



Minutes of the Highland Alcohol and Drugs Partnership Strategy Group

DATE: 20th November 2014

LOCATION: MAIN CONFERENCE ROOM, POLICE SCOTLAND DIVISIONAL HQ

CHAIR: CHIEF SUPERINTENDENT JULIAN INNES

<i>Present:</i>	Cllr David Alston Alasdair MacDonald Stephen Coyle Cathy Steer Greg MacLachlan Suzy Calder Elisabeth Smart T/Insp Yvonne Brechin Karen Underwood Frances Gordon Debbie Stewart	Highland Council Head of SFIU North Deputy Governor, HM Prison Inverness, Representing Andrew Hodge Head of Health Improvement, NHS Highland District Manager, Children's Services (Representing Dawn Grant Head of Substance Misuse, NHS Highland Public Health Consultant Police Scotland (representing Mairi MacInnes Project Accountant, NHS Highland Accountant, NHS Highland HADP Coordinator
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Cath King, Health Improvement Policy Manager, Highland Council
(Item 4 only)

<i>Apologies:</i>	Bill Alexander Dawn Grant Andrew Hodge Sarah MacKenzie	Director of Care & Learning (Vice-Chair) Area Manager, North, Children's Services Governor, HM Prison, Inverness HADP Support Team
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Item	Discussion	Action
1	<p>WELCOMES/APOLOGIES</p> <p>CS Julian Innes, as the incoming HADP Chair welcomed everyone to the meeting upon which introductions were made. He expressed gratitude to members for their support and clarity on the role of the ADP. Julian stated his intention to continue as Chairperson for the next two years and use the opportunity to increase his knowledge of drugs and alcohol. He is committed partnership working and believes it is reflected in the statistical information that shows downward trends for crime and many related issues. Julian stated his interest in preventative approaches and will use the next 2 years to raise the profile of the ADP.</p> <p>Due to the fullness of the agenda, it was necessary to move some of the items to allow sufficient time for the Toolkit website presentation and discussion.</p>	

2	MINUTES AND ACTIONS FROM PREVIOUS MEETING	
2.1.	The minutes of the meeting held on <u>13th May 2014</u> were submitted and accepted as an accurate record.	
2.2.	<p><i>Actions from meeting of 13th May were accepted and noted as complete. It was also noted that in future the actions will be presented in a slightly different format giving the status on actions not completed.</i></p> <p><u>Under item 3:</u> Matters Arising; Suzy Calder updated that she had not met the Accountant to consider the Lanarkshire model of outcome focused budget reporting but that recent discussions with Finance colleagues were progressing in this direction.</p>	
3	STRATEGY DEVELOPMENT	
3.1	<p><u>Annual Reporting Template April 2013-March 2014</u></p> <p>A summary of the reporting template was tabled for ease of reference to the main document. Debbie advised that much of the report had been completed with information provided in the regular progress updates, illustrating that accountability processes are in place. The Chair commented on the level of detail. He thanked everyone for the amount of work and energy which had gone into progressing the HADP strategy over the past year which was reflected in the Annual Report. The Chairman duly endorsed the Annual Report on behalf of HADP.</p> <p>Greg stated there is a major shift to reviewing children's services.</p> <p><u>Action:</u> <i>For accountability purposes, the Chair will seek endorsement from the CPP via the Safer Highland leadership group by providing a brief report at the next meeting.</i></p> <p><i>The report will also go to the NHSH Board.</i></p> <p><i>Liz suggested that it should also go to the Alcohol and Older Peoples Group and will enquire about procedures for doing this.</i></p>	<p>JI</p> <p>DS</p> <p>LS</p>
3,2	<p>DRAFT NEEDS ASSESSMENT</p> <p>A draft Needs Assessment collated by Sarah was circulated for comment. Debbie advised that the report provides a large amount of information and that it requires more detailed analysis plus an overview of service provision. A further draft will be brought to the next strategy group. Partners are invited to make suggestions on other data that should be included. It would be particularly helpful to have guidance from Children's Services on the type of information that best reflects the needs of children and families.</p> <p>It is essential to ensure the views of service users are included, particularly in relation to future service development. Suzy provided reassurance that the User Satisfaction Survey, conducted by substance misuse services will be fed in to the needs assessment. The Harm Reduction Service are also undertaking consultation work that can be shared.</p>	<p>All DG</p> <p>DS, SC</p>

	<p>Including the views of the public in the needs assessment is also important but how to do this effectively will need careful consideration. It was suggested that the Citizens Panel may provide a useful route for consulting the public.</p> <p><u>Action:</u> It was agreed that members examine the draft and highlight any gaps in content or suggestions for further information to be included.</p> <p><u>Action:</u> Debbie to liaise with Suzy in order to bring a plan to the next strategy group on progressing service user involvement. This will set out actions that will progress from the Red ragging in the 2013/14 annual reporting template.</p> <p><u>Action:</u> Debbie to provide a report to the next strategy group meeting on consultation process for the revised strategy.</p>	
3.3	<p>COMMUNITY PLANNING STRUCTURE</p> <p>An updated diagram of the CPP structure was disseminated and the Chair provided a brief overview of the revised structure.</p> <p>Members noted the position and if the structure changes an update will come back to the group.</p>	
4	<p>DEMONSTRATION OF THE WEBSITE FOR THE SUBSTANCE MISUSE TOOLKIT - (Cath King, Highland Council)</p> <p>Cath gave a brief input on the background to the toolkit and explained that it is a development from a Toolkit produced by NHSGGC.</p> <p>The website is a satellite of the Highland Council website and the link is www.highland.substancemisuse.scot</p> <p>Cath advised that 300 A3 posters have been produced for display in schools and other prominent places. It is intended that this is an evolving resource for teachers via GLOW and also parents and young people.</p> <p>It was suggested that the Youth Convener may wish to support the launch event on 12th Dec. There were questions relating to how the Toolkit can be kept updated in the long term. It is intended to have ongoing checking and an annual review. The target audience will be S2 upwards. There are some functions to be added such as a news and events section. David asked what processes are in place to monitor the site. Cath replied that monitoring procedures are being considered including measuring HITS. Quality checks will be conducted and work is underway to promote use throughout Care & Learning Services.</p> <p>The Chairman thanked Cath for attending the meeting and for providing insight into the Toolkit ahead of the launch.</p> <p>Cath will continue to add any suggested changes to the Website.</p> <p><u>Action:</u> Further comments and feedback would be welcome from members who can view the website via the above link.</p>	CK

7	<p>BUDGET</p> <p>Karen Underwood, Project Accountant for NHS Highland took the Group through the main headings in the Financial Report presented as Alcohol and Drugs – 6 months to 30th Sept. 2014; a detailed Financial Report, Analysis of Budgets by location and grade and SGHD funding reconciliation statement.</p> <p>Karen advised that she has adapted the layout and is working through changes to improve clarity and the layout for the budget statement front page. The report now shows 3 variance columns against earmarked ADP monies.</p> <p>The total budget has reduced from the Report in March 2014 due to the correction and removal of several duplicate posts. Karen advised that further work is required to ensure accuracy of reporting on both the budget and the establishment (wte).</p> <p>The Report shows an overspend of £35,000 from the year against both the HADP and NHH core funding. The amount of £68,000 that is currently unspent primarily due to the unfilled HADP Support Post, is not shown explicitly in this report.</p> <p>Karen advised that staff details have to be anonymous on the reports presented. If required by the ADP, it is possible to change the format of the report to suit. Suzy stated that services are keen to see clearer reporting as there are elements in the budget which are not specified and there was a need to look at how the detail required can be provided. It was stated that the reality is the monies are tied up in salaries for substantive posts and that implementing the government recommended commissioning process will be challenging without access to additional resources for investment. However, there are areas of work that can continue to be progressed despite lack of resources.</p> <p>It was commented that the task of clearly linking investment to outcomes is now progressing.</p> <p>The Chairman was grateful for the work undertaken by Karen and the increased clarity goes some way to providing comfort. He advised that there would be meeting with ADP and Finance colleagues on the 26th November to discuss the budget detail and agree a way forward.</p> <p>Suzy remarked that there is lots of detail around services for whom she has responsibility and queried whether a similar amount of detail will be looked at and required from other partners. The Group agreed that information and reporting requirements across partners need to be consistent.</p> <p><i><u>Action:</u> The recommendation from the meeting is that work on the Budget should be recognised as Work in Progress and acknowledged that it is not yet complete and accurate and that further clarity is required which will allow the Chair and others to look at it again and bring back to the Group. Members are requested to bring any other ideas on how they want to see financial information presented back to the Group. They were</i></p>	<p>KU</p>
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	<i>asked to approach the Chair directly.</i>	
4.1	HADP PROGRESS REPORT – UPDATE FROM NOVEMBER 2014	
4.1.1	<p><u>Maximising Health</u></p> <ul style="list-style-type: none"> <i>Alcohol Industry – position discussion</i> - There was discussion related to the use of resource materials produced through charities in receipt of funding from the Alcohol Industry. It was agreed there is a need to clarify the ADP position and to devise a statement to this effect for use in the Toolkit. <u>Action:</u> <i>Debbie is to produce a draft position statement for the ADP.</i> <u>Action:</u> <i>Cathy will source previous work in this area conducted by Health Improvement that can be used to inform the position statement.</i> <p><u>Action:</u> <i>The Chairman offered to raise the future position statement Safer Highland partners for potential endorsement.</i></p> <ul style="list-style-type: none"> <i>Social Marketing Initiative</i> – Debbie updated the Group on a product which aims to gather parent insight and to promote awareness raising messages. Moray Firth Radio will use a series of “Info-mercials” to promote a family based approach to tackling underage drinking. The campaign will also feed out to smaller more rural radio stations. The timescale for planning and agreement with MFR is March 2015 with the campaign likely to start prior to summer. MFR have systems in place to provide evaluation data via their website and will include a link to the Toolkit Website. <p><u>Action:</u> <i>Members to Note update and Debbie to bring a progress report back to a future meeting.</i></p> <ul style="list-style-type: none"> <i>Belladrum Planning</i> – Debbie highlighted a paper produced by Elspeth Lee outlining suggestions for a more rigorous approach to Festival Welfare Provision. Given the NHS role in signing off the 3 yearly licensing, it is proposed that a checklist of requirements is drawn up and made available to festival organisers for sharing with prospective welfare providers. It was also proposed that if ADP is to attend Festivals they should do so in conjunction with other partnership agencies, particularly Health improvement colleagues if this was considered appropriate. It was considered imperative that the ADP should have an influence at the planning stage and if present at events to be included in any debrief process. <p><u>Action:</u> <i>Elspeth supported by Debbie is to liaise with festival organisers to ensure inclusion in planning for welfare and subsequent debrief meetings.</i></p>	<p>CS/JI/DS</p> <p>DS</p> <p>EL/DS</p>

	<i>Action: Debbie to meet with Cathy to agree whether there is a need to attend Festivals and the potential for partnership with Health Improvement.</i>	DS/CS
4.1.2	<p><u>Recovery</u></p> <ul style="list-style-type: none"> • Suzy reported achievement of the HEAT A11 target for 2 quarters in a row. The target is still sensitive to staff changes in rural areas. • The National Harm Reduction Conference held on 23rd September had been hailed as a success. Twitter feeds have been extensive. • Suzy was pleased to report that Police Scotland has agreed to pilot training for officers to carry I.N. Naloxone. Suzy would be keen to arrange press coverage around this but is aware there might be pressure from other areas. Street Pastors and Prison Staff are also trained in IN use. • Suzy updated that in Partnership with Mid and South East there will be a single substance misuse service. <p><i>Action: A report on the progress of the Police intranasal pilot will be provided at the next strategy group meeting.</i></p>	JI/SC
4.1.3	<p><u>Children and Families</u></p> <ul style="list-style-type: none"> • <i>CAPSM Protocol Progress Report</i> – It was noted that the draft protocol has been developed and is now out for consultation. Members were asked to note that the timescale for consultation ends on 21st November. Following consultation the document will be redrafted and taken to the next meeting of the Child Protection Committee as well as the ADP for final comment and advice on implementation. • The Minutes of the CAPSM Group held on 3rd November 2014 are submitted for information and noting. 	
11	<p>DATE OF NEXT MEETING</p> <p>The Chairman made a request for future meetings to be scheduled for two and a half hours duration in order to cover the agenda items effectively, being insufficient time for discussion of some of the remaining items on this agenda which will be deferred to the next meeting.</p> <p>Members are asked to next and future meetings for 2015 as :</p> <p><u>Thursday 19th February at 2pm</u></p> <p>Tuesday 19th May at 2pm Tuesday 25th August at 2pm Thursday 19th November at 2pm</p>	