



*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**

Wednesday 11 March 2015
Boardroom, Aros, Lochgilphead
10.30am

Present:

Christina West	Director of Operations, Argyll and Bute CHP
Carol Muir	A&B ADP Coordinator
George Morrison	Head of Finance, Argyll and Bute CHP
Agnes Harvey	Chair of the Delivery Group
Morag Brown	Business Improvement Manager, Community Services, Argyll and Bute Council
Norman Firth	Partnership Manager, Argyll, Bute and Dunbartonshire's Criminal and Justice
Marlene Baillie	Area Commander, MAKI, Scottish Police
Jennifer Goff	Chair of the Third Sector Group

Apologies:

Elaine Garman	Public Health Specialist
Louise Long	Head of Children Services and Criminal Justice, Argyll and Bute Council

In Attendance:

Jackie Dickson	PA
----------------	----

Item Subject

Action

1. Welcome/Present

Christina West (CW) welcomed the group to the meeting.

2. Apologies

As above

3. Previous Minutes

Page 2, Item 5, line 11 should read "The review would involve a representative from the Council, NHS and Third Sector along with the chairs..."

4. Matters Arising

Item 5 - Children and Young Peoples' Funding – Morag Brown (MB) confirmed that the following representatives have been identified:

Council – Martin Turnbull

NHS – Craig McNally

Third Sector – potentially Peter Garrett but this will be decided following discussion at the Third Sector Forum meeting 12 March 2015; there may be other interested parties. Jen Goff (JG) will confirm the outcome.

JG

The four highest scoring projects are being contacted to establish if there is still the need for the funding applied for. MB will provide an update for the next Executive Group meeting.

MB

Item 7 – Commissioning Update – MB confirmed there has been a meeting with Addaction, primarily to discuss the variation. MB also reported that there have been a number of FOI requests from the Third Sector relating to the variation but that this document is in the process of being prepared and as such does not exist as yet. CW observed as the Third Sector is represented by its Chair at the Executive Group, it would have been appropriate to enquire of the Third Sector Chair in the first instance as she will have the most up to date position/information.

The Executive Group agreed that enquiries should always be directed through the appropriate channel in the first instance.

5. ADP Communications Plan

This document was brought to the Executive Group for review and to stimulate discussion on the communication strategy. It was recognised that communication will undoubtedly be captured by one of the workstreams to be set up following the Development Day, 10 March 2015.

Meanwhile it was noted that the website is now live and displays minutes from some ADP meetings. The Executive Group agreed that there is an expectation that minutes from all ADP Groups are available on the website. As such all ADP Groups are invited to send the approved minutes from their meetings to Anne Ndlozi who will upload these to the website. **All**

MB observed that a list of Key Contacts on the website would also be useful, as would a report of the number of hits on the website.

6. Argyll and Bute Council Procurement Review

CW explained that this report relates to a step back review undertaken by A&B Council following feedback regarding the procurement of addiction services. Sally Loudon wrote to CW enclosing the report, asking that the ADP discuss the content of same.

The Executive Group noted the content and agreed with the recommendations within the report. CW will formally respond to Sally on this basis. **CW**

13.1 – in future a longer lead in time for contracts will be built in by design

13.2 – the structure of the ADP is to be reviewed as will the constitution with help from Legal to ensure it is fit for purpose

13.3 - draft minutes (watermarked) will be saved as draft and once reviewed for approval at the next meeting any changes made, watermark removed and an approved minute saved. The minutes will be available on the website in PDF format.

The question of whether related papers should also be available on the website was discussed and the Executive Group agreed exclusion by exception; only papers that include personal & commercial confidential issues will not be made available on the website.

MB will check with Sally/Charles as to whether we are permitted to make this report available on the website. **MB**

7. ADP Budget Proposal

George Morrison (GM) spoke to the circulated paper. The 2015-16 allocation is not known as yet so projections are based on 2014-15 and an approximate of funds carried

forward from 2014-15. The recommendation is that the ADP plans to set a budget for 2015-16 based on £1,408,200.

The spending proposals are:

£120,000 to fund ADP administration team

£760,000 as a contribution towards the cost of services provided by ABAT £88,200 as a contribution towards the cost of the contract awarded to Addaction Allocation of the remaining funds of £402,000 is delegated to the ADP Resource Group, with recommendations to be made to the Executive Group for authorisation.

Ann Harvey (AH) questioned why the allocation to ABAT is based on 2014-15 funding and the allocation to Addaction is based on 2013-14 funding. GM explained that this was due to the length of time the tendering process had taken.

In previous years money has been allocated but not spent and the Executive Group is keen to ensure timely allocation and spend and as such agrees the budget (subject to agreement of the ABAT SLA) with the following caveat :

The Executive Group requires recommendations from the Resource Group by 19 May 2015 for funds to be fully committed and reserves the right to revert any funds not committed, or where there are no firm plans in place to spend allocated funds, by 30 September 2015.

8. Third Sector Forum

AH asked the Executive Group to note concerns regarding the conduct of some members of the Third Sector Forum. JG is aware of these concerns and will raise this at the Third Sector Forum meeting 12 March 2015 with a view to resolving any issues internally in the first instance. JG will provide an update at the next Executive Group meeting. **JG**

9. Feedback from Strategy Development Day

CW asked for comments from those who attended the day on how they felt the day had gone. Feedback was mixed; in general it was felt that the output was perhaps not as clear as had been hoped for e.g. there was no action plan created. However it remains to be seen what the Catalyst's report will offer (due 31 March 2015) and CW has a telephone meeting arranged to discuss output. MB made the point that our box of evidence from the day should be returned as interpretation can vary. **CW**

The general consensus is that phase two is taking control and moving forward and it was agreed by the Executive Group that we can do so without further assistance from Catalyst.

CW identified the need for the following :

- An action plan
- A clear partnership structure
- A charter for behaviour
- Service mapping
- A needs analysis
- Review of the vision statement
- Consideration of an independent chair
- Consideration of other ADP models
- Consideration of the role of the local forums and their relationships with the wider community and other groups

10. Risk Register

MB reported that two risks are closed, two are static and the rest are declining. If the position remains static or continues to decline, it is anticipated that only one further review of this document will be required.

The feedback from Addaction is very positive, arrangements are working particularly well in Oban and the bulk of referrals coming through in this area are from Criminal Justice. Helensburgh, Campbeltown and Bute referrals are surprisingly low. CW noted that in relation to Helensburgh, service users have a strong association with HART. JG advised that Waverley Care and Addaction are setting up an auto referral process. There is increased working between Addaction and ABAT. Addaction are reminding GPs of the new service provider and the Council will remind Social Work.

The variation (required to reflect the fact that Addaction has opted to review the model of care at the outset as opposed to at three years) is currently being drafted for consideration by the lawyers for both parties. It was noted that the level of care provided previously has not always been appropriate and that previous monitoring has not always been sufficient. Norman Firth (NF) observed that this is an historical problem and in part lies with exit strategies. CW noted that a service user led recovery group is an ideal model.

MB confirmed it is a legislative requirement for Self Directed Support (SDS) to be offered and this is covered in the service Addaction provide under their contract. Pamela MacLeod can provide an information session in relation to SDS and suggested the Third Sector Forum might want to invite her to speak. JG will put this to the Third Sector Forum for consideration.

11. ABAT SLA

CW clarified that JG represented the Third Sector on the panel which was convened in relation to this submission.

The submission was approved by the panel.

AH questioned whether we treat ABAT better than Third Sector, citing the annual review applicable under this SLA does not apply to Addaction, who have a three year fixed contract. The consensus around the room was that a fixed contract in the current financial climate may well be considered the better of the two as although the ABAT SLA will be reviewed annually this does not mean funding will increase.

The ABAT Submission November 2014 document is confidential and not to be made available on the website.

12. Band 5 Addictions Nurse Posts

Deferred to the April meeting as the paper was circulated late and therefore members had not had the opportunity to read it.

13. AOCB

AH reported that this might be her last Executive Group meeting as the Chair of the Delivery Group is voted on at their next meeting on 1st April 2015.

Agenda items for April meeting:

- Band 5 Addictions Nurse Posts
- Third Sector Forum update – standing item
- Delivery group update – standing item
- Children and Young People update re funding
- Report from the Development Day
- Risk register – potentially the last review
- Contract monitoring
- 2014-15 year end expenditure report

14.

Date of Next meeting

Tuesday 21st April 2015 at 10am, J07 Mid Argyll Hospital, Lochgilphead