</p>	
9.	<p><u>Development Day Update</u></p> <p>At the last meeting it was agreed that the ADP would have a Development Day on the 31st of August to look at the Vision Statement, Structure and the members' charter/partnership agreement. The vision statement was distributed via survey monkey and people were asked to vote. At present only 20 people have responded and there is still not a clear leader. A week before the cut off date to sign up to the Development Day, only 18 people had signed up and there was a lack of partner and geographical representation. The decision was made</p>	

	<p>at the Executive Group to postpone the Development Day and put together a small working group consisting of CM, CMN and PG to help take this forward. PG has been strongly in support of looking at the outstanding issues, responding to them and putting them to one side. As a result we are now looking at adding in another element to the Development Day and we will hopefully have a conclusion to all four of these parts.</p> <p>Some members of the group felt that having this “gripe session” may put some people off who are looking to move forward and who don’t have any issues. Others felt that this could be a good way to find out what partners are looking for and get some answers. It was agreed that people would be invited to write down their issues and present these along with a possible solution to them. These would be placed in a box and, after lunch, the group could then discuss them, it would be made clear that once discussed the issue would be closed. The new date for the Development Day has been proposed as the 2nd of November.</p>	
10.	<p><u>Children and Young People’s Needs Assessment</u></p> <p>The ADP attended the Big Day Out in Inveraray on the 23rd of July, this was well attended and a good place to start stage one of the Children and Young People’s needs assessment. CM, CMN, LS, CC and MT will meet this afternoon to discuss stage two and how to move forward with this. At the last meeting NR raised concerns about the process of engaging young people. NR was asked to come up with a solution to ensure this would happen; as yet no response has been received from NR.</p>	
11.	<p><u>GOPR</u></p> <p>The Getting Our Priorities Right (GOPR) document is now complete and ready to be signed off, Alex Honeyman is currently looking into GOPR training. Group agreed the document.</p>	
12.	<p><u>Local Forum Updates</u></p> <p>Forum updates were received from Kintyre, Oban, Cowal and Helensburgh. The Third Sector forum will meet on the 29th of September to elect a chair after Jennifer Goff has resigned. Concerns were raised regarding the resignation of the last third sector chair and the behaviours of some partners. It was suggested that contacting the Third Sector Interface could be a possibility to encourage more engagement from partners. CMN will speak to the Third Sector Chair.</p>	
13.	<p><u>AOCB</u></p> <p>None</p>	
14.	<p><u>Date of Next Meeting</u></p> <p>It was agreed by members that the meetings were too regular at the moment. The decision was taken by members to cancel the meeting on the 13th of October with the next meeting being the joint meeting with the ADP Executive Group on Monday 14th December 2015.</p>	