



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

**ARGYLL AND BUTE ALCOHOL AND DRUGS PARTNERSHIP
PERFORMANCE MANAGEMENT AND RESOURCING GROUP**

Tuesday 3rd November 2015
Boardroom, Aros, Lochgilphead
10.30am – 13.00pm

PRESENT:

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| Craig McNally | Senior Health Improvement Officer (Addictions) |
| Carol Muir | Coordinator, Argyll and Bute ADP |
| Elaine Robertson | Co-Chair of OLI Forum |
| Cath Cakebread | ABAT Manager |
| Lana Stewart | Local Authority Liaison Officer, Police Scotland |
| Derek Carr | Finance |
| Colin Ferguson | Co-Chair, Third Sector Forum |

Apologies:

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| John Dreghorn | Project Director (Mental Health Modernization) |
| Martin Turnbull | Youth Services rep |
| Bev Ison | Co-Chair of OLI Forum |
| Wendy Brownlie | Education rep |

IN ATTENDANCE:

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| Sarah Marquis | ADP Admin |
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| Item | Subject |
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| 1. | <p><u>Welcome/Present</u> Craig McNally (CMN) welcomed everyone to the meeting.</p> <p><u>Apologies</u> As above</p> <p>CMN informs the group he would like to step down as the current chair, this role was only ever taken on as a temporary basis until the process of reorganizing the ADP was complete and that was in April. A number of emails going around that have indicated they people are unhappy with the process of CM as chair. CM has tried to be fair and inclusive in trying to move the ADP forward for partners to engage and be funded. This has not been accepted and some partners are not happy with this process so CM is going to step down and see if anyone is happy to take on the chairing. LS adds that she is happy with the process that CM has taken and is happy for him to continue as chair, ER feels the same and is happy for CM to continue if he wishes. CF states that as Third Sector chair, he is no problem with him carrying on as chair, CF feels he owes him an apology from the Thirds Sector even though he has only just taken over, he</p> |

feels he owns an apology as the emails have become personal and that is unacceptable from any member of the Third Sector or anyone, it should never come to a personal level. CM thanks CF but the apology does not need to come from CF. CF still feels embarrassed the fact that its Third Sector Members behaving in this way. CM states that everyone is embarrassed by the behaviors and this is no reflection on CF as chair or actually on the Third Sector as this is a wide group, its individuals who have made it personal and are consistently complaining, its not Third Sector and its not our partnership. CC also adds that a member of her staff had a conversation with an individual who referred to CM as an F'ing B and this is not acceptable. CM hopes that its seen that he has tried to remain professional. LS asks that surely this has to work both way so are we not in any position to with hold funding. CM we work within the structure and ensure our governance allows up to have a line which if step over, action will then be taken. It was suggested the CM stay as chair of the Resource Group for this meeting with the view that the structure will be discussed at the joint meeting on the 14th of December, the group agreed.

2. Previous Minutes

Agreed as accurate.

3. Matters Arising

Independent Chair – Glen Heritage was asked to sit on the interview panel for the Independent chair, it was felt that possibly GH would not be up to speed on the history of the ADP but as there was no chair of the Third Sector at the time of the panel selection GH was asked to represent the Third Sector.

Action Points – at the bottom of the minutes has a table to look at what actions members of the group have been assigned through out the meeting. There is two outstanding on the bottom of the minutes for NR and MT. Identifying Diversionary Activities for young people is on going for MT. How best to engage vulnerable young people was to be complete by NR for the September meeting, this has still not been completed. The group agreed to take CF was contacting NR to ask for progress on this with a seven day deadline to respond as the project is moving forward.

4. Waiting Times

The ADP has exceeded the target of 90% for the past two quarters of the year. In quarter one 95% of service users accessed treatment within 21 days of referral and 93% in quarter 2. This ADP is also ahead of most and are green on the annual report.

5. **DAISY**

An information session will be held on the 9th of November in Helensburgh so an update will be available at the next meeting. This is a tool that will replace waiting time and TOPS.

6. **Funding Proposals**

Development worker – The ADP support team is currently not running at full capacity with the information officer being on a secondment until the end of March 2016. Sarah is currently doing extra admin work for Public Health also. The ADP team in Highland has just appointed a Development officer at a band 6 and that is exactly what we could do with in Argyll and Bute. It was mentioned at the last Resource Group and Delivery Group that the support team would benefit from some extra support. CM feels that at the moment she is constantly chasing her tail and answering complaints has become a large part of the job. A lot of the strategic stuff is being missed due to CM attending to other areas and the extra support would take the pressure off. DC pointed out that the post would be filled in the middle of January at the earliest so CM would need to tell the group what she was looking for. CM would need full time until March 2017 if possible, it could be reviewed after nine months and decided if the post is beneficial to the ADP support. ER agrees that the extra support would be helpful and is happy to proceed. CMN asks if we are able to make the decision for next year's budget. DC adds that it would be built in to the cost of the ADP support team budget. The post would be through the NHS until the end of March 2017, full time and would be reviewed after nine months. CMN asks the group if all are in agreement, and the group agree. CM to discuss this with the ADP chair, get approval from George Morrison and move forward on the process.

Branching out – CF declares an interest and the beginning of this item and leaves the meeting while this is being discussed. At the last meeting a discussion was had on reactive funding for the ADP support team to have a small amount of money to help support small one off projects and this is another example. Branching out are a £70,000 project and are looking for £2,000 from us to help support. CMN points out that this would need to be presented on a proposal and sent to the group for comments and scoring. This was come from the Training budget as it is to train people who will then provide this service which the service users could then be referred to. Agreed subjected to being presented on the correct paper work.

DC suggests that next year for the budget that each budget line has a manager issued to it and its them to make sure that budget line is fully utilized. Group agreed this would help the sending of the budget, this has to be taken to the meeting in December.

CF enters back in to the room

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| | <p>ROSC – This is based on the Scottish Recovery Consortium who are able to help build recovery systems in to ADP’s and organizations. The hope was to have this completed by the end of March but with the Development day now not until the end of November, this wouldn’t be possible. It has been suggested to pre pay the Scottish Recovery Consortium to complete the work after the financial year end it the on going work will continue past the financial year end. The members of the group support and agree this.</p> <p>Fire Bedding – Alex Purdie from the Scottish Fire has requested some money to purchase fire retardant bedding, this would help people at high risks of falling asleep while under the influence in their beds. The group agreed to fund this once it was resubmitted on the appropriate paper work.</p> <p>Children and Young people funding – OASIS have been funded to complete the work for the GAP funding and feedback on the scoring has to be given. Cowal are to submit their paper work and will be sent round the members for scoring and comments and Kintyre is still a working progress. All funding applications will be processed in the same way.</p> <p>Grant process – CMN and Liz Strang have been working together to develop a grant process for the remaining £25,000 available in the Children and Young People’s budget line. Once the changes have been made the document will be sent to the members for comments. Once the grants applications have been received back in a small group which will include, finance, ADP, Children and Families and Third sector will meet to score and discuss the bid which will be a maximum of £5,000. This will be a tight scale turn around and no service will be double funded for work which is already ongoing. Before any money is released there will be a contract monitoring signed. The group agreed this was a good process and are happy.</p> |
| 7. | <p><u>ABI’s</u> ABI’s – Paper has been included for the meeting today. ABI’s are currently below target at 404 at the moment. This is being worked on.</p> |
| 8. | <p><u>Improvement Plan</u> Improvement plan – The improvement are on page six on the improvement plan, all are ongoing at the moment. ORT is currently on hold as it will fit in as part of the winder ROSC group.</p> |
| 9. | <p><u>Finance Report</u> Finance report is included with the papers, each budget line has an explanation at the back and a forecast explanation. At the moment there is £16,000 underspend so the group might have a potential to look at re-allocation some funds.</p> |
| 10. | <p><u>AOCB</u></p> |

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| | None |
| 11. | <u>Date of next meeting</u> Joint ADP meeting, Monday 14 th December at 10:30am, Boardroom, Aros, Lochgilphead. |