



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

**ARGYLL AND BUTE ALCOHOL AND DRUGS PARTNERSHIP
Forum Chairs Meeting
Monday 29th January 2018
J07, MACHICC
1030-1230**

PRESENT:

Craig McNally	ADP Coordinator
Elaine Robertson	Co-Chair, OLI
Jennifer Dryden	Senior Health Improvement Specialist, Alcohol and Drugs
Colin Ferguson	Co-Chair, Mid Argyll
Peter Ellerton	Co-Chair, Kintyre
David Greenwell	Co-Chair, Helensburgh and Lomond (VC)
Isobel Strong	Co-Chair, Bute (VC)
Ron Senior	Co-Chair, Cowal (VC)
Petra Pearce	Co-Chair, Islay (VC)

Apologies:

John Owens	Argyll and Bute ADP Chair
Bev Ison	Co-Chair, OLI
Nona Ruesgen	Co-Chair, Kintyre (VC)
Stephen Hunter	Co-Chair, Mid Argyll
Audrey Forrest	Co-Chair, Cowal (VC)

In Attendance:

Victoria Weir, Money Skills Argyll Project
Anne Ndlozi, Information, Research and Performance Officer, ADP

Item	Subject	Action
1.	<p><u>Welcome/Present</u></p> <p>CM welcomed everyone to the meeting and gave apologies. He will chair the meeting in JO's absence. CM asked people to introduce themselves. He said it was good to see all seven forums represented.</p>	
2.	<p><u>Apologies</u></p> <p>As above</p>	
3.	<p><u>Money Skills Argyll, Victoria Weir</u></p> <p>VW said she is happy to attend the forums and explain the Money Skills Project. Money Skills is a Partnership of various organizations that can be accessed by people who live across Argyll and Bute, aged 16 and over, living in a jobless household, living in a single adult household with dependent children, or low income employed. They give Debt Advice, Money Advice, help with Fuel Poverty, Computer Skills, Money Management and Income Maximisation advice. Money Skills Argyll provides the Coordination of the services that form the Partnership. Would encourage people to make referrals to the service on 01369 708450.</p> <p>CM said that this would help with ROSC and would like the Partners who are in</p>	

	<p>Money Skills Argyll Project to be ADP partners. This was discussed by CM and VW.</p> <p>ER asked about keeping an overview, there are so many routes people can go down for support and advice. VW explained that the Money Skills Argyll Project do keep an overview.</p> <p>ER asked about numbers accessing the service. VW says that the numbers are increasing.</p> <p>ER said that people access these services already through the Citizen's Advice Bureau and Housing Associations. Obviously any help is useful.</p> <p>VW said that the project will run till 2020. People can register directly but don't have to, they can be referred by services via telephone. They are also on Facebook and Twitter. They are based in Argyll House in Dunoon but cover all of A&B. People can come in to Dunoon but can go into partners in area outside Dunoon.</p> <p>IS Asked if many are referred through Bute Advice Centre. VW said they are, many come via this route. IS said the advice centre has been working for some time.</p> <p>ER asked again about numbers VW will send this information, they report to SMT so they have these figures. VW will send these to CM.</p> <p>PP says that Adult Learning has a drop in and asked if this was part of the partnership. It is. PP said it is doing very well and she will ask them to attend the local forum.</p> <p>CM asked DG and RS if they had any idea how this was working in their area. Rs in contact with partners, Addaction would be interested in working with the Money Skills Argyll Project. DG is not aware of how it is working in Helensburgh.</p> <p>CM will provide VW with details of the chairs.</p> <p>CM felt it would be useful if at least one Money Skills Argyll partner were on each forum. VW will provide details of partners.</p> <p>CM asked if there were more questions for VW. There were no questions. VW handed out leaflets and business cards. She can be contacted at victoria.weir@argyll-bute.gov.uk. The leaflets will be sent to the chairs.</p> <p>VW left the meeting. The chairs/co-chairs on VC asked for leaflets. It was mentioned that they are probably available in Council buildings and Money Skills Argyll Partner Organisations. The leaflets will be sent to the chairs.</p> <p>It was raised that perhaps the Money Skills Project was duplicating existing work that was being done by Citizen's Advice, Registered Social Landlords, etc. Was this really the best use of limited resources?</p> <p>CM stated this should be built into our partnership support; it may fill a gap where other services are being cut.</p>	<p>CM</p> <p>CM</p> <p>CM</p> <p>AN</p>
	<p><u>Minutes of Last Meeting</u></p> <p>The minutes from September were looked at for accuracy. CM asked if the</p>	

	minutes were accurate. JD proposed and CF seconded as accurate.	
4	<u>Business Agenda</u>	
4i	<p>Matters Arising</p> <ul style="list-style-type: none"> • The ADP Strategic Planning Day will take place on Thursday 1st February. CM asked if everyone had received an invitation and who was coming. PP not going to be able to attend. DG, IS, CF, JD and ER attending, ER probably will not be able to attend the whole day. RS said that he would be attending as he is facilitating one of the tables and that AF would represent Cowal. • CM said the Annual Report had been presented to the CPP and the IJB. It was very useful; there were some questions but no complaints. • A meeting with the TSF has not been arranged yet but will hopefully happen soon. The meeting needs to be with the TSF, the TSF Co-chairs, JO and CM. • CM attended the Recovery Walk and walked with the people from the Oban Recovery Café. The next Recovery Walk will be in Glasgow in September. This year there will be a shared agenda with mental health recovery. CM would like A&B to be well represented because it is in Glasgow. It will be starting and finishing at Glasgow Green at the end of September, no firm date yet. RS said the date is mid September because there is another event at the end of September so probably on the 15th or 16th of September. • The constitution was sent to all forums for discussion and comment. CM doesn't know if it was discussed by all, some have responded but not all, so this hasn't been progressed. <ul style="list-style-type: none"> ○ PE confirmed the constitution was discussed at Kintyre Forum but the comments have not been collated and sent in. ○ ER said it was discussed very briefly at the OLI forum. She wondered why this was being discussed again when they did it so recently. CM said that it should be reviewed every two years, it doesn't necessarily need to change but should be reviewed. ○ CF said the MA forum have discussed it but have not sent in the changes yet, there are small tweaks. ○ DG said H&L forum have not discussed it yet but it has been distributed to partners. ○ RS said there was some discussion at Cowal forum. There were some relatively minor changes. They had a long discussion about election of members CM asked RS to report on this. ○ PP said the I&J forum had discussed and responded. ○ IS said that the Bute meeting was the 1st for a while and they didn't discuss the constitution but they will at next meeting. CM said that the new draft would be sent to them prior to this meeting. <p>CM asked that the chairs get changes to him by the 16th of February 2018. He will then get out the redraft with suggested changes, who requested the change will not be mentioned. If forums think that biennial is too often then they can say. The ADP constitution also needs to be amended.</p> <p>ER asked about the update on alcohol related harm and drug related deaths. CM stated that this had not happened, the last meeting was their planning day so it wasn't possible to update then but needs to be done</p> <p>CM asked if meeting dates had been sent to Cara so that she could create a group calendar. JD asked for meeting times to be included. , she mentioned that it would be useful if dates of Locality Planning Group meeting dates could be shared so that they don't clash with Forum meetings.</p>	<p>RS and CM</p> <p>CM All</p>

Cowal Forum

RS gave an update on Cowal forum. The forum had its AGM and Audrey Forrest and he were elected Co-chairs and Mike Breslin was elected Treasurer. There was good attendance. The next meeting is on the 9th of February. They discussed getting access to their bank account again and funding DASH Recovery Café. They may ask for money being held by Bute SMG. IS said this was discussed at last meeting, if they need the money their Treasurer is Shona Edwards.

Helensburgh and Lomond

Their next meeting is on the 14th of March at an earlier time. At the last meeting ROSC was discussed. Had feedback through PAPA forms. is presenting an award at the Youth Forum.

Islay and Jura

Their next meeting is the 26th of February; their meetings are coupled with the Health and Wellbeing Network. They are looking at funding transport between Port Ellen and the Cyber Café.

Bute

They will meet on the 23rd of March at 12.30. Other meetings are on the 22nd of June, the 21st of September and the 30th of November. They are trying to increase knowledge of the Forum to ensure larger membership and better attendance.

CM stated that he was no longer going to be able to attend all forum meeting in his previous Health Improvement role he had the capacity but that is not the case as the ADP Coordinator. He said that now JD has this role she is also not able to attend all the meetings as she is part time. JD will try to send quarterly reports to all the forums until she goes on maternity leave in May.

JD

Mid Argyll

Their last meeting was 23rd January. Debra Nelson, the Community Engagement Officer from Addaction attended. They talked about the Planning Day. CM gave an update to the meeting. Their next meeting is on the 20th of March and their AGM is on the 22nd of May. Hopefully Steve Hunter will be back as the Co-chair.

Oban, Lorn and Isles

The next meeting will be on the 9th of March, their AGM is on the 1st of June. Future meetings will be held on the 7th of September and the 7th of December. Their AGM was late last year but will be back to June this year. There was a talk in the school organised by the guidance teacher on self investment for resilience. There was an Alcohol Awareness meeting but weren't able to use the film in the cinema, digital incompatibility issues but it is still on You Tube and still gets hits. All the agencies work well together. Hope Kitchen is going from strength to strength since their new premises opened. It would be good if Money Skills Argyll leaflets could be given to Hope Kitchen.

Kintyre

The last meeting was on the 7th of December. They had a useful discussion about partnership working, want to amplify certain treatment modalities. Could expand accessible recovery network if partnerships are formed. They discussed the constitution. Future meetings are on the 15th of March at 11.30, 14th of June at 9.30, the AGM is on the 13th of September at 9.30.

CM asked about funding. There was no money allocated to the Forums for this financial year because of the significant cut to the ADP budget, there will be a further significant reduction next year. How are the forums funds? What do people

feel about funding? Do the forums have enough money to sustain meetings?
CF said MA forum are not holding funds but they can sustain meeting for maybe a year.
ER said OLI are OK.
PE said Kintyre have funds but may need money to sustain admin over the next couple of years.
IS said Bute have funds for the next year, they are planning an event which will use up funds but they are OK.
PP said I&J forum have enough money for admin but they have some projects which are coming to fruition and they will require money so will use most of their funds.
DG says H&L's funds will last for the coming year. They are keeping money for ROSC.
RS says Cowal's funds are fine because they haven't had access to their bank account for about 2 years. They will be OK for a year.
ER asked if the ADP would fund the forums in the future, most have funds for a year but may need some funding in the future. ER expressed concern that the line has been removed from the budget and would prefer it is kept in with nothing allocated to it. Once it is removed from the budget it is very difficult to get it reinstated.
CM said that there could be options, it was always said that the £3,000 was not guaranteed. Is the £21,000 well spent, there needs to be evidence it is? Would £7,000 be sufficient for forums or £10,500 but rotational? IS suggested there should be a pot of money that forums bid for if they have projects to fund.
DG said H&L need money or many things will not be funded and be dropped. Their responsibility under ROSC requires funds.
PP stated that the requirement for funding should be in the action plan of the forum before money is given.
ER suggested that although things should be in a plan, there is not always an awareness of a need in advance.
CM said there is a concern that money is going out and there is no feedback on how it is being spent. Local forums are capturing information but they are not all capturing the same information in the same format. Any feedback needs to explain how the spending fits with the local and ADP strategy.

CF thinks there needs to be a basic admin allocation for all forums.
CM agreed this was reasonable. Stated that although technically no money was given in this financial year the forums were given money in March 2017 that could cover work within this financial year.

4iii

The Strategic Planning Day will look at the ADP Strategy. It will mirror the C&YP Strategic Planning Day. There will be four tables which people will move around during the day. There will not be time for each person to attend all four tables so it is likely to be three. Craig explained who will be leading the discussion at tables and that the keynote speaker is Kuladharini, the SRC Chief Executive. CM and JO will give an ADP update. ER asked if people had been asked what their table preference was, CM confirmed that they had and suggested that ER be on the Justice table at the end

CM mentioned that four proposals had been agreed at the Committee Meeting in December. The first was that an external organisation should take the Involvement Strategy forward. Secondly, to find an organisation who can take the ROSC tool to the next level in a way that is wholly inclusive and works for the ADP; the ownership of the ROSC tool also needs to be looked at. Third, there needs to be an evaluation of service standards for C&YP services, there needs to be assurance that best practice is being followed and that best practice is being shared. Need to

	<p>show that the work is following best practice and the service is being offered under partnership approach. Lastly, for C&YP services the ADP will be inviting people who were funded for work with C&YP last year to indicate if they would like the funding for that specific project to be extended. There are 5 organisations doing 6 different pieces of work. Looking to extend the funding but it may be necessary to give a smaller amount. CM is confident that the allocation of money can be completed by the end of the financial year.</p> <p>JD gave an update of what has been happening with Health Improvement. Police Scotland is starting to organise Choices for Life events in schools, she is going to try to get police to attend forums. There is SDF training coming up and it is important that people attend or the courses will be cancelled. She will send the course update out and hopes others will circulate it as widely as possible.</p> <p>CM thanked everyone for a productive meeting.</p>	JD
5	<p><u>Date of Next Meeting</u> 27th March 2018 at 10.30 in J05-J07, MACHICC.</p>	