



*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**

Monday 26th October 2015
Boardroom, Aros, Lochgilphead
10:00am

PRESENT:

George Morrison	NHS Finance Manager, Argyll and Bute (Chair)
Carol Muir	A&B ADP Coordinator
Elaine Garman	Public Health Specialist
Craig McNally	Chair of the Delivery Group
Colin Ferguson	Co-Chair of the Third Sector Group
Nona Ruesgen	Co-Chair of the Third Sector Group
Norman Firth	Partnership Manager, Argyll, Bute and Dunbartonshire's Criminal Justice
Louise Long	Head of Children Services and Criminal Justice, Argyll and Bute Council
Cath Cakebread	Addictions Manager
Mark Leithman	Scottish Fire and Rescue
Lana Stewart	Police Scotland

APOLOGIES:

Marlene Baillie	Area Commander, MAKI, Police Scotland
Christina West	Chief Officer, Argyll and Bute
Dave Johnson	Consultant Psychiatrist Addictions

GUEST:

Iain Angus MacDonald, Observer

IN ATTENDANCE:

Sarah Marquis	ADP, Administrator
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Item	Subject	Action
1.	Welcome/Present George Morrison (GM) welcomed the group. As CW and MB are unable to attend today GM will be chairing the meeting. For the purpose of minute taking only, today's meeting will be recorded.	
2.	Apologies As above	
3.	Previous Minutes Dr Johnson has raised concerns that the minutes do not give an accurate record of the points he raised at item 9. The recording will be checked and changes made to be re-circulated for agreement.	SM
	CF asked for clarification of the previous minutes, item one - if the Third Sector	

Representative could be removed, as not everyone on Third Sector Forum had agreed and very few members of the Third Sector Forum were consulted for Iain Angus MacDonald to represent them at any ADP meetings. Following attendance at the ADP meetings by IAMcD no feedback was given to members of the TSF. The group agreed for this to be removed with no objections.

4. Matters Arising

- Procurement - CM updated the group on the procurement for the SFAD Children and Young People Proposal and the SDF ROSC and confirmed the correct process was followed.:
- Licensing – Consultation by Iconic consultants in progress and report to the Licensing Board will be complete by end October. This information will inform the ADP future strategy and report will be shared by Licensing.
- GOPR –Latest report and updated guidelines were included with meeting papers. Updated guidelines have been signed off by the Child Protection Committee and the Delivery Group. LL would like it recorded that CC has done a magnificent job on this work which has been outstanding for a long period of time. LL would like to make sure that this is in the improvement plan to make sure the training is delivered and to monitor the impact of the training. CM will ensure this is in the plan and money has been identified by the Resource Group for the training.
- Independent Chair – Interviews will be held on Wednesday 28th of October. The Interview panel are Christina West, Gaye Boyd, Elaine Garman, Grant Manders (CPP Chair) and Glenn Heritage (Third Sector Interface). This is a robust panel. NR asked how the panel was chosen. EG answered it was discussed over two Executive Groups and the intention was to get a cover of partners involved. NR queried why the Third Sector Forum was not involved. CM answered there was no chair of the Third Sector forum at the time as Jenifer Goff had resigned. The Third sector are being represented by the Third sector Interface (GH) Once all checks are completed, all partners will be informed.
- Contract Monitoring – Last meeting postponed report available at future meeting. NR asked who sits on that. CM is the contract monitoring officer along with Jackie Connelly, ABC. NR has never understood the contract monitoring and the Resource Group, GM answers the Resource Group would make the agreement and J C and CM report back to the ADP on implementation of the contract
- Service User Involvement – Tender currently on the open portal with the closing date of the 30th of October.

5. Development Day

The original date had a very low uptake geographically and organisational spread. At the Delivery Group CM, CMN and PG were tasked to look at a plan for the development day and incorporate more information to encouraged participation. Three elements were on the agenda of the Development day; Vision Statement, Structure and Partnership Agreement. PG raised the point of historical issues and feels these would need to be resolved before anyone can move forward with partnership working and would like this added to the

Development Day as a fourth element. The fourth element of historical issues was suggested to be at the beginning of the day, but some members of the Delivery Group felt this could put a different atmosphere on the day and if issues were presented a solution must be brought also. It was also suggested to have this in the afternoon. PG was not happy with moving the session from the morning. PG has now resigned and stepped back completely from the ADP. Suggested dates for a development day had been discussed and the 10th of December was most popular however the 10th is also a full council meeting which might affect attendance. NR feels there is no point in having a day if we are not going to get to the nitty gritty, ADP issues need to be addressed and possibly one day would not be enough. After some discussion it was agreed for CM to contact the Scottish Recovery Consortium and ask them to facilitate a Conversation Café to help look at historic and current issues and how these can be resolved to improve partnership working. A follow up will be at the December joint meeting of the Executive Group, Delivery Group and the Resource group where the structure, vision statement and partnership agreement can be agreed and finalised. It was also suggested for the Third Sector Forum to seek support and facilitation towards becoming a functioning group with an increased membership and to be more cohesive. NR commented that the Bill Brackenridge report mentioned ADP governance and the procedures which Audit Scotland are reflecting too and that's what this is about. GM accepted the comments to a point, it's about working together and following things through, a governance framework is there to ensure we deliver on agreed outcomes through correct procedures; sometimes it can be used as a tool to challenge the effectiveness of the partnership. CF agrees that the Third Sector Forum also needs development work and hopefully the Third Sector Forum would then also work to agreed procedures.

CM

All participants who attend the day will be invited to come with an open mind and with the outlook of moving forward.

6. Finance Report

GM presented the budget paper. Section three gave more details behind the eighteen elements of the budget. Section four sets out the forecast year end and the reason around the under or over spend. Last year the underspend was carried over due to the circumstances of the complaints which held up the implementation of the children and young people funding process but there is no guarantee agreement would be given to do this again, all funds must be spent by the end of the financial year. CF asks what the link is between the budget presented today and the Annual Report also is it possible to have a breakdown of the ABAT budget and also statistics from ABAT. CF commented that ABAT receive about £2000 per person and Addaction are doing the same thing for much less. GM answered the link between the two is the annual report details the Alcohol and Drugs spending in the previous financial year 14/15. The previous page in the annual report gives the breakdown of all monies spent in A & B towards tackling Alcohol & Drugs which is made up of three elements, Scottish Government ADP funding. Argyll and Bute Council and the NHS and that's why there is a difference. CF would like to know how they work it out with the SLA for ABAT. This information is available on the ABAT annual report but not a financial breakdown. CM adds that ABAT are working with 420 people presently and Addaction are working with 215 people. ABAT are working with

people who have very complex needs and the two cannot be compared. GM also clarifies that Addaction spend on the ADP budget is only an element of the money they receive, they are also funded by NHS Public Health and Argyll and Bute Council.

CF also asked about page 35 of the annual report and where the recovery money went? This was paid to the previous providers for those services.

LL asked about the forum support money at £3000, what the money is for and how this is monitored. CM answered that this is used in differently ways by each forum, A funding agreement and protocol has now been developed for the forums with criteria on what is expected by the ADP from the forums. This will be monitored by the Delivery Group. In the past £500 was available for the Third Sector Forum to cover administration costs, no funding agreement or protocol are in place for TSF funding. The TSF presently have £800 hosted on their behalf by ECS Mid Argyll. It was agreed a funding agreement is required for the TSF to be in line with the local forums. . It was noted that forum funding and TSF funding is not recurring funding. This can be discussed at the Resource Group.

ABI underspend is currently at £10,000 this could change as invoices come in for payment. GP's are invited to carry out ABI's but not all take part. An ABI break down will be available at the ADP meetings.

It was suggested some temporary hours are required to help the ADP support team; The information officer is on secondment until end March 2016. The support team have been/are extremely busy due to the significant period of change the ADP is progressing. Extra support team hours would allow the coordinator to deal with the necessary strategic issues. Group agreed, with a proposal to be taken to the resource group.

CM

7 Update on Children and Young Peoples funding

The funding distribution is complete to MAYDS, Route 81, LADS Group and Argyll and Bute Council (counselling of Young People throughout ten schools in Argyll and Bute). All of these have work in progress.

Geographical gap funding is progressing, OLI has the preferred provider agreed, gap agreed, proposal received and agreed and invoice processed. Dunoon has the preferred provider agreed, gap agreed, proposal received and development in process. Kintyre the gap has been agreed no local provider has yet been agreed and proposals have been invited by the local children's group, once this is complete it will be presented to the Resource Group. LL added that at an Executive Group meeting in February LL and MB as the chair of the resource group were tasked with looking at the grant process and how this could be improved. As LL was off MB worked with Sheena Stewart from Early Years and this was then agreed by LL. CMN acting chair of the Resource Group will now work with Liz Strang, Lead Office of Child Protection to take this forward. CMN took over as chair of the Resource Group on a temporary basis until someone else takes on the chair or the structure is changed.

CMN

Mapping of needs and service for Children and young people has commenced with SFAD undertaking the work on behalf of the ADP. Stage 1 and 2 were previously agreed by the Resource Group. It became apparent in discussions of the sub group that a stage 3 was required. As shown in paper stage three will have a cost attached to it from SFAD as it is out with the core work being done free of charge in stages 1 & 2.. CM, CMN and Liz Strang worked with SFAD to help identify elements of the stage 3 and the information required for a full robust needs assessment. Group agreed with no objections.

8. Annual Report

The Annual Report was circulated for comments. EG thanked CM for all her work on the Annual Report. NR raised concerns that there is no information on previous third sector providers in the funding period. CM will email out to the previous third sector providers with a two week deadline for comments. Once comments are received it will be signed off by the chair and sent to the Scottish Government.

CM

9. Training Calendar

The Training calendar was sent out to all members and a wide range of partners. There has been a very positive uptake and more training will be available soon.

10. LACP Meetings

An update on the ADP and commissioned providers will be presented to all four LACP groups throughout November. CM will report back once this is complete.

CM

12. AOCB

None

13. Date of Next Meeting

Tuesday 24th November 2015, 10.30am, Boardroom, Aros, Lochgilphead.

The following are the key points from the ADP Executive Group on Monday 26th October 2015

1. Interviews for the appointment of an independent Chair of the ADP will be held on Wednesday 28th October 2015. There is a good quality of applicants being considered for this role.

2. A 'world conversation café' event will be held in Inveraray in the next few weeks. The event will be facilitated by the Scottish Recovery Consortium and will provide partners with an opportunity to express their views on how the ADP functions and offer solutions to any issues of concern. Following this, the next meeting of the ADP Executive on 14th December will be a joint meeting with the Delivery Group and Resource Group. Part of the meeting will focus on refreshing the vision statement, structure and partnership agreement of the ADP.

3. A review of the Children and Young Peoples Funding process had been agreed at the Executive Group meeting in February 2015. To progress this, it was agreed that the acting Chair of the Resource Group, Craig McNally, and Liz Strang, Lead Officer, Child Protection,

will review the process and report to the Resource Group for agreement on any proposed changes.

4. The Autumn/Winter 2015/16 training calendar was considered by the Executive. It was noted that several training events have been arranged for the following months and that there is a high level of interest in attending these events.