



*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**

Tuesday 21st April 2015
J07, Mid Argyll Hospital, Lochgilphead
10.00am

PRESENT:

Christina West	Director of Operations, Argyll and Bute CHP
Carol Muir	A&B ADP Coordinator
George Morrison	NHS Finance Manager, Argyll and Bute CHP
Craig McNally	Chair of the Delivery Group
Elaine Garman	Public Health Specialist
Morag Brown	Business Improvement Manager, Community Services, Argyll and Bute Council
Jennifer Goff	Chair of the Third Sector Group

APOLOGIES:

Norman Firth	Partnership Manager, Argyll, Bute and Dunbartonshire's Criminal and Justice
Marlene Baillie	Area Commander, MAKI, Scottish Police
Louise Long	Head of Children Services and Criminal Justice, Argyll and Bute Council

IN ATTENDANCE:

Sarah Marquis	ADP, Administrator
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Item	Subject	Action
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1.	Welcome/Present Christina West (CW) welcomed the group to the meeting.	
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2.	Apologies As above	
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3.	Previous Minutes Agreed as accurate reading	
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4.	Matters Arising	
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Children and Young Peoples funding – Peter Garrett as representative for the Third Sector in Jenifer Goff's absence. Update is an item on the agenda.

CW is to reply to Sally Loudon regarding the Argyll and Bute Council Procurement Review and the actions to be progressed by the ADP.

CW

Communication Plan – The website has not been updated as yet to record the number of hits it receives.

5.	ADP Annual Report Feedback	
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CM spoke to the group regarding the feedback from the Scottish Government on the ADP Annual Report. Appendix B is specific to Argyll and Bute and will inform the ADP

as to what the next step is and has clear benchmarks. The feedback is positive and we are ahead in relation to collating our financial information for the Annual Report. The Delivery Plan is due to be sent to the Scottish Government on the 15th of June 2015. There was a meeting on the 8th of April which looked at the outcomes from both the Annual Report and the Development day in March, and the current focus required from ADP's from the learning event in COSLA. The ADP are now asked to deliver on a reduced number of priorities, namely six, rather than on the twelve which are currently not being delivered upon. The next step is to have a meeting on the 6th May to strip back the current Delivery Plan into bite size chunks and then to invite in a wider group to look at delivery, wider communication and where this sits with the CPP and the SOA outcome 6. SDF will deliver training with the wider group on ROSC, from which the structure of the ADP will emerge. Governance and structure are to be reviewed as a priority.

The Group suggested CM arrange to meet with Rona Gold from Argyll and Bute Council to discuss links with the CPP.

CM

It was also suggested that CM speak to the Scottish Government to ask for an extension on the Delivery Plan submission as it was felt June would be a tight time scale to achieve.

CM

6. Development Day Report

Two of the outcomes from the Development Day in March are as follows: to have a new vision/mission statement and to appoint an Independent chair. Jeremy Scuse has forwarded a proposal to develop both of these with the ADP partners however the group felt that it would not be beneficial for JS to take this forward and this should be undertaken with the wider group. CW has suggested that LL takes the lead on this to move this forward.

Laura Freeman has also put forward a proposal to the ADP to help develop a training plan. The group discussed this and decided that at the moment whilst this work is an ADP priority this approach was not required at this time.

CM to feedback to feedback to Jeremy Scuse and Laura Freeman.

CM

7. ISD Codes

In January ISD decided to remove the codes of previous providers as they are no longer commissioned by the ADP to provide services. Addaction were then added to the ISD data base. Previous providers raised concerns about being removed in case this affected them with other sources of funding if they were not registered with ISD. CM spoke to ISD who confirmed that unless providers are a tier 3 or 4 service they do not require to provide data to ISD for national reporting. It was felt by the Executive Group that this is an ISD and Scottish Government decision which the ADP should fully support.

8. Contract Monitoring

The contract for Addaction is now in place along with the SLA for ABAT. Monitoring for the contract will be undertaken by Argyll and Bute's commissioning team with support from the ADP Coordinator. Monitoring reports will come to the ADP Executive Group until the ADP Governance review is complete. Thereafter a more appropriate group within the ADP may be identified. The first monitoring meeting has taken place and was attended by Jim Robb but it is not appropriate for JR to attend future meeting given his role as Head of Adult Care.

EG raised concerns around the Coordinator being involved in monitoring as this pulls them more into the service side and feels that possibly the lead professional might be a better fit for this as the coordinator should be more neutral. CM has spoken to Hilary Smith for the Scottish Government who has advised that it does fall under the role of other ADP Coordinators; also the current position for the lead professional is currently vacant. CM will undertake contract monitoring in the interim and will engage with other ADP's to see how they do this, also to collect paper work from JC and clarify the role. This will be kept under review.

Risk Register –risks 2, 3 and 7 are now closed and risks 3 and 4 are at green and moving towards being closed. We are currently awaiting the report from Audit Scotland following their independent review of the commissioning process.

9. Finance

2014/15 year end report has an underspend of £155,383 which is being carried over into next year's budget. The Resource Group completed the budget proposal for 2015/16 and will present this at the next Executive Group in May for agreement.

10. Band 5 posts ABAT

The ABAT Band 5 post has never had ongoing funding from the ADP or NHS. Now that ABAT have an SLA, a variation would need to be applied for to include these posts within the SLA. Following discussion the Executive Group agreed for this application to vary the SLA to be taken forward.

ABAT Budget – A concern was raised around timely and accurate communication with ABAT senior managers in that the correct information does not seem to be filtering through to them. The ABAT manager submitted a paper on the impact of not receiving an incremental uplift to the ABAT budget. GM stated that some of the information within the paper was incorrect and that he was happy to speak to the ABAT manager regarding this. **GM**

11. Children and Young Peoples Funding Update

On Friday the 27th of March the Chairs of Area Executive Groups for Argyll and Bute's Children; Mark Lines Locality Manager Bute and Cowal Children and Families, Brian Reid Locality Manager MAKI Children and Families, Douglas Morgan DHT Hermitage Academy, met along with three members of the Resource Group; Martin Turnbull, Craig McNally and Peter Garrett (representing Third Sector) to evaluate the four successful bids for the Children and Young People's funding. Unfortunately Louise Lawson DHT Oban High School was unable to connect in to the meeting so MB met with LL on the 31st of March for discussion.

The group agreed to fund the four projects once due diligence is completed and they have more information from one of the projects. The other task for the group was to look at gaps in the service and identify services to fill these. Helensburgh were satisfied that the Argyll and Bute wide project would cover that area and no further funding would be needed. Mid Argyll were also satisfied with the funding in that area. Bute were also satisfied with the funding and have enough provision in that area. Cowal and Kintyre both would like to take this to their Executive Groups to discuss possible services to fund in their areas. Oban have identified a service which they think could help with the gap and service delivery, this service will be contacted to submit a proposal to the ADP. A summary report will be presented at the next full meeting Executive Group Meeting.

12. Update

Third Sector - 1. Reminder of the TSADSF Aims

The aims of the TSADSF are as follows:

- To provide the opportunity to its members for joint delivery of services and other activities, for example:
 - ✓ Joint funding bids
 - ✓ Joint training delivery
 - ✓ Co-ordinated delivery of Forum activities
 - ✓ Joint research on needs, outcomes, sector worth etc.
- To provide a forum for sharing information across Argyll and Bute Third Sector Alcohol and Drug Services through the use and development of its website, e-bulletins, shared press releases etc.
- To create a stronger Third Sector Alcohol and Drug Services voice through the development of positive links with other sectors, groups and organisations.
- To act as a route for Third Sector Alcohol and Drug Services involvement in strategic service developments and in the Argyll and Bute Alcohol and Drug Partnership (ADP).
- To provide a Third Sector Alcohol and Drug Services Forum Representative to any committee or sub-committee of the Argyll and Bute ADP and any other body as deemed appropriate by the Members.
- To record and share successes of the Third Sector Alcohol and Drug Services Forum and encourage further investment in it.
- Through TSADSF members to provide support to existing voluntary and community sector groups and organisations to enable them to flourish and grow and to provide expertise to allow new groups to develop.
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2. TSADSF Membership

It has been recognised within the forum that currently we are limited in our membership. In light of this, the forum is now making a concerted effort to increase membership. This will include circulation of an 'advert' style email through various networks (e.g. Health and Wellbeing Network) across Argyll and Bute to ensure services are aware of the purpose of the forum and, the benefits of being part of such a body.

3. TSADSF ADP Involvement

In line with the ADP structure, the chair of the TSADSF attends ADP core group meetings. This is to ensure that there is representation from non-statutory service providers in the development of the drug and alcohol field within Argyll and Bute. In addition, the TSADSF has representation on various sub groups designed to address specific work streams within the ADP. The TSADSF current group membership beyond ADP core groups includes:

- Resource and Performance Group

- ORT (Opioid Replacement Therapy) Group

4. Finances

The TSADSF's current financial position is as follows:

Date	Description	Incoming £	Outgoing £	Balance £
01/04/2014	ADP Funding	1000		1000
14/04/2014	Minute Taker		40	960
24/06/2014	Minute Taker		40	920
28/10/2014	Minute Taker		40	880
15/12/2014	Minute Taker		40	840

The forum has agreed to fund someone to fulfil the role of minute taker, secretariat and treasurer for the forthcoming financial year. The forum is currently exploring local options for filling this position. If this is ineffective, the forum will explore the avenue of placing an advertisement in locality newspapers.

5. Communication

Currently there is no specific non-verbal reporting structure for the TSADSF to communicate any developments. In the interest of supporting a partnership with effective communication, the forum will henceforth provide a written update to the Executive Group and Delivery Group on any developments where appropriate, alongside representation in person.

6. Training and Development

At the forum's last meeting, the TSADSF sought to explore training needs internally in order to coordinate a partnership approach to the receipt of training. Following this meeting there has been an ADP facilitated development day where training and development within the partnership was highlighted as a priority. In light of this, the forum will continue to conduct an internal training needs survey however the forum will support the ADP in training and development as a wider partnership.

In terms of future internal forum training and development, the forum has invited Pamela MacLeod from Argyll and Bute Council to come to the forthcoming meeting to speak about 'Self Directed Support (SDS)'. The forum looks forward to ensuring that as service providers, we are up to date on all SDS developments.

Delivery Group – CMN was elected as chair of the Delivery group and Jennifer Goff as Vice Chair. There was discussion on the fora constitution which will hopefully all be received by the end of the month. Helensburgh and Lomond have a co chair position as do Islay, this helps support the work load. A discussion was also had about alternative providers in Argyll and Bute who are still in existence even though not funded by the ADP and for everyone to be aware that their services are still available to everyone. The ADP would also like Addaction to attend all forum meetings to ensure partnership working throughout all areas of the ADP. A request to have HEAT targets as a standing item on the agenda was made.

13 AOCB

This is the last Executive Group for MB. The group would like to thank her for all her hard work.

CW proposed to revert to a longer period between meetings to allow sufficient time for work to be progressed, group agreed unanimously.

14. Date of Next meeting

Tuesday 21st of May, J07, Mid Argyll Hospital, Lochgilphead at 10:00am.

Action	By Who	Completion Date	Notes
Meeting with Rona Gold to look at the ADP and CPP	Carol Muir	July 2015	
Extension for Delivery Plan Deadline	Carol Muir	July 2015	
ABAT Manager to be informed of the decisions made on the ABAT spend	George Morrison	June 2015	
Discussion with John Dreghorn and Jim Robb regarding the Contract Monitoring	Christina West Morag Brown	June 2015	
Update for CPP	Carol Muir Morag Brown	July 2015	
Children & Young Peoples Funding update	Chair of Resource Group/Louise Long	July 2015	