

**East Ayrshire Alcohol And Drug Partnership
Committee**

Minutes Of Meeting



Date: Friday 19th June 2020

Time: 9:30am

Venue: Dial in conference call

PRESENT: Mr Neil Kerr, (**Chair**)
Mr Liam Wells, ADP Co-ordinator, EA HSCP
Ms Linda Surgenor, Senior Manager EA HSCP
Ms Pamela Milliken, Head of Service
Ms Karen McMillan, Employer and Partnership Manager, Job
Centre Plus
Ms Fiona Fawdry, CVO
Ms Helen Merriman, Rapid Housing Transition Lead
Ms Carolann McLelland, Recovery Coordinator
Ms Kirsty Baker, Community Justice Ayrshire
Mr Gary Tait, Fire Scotland
Ms Kate Lindsay, SDF
Ms Dale Meller, Senior Manager, CHCJS
Ms Kirsty Baker, Community Justice Ayrshire
Mr Steven Meikle, Police Scotland
Mr Mike Convery,
Kirsty Spence, Minute Taker

APOLOGIES: Ms Marion MacAulay, Head of Children's Health, Care and Justice
Services, EA HSCP
Ms Lauren Brown, Health and Wellbeing Officer
Ms Kerry Jarvis, Health and Wellbeing Officer
Dr Joy Tomlinson, Consultant Public Health
Mr Stuart McCall, Legal
Ms Alice Dillon, Community Justice Ayrshire
Mr Alex Adam, Specialist Pharmacist NHSAA

	AGENDA ITEM	ACTION
1.	<p>WELCOME / APOLOGIES</p> <p>The Chair welcomed everyone to the meeting and apologies were noted as above.</p>	
2.	<p>MINUTES OF PREVIOUS MEETING</p> <p>The minute of the previous meeting held on the 27th March 2020 was tabled for comment. The Committee agreed the minutes were an accurate reflection of the meeting.</p>	
3.	<p>MATTERS ARISING</p> <p>The matters arising were captured on the agenda and followed up on the ongoing matters:</p> <p><u>DAISY</u> Liam advised the group there is still no updated available.</p> <p><u>Drug Death Implementation Group</u> Neil advised the Committee that Pamela Milliken, HOS is monitoring the drug death implementation group.</p> <p><u>Pan Ayrshire Preventing Alcohol Health Harms Group</u> At the previous Committee in March 2020 Liam highlighted the following: <i>Liam advised the group Scottish Government have set out 5 Ministerial priorities and a series of improvement goals and Alcohol Drug Partnerships will be asked to report progress against these improvement goals in their annual reports.</i> Liam advised Committee there has been no further meeting's since March Committee and will follow this up with Public Health.</p>	Liam Wells
4.	<p>Recovery Coordinator</p> <p>Carolann McLelland, Recovery Coordinator tabled the Outcome Targets Report for information. Carolann advised the Committee the outcomes for year 1 have been met and exceeded. Carolann noted the role in year 2 will be to continue monitoring activity, promote partnership working between different cohorts, agencies and sectors. It was noted this will also include the development of a network and website with its primary functions being a platform/mechanism for people with lived experience to have a collective voice and to encourage partnership working between statutory, voluntary and community groups.</p>	

	<p>Carolann highlighted she has maintained contact with existing community groups throughout this pandemic. Carolann advised peers have set up their own recovery groups via zoom and WhatsApp, noting the enthusiasm and commitment is still vibrant even during these difficult times. It was noted Patchwork are still bust offering online meditation, recovery music sessions and food parcel delivery. Carolann advised Committee there are currently 8 peers involved in the Peer Platform programme, they are looking into creating more training, opportunities and being more involved with communities. Liam advised the group he disseminated funding information to community groups to help with source digital technology.</p> <p>Pamela Milliken, Head of Service asked for further information on the toolkit, Carolann explained 6 workshops have been created to help/form community groups, information provided on how to sustain a group and how to apply for public money. It was agreed Carolann will send Pamela the toolkit report for information.</p>	<p>Carolann McLelland</p>
<p>5.</p>	<p>ADP Funding</p> <p>Neil introduced the ADP Funding Report noting the purpose of this report is to provide the ADP Committee with the Alcohol and Drugs Partnership resource allocation and prosed expenditure outline. Neil also advised Committee that this report was tabled at the Integrated Joint Board on Wednesday 17th June where contents were approved.</p> <p>It was noted that the 2019/20 allocation previously calculated was an overstatement and would likely impact on the 2020/21 funding allocation. Neil advised Committee that Ayrshire and Arran received £3,715,311 from Scottish Government which included the 5% uplift from last year's allocation that the Government expects NHS Boards to meet. Committee was advised that East Ayrshire ADP receives a percentage of this resource and confirmation is awaited on this split. It was agreed the Advisory Group will follow up on confirmation of budget allocation.</p> <p>Neil detailed over last year's allocated budget highlighting to the group the ADP expenditure and services who received funding. It was noted the total amount spent from 2019/20 was £1,623,108 against the allocated budget of £1,647,377 which results in a 2020/21 balance of £302,543. Committee was advised that this money is specific in nature and has been earmarked for future use by the ADP, Neil highlighted that this money is non-recurring. Neil noted that until the East Ayrshire split of the Ayrshire and Arran 2020/21 resource allocation is confirmed it is not clear if there will be</p>	<p>ADP Advisory Group</p>

	<p>uncommitted resource from this is 2020/21. It was also noted that the ADP will inform the use of the £83,726 to be targeted against the Drug Death Taskforce Evidence Based Strategies.</p> <p>The following recommendations were agreed;</p> <ol style="list-style-type: none"> i. Consider and approve the proposed allocation to the ADP ii. Consider and approve the proposed allocation to existing ADP commitments iii. Approve the ADP submitting a proposal in relation to the Drug Death Taskforce Funding iv. Approve the use of any remaining resources in line with the strategic plan and commissioning strategy; v. Otherwise, note the content of the report. 	
<p>6.</p>	<p>Development Fund</p> <p>Liam tabled the ADP Development Fund Report highlighting the purpose of this report is to update the Committee on the proposals to the ADP development fund.</p> <p>Liam discussed through the report briefly noting that £60,000 was set aside for the purpose of an ADP development fund for community and voluntary sector organisations to bid. Liam advised members a total of 21 bids were success which are noted within the report. Liam noted that due to uncertainty around Covid-19 it is increasingly uncertain as to when the planned autumn showcase will take place, also whether a showcase event in December will be possible with potential restrictions in place surrounding mass gatherings.</p> <p>Discussion was had around a participatory budget event how to link with communities and smaller towns, it was agreed to link this with the stigma campaign and showcase each project. Fiona advised Committee the CVO are receiving funding for a digital lending library to purchase IT equipment, this needs purchased by July and requires a quick turnaround. Fiona highlighted that part of this funding is to set up a toolkit to showcase what is happening within organisations in communities with a website set up specifically for this also creating an App and social media accounts. Fiona advised Peers can make use of the equipment and make use of the CVO online training programme available with a range of different courses from COSH, health and safety, Covid-19 specific training, food hygiene, first aid etc. Fiona also highlighted that the CVO are in the process of setting up a print shop for community</p>	

	<p>organisations to use for marketing – Fiona offered training to Peers for the print shop and to make use of this facility. It was agreed Carolann will make contact with Fiona to explore training for peers and making use of services available.</p> <p>Karen highlighted to the group that job coaches within the DWP have been contacting customers throughout this pandemic and offering support. It was noted employability will be reviewed at the end of June however no guidance is in place and this will be a staggered approach. Karen also raised the issue of supporting people back to employment who are in recovery due to the issue of not being able to get consent forms signed with true signatures. It was noted that the DWP are slowly contacting employers re employment opportunities however are waiting to see how businesses are cope nearing the end of this pandemic. It was agreed Linda will make contact with Karen out with this meeting to discuss opportunities for vulnerable people. It was also agreed the ADP Advisory Group will coordinate a mapping framework for Stigma.</p> <p>The Committee agreed the following recommendations:</p> <ol style="list-style-type: none"> i. Approve the additional resource ii. Consider the impact of Covid-19 on activity and showcase event in December and; iii. Otherwise notes the content of the report. 	<p>Carolann McLelland</p> <p>Linda Surgenor</p> <p>ADP Advisory Group</p>
<p>7.</p>	<p>ROSC</p> <p>Liam tabled the ROSC Consultation Summary Report noting the purpose of this report is to update Committee with a summary of the ROSC Consultation recently provided by Scottish Drugs Forum. Liam provided background information to the Committee noting in early 2019 the East ADP invited the Scottish Drugs Forum to assist with the continued development of the local ROSC. It was noted consultation work was completed between May 2019 and February 2020, culminating in a partnership event in March 2020.</p> <p>Liam advised the group the 6 key themes gathered were:</p> <ul style="list-style-type: none"> • ROSC-informed • Pathways and access • Treatment, care and recovery support • Stigma • Mental Health • Partnership working 	

	<p>Discussion was had around the key themes and was noted these themes should be linked to the strategic plan via the implementation plans. Linda provided members with information on the Addiction Front Door Services (FDS), Linda noted this service is tailored for people who appear looking for services and are ready to accept help/support, the FDS workers are there to offer support without any waiting list for appointments. Discussion was had around reviewing the FDS to see everyone who appears by bringing together core treatment services for example Social Work/NHS/counselling/ ACA etc. Linda advised Committee buildings were in discussion in terms of locating the Addiction FDS however due to Covid-19 postponed. It was noted this has increased the use of virtual meetings, virtual support and increased use of conference/video calls which will be used in future post Covid-19. Helen also highlighted to members once Housing First is up and running this service will link with the FDS.</p> <p>The committee agreed the following;</p> <ul style="list-style-type: none"> i. Remit activity to the ADP Advisory Group and the Service Delivery Group. ii. Request further update in six month's time and; iii. Otherwise notes the content of the report. 	
<p>Dale</p>	<p>COG Oversight – Alcohol and Drugs</p> <p>Dale presented the COG Oversight Group noting the purpose of this report is to provide the ADP Committee with an overview of activity undertaken as part of the Chief Officers Public Protection Oversight Group.</p> <p>Dale highlighted the background information stating the COVID-19 pandemic response has required services to adapt rapidly and make changes as well as revealing new vulnerabilities and protection requirements. It was noted services have been 'categorising' and prioritising known needs to ensure that, should services require to be retracted due to staff sickness, the most vulnerable people continue to be protected. To date, such a retraction has not been required. Additionally, the way that support and protection are delivered has necessarily changed, with a reduction in face to face contact. Dale highlighted all of these changes introduce new risks requiring multi-agency oversight and governance through our existing public protection structures and Chief Officer Group (COG). Committee was advised the COVID-19 lockdown and shielding policies have been implemented to protect people from the risk of infection. Dale mentioned most people have their own networks of support through family and friends and additionally, East Ayrshire's</p>	

	<p>Vibrant Communities have established a substantial programme of support through the local resilience hubs. Committee were advised services are in place to identify and support / protect vulnerable people and the COG has a role in maintaining oversight and assurance that risk is being properly mitigated and escalated if required.</p> <p>Dale stated a review of the frequency of oversight activity has been undertaken in consultation with the Operational Oversight Group leads (21/05/20), the Executive Oversight Group (22/05/20) and the Public Protection Committee Chairs (25/05/20). It was noted following a review of the frequency of oversight activity undertaken in consultation with the Operational Oversight Group leads (21/05/20), the Executive Oversight Group (22/05/20) and the Public Protection Committee Chairs (25/05/20), there is a consensus that bi-weekly oversight group meetings would effectively capture and mitigate risks through the recovery and response phase in line with the proposed re-focus outlined above. Members were advised this is based on the learning to date and the now well-established multi-agency oversight groups. It was proposed that the six operational oversight groups meet bi-weekly, reporting bi-weekly and escalating issues across operational groups and into the executive oversight group</p> <p>Dale highlighted the flow chart attached at the end of the report for information.</p> <p>The Committee agreed the following recommendations;</p> <ol style="list-style-type: none"> I. Recognise the role and function of the alcohol and drugs oversight group and, II. Otherwise notes the content of the report. 	
<p>9.</p>	<p>ADP Strategy</p> <p>Liam tabled the ADP Strategic Improvement Plan advising members the purpose of this report is to present the draft East Ayrshire ADP 2020 – 2024 Strategic Improvement Plan.</p> <p>Liam stated East Ayrshire ADP’s Strategic Improvement Plan spans from 2020-2024, and results consultation with local stakeholders and partners including those with living and lived experience. It was noted the plan has been further developed to not only ensure compliance with Rights Respect and Recovery and the Alcohol Framework 2018, but also integrates the findings of the Drug Death Task Force. Liam also highlighted to Committee the strategic</p>	

	<p>improvement plan sets out the governance routes for it and recognises the role of the Integration Board.</p> <p>Committee were advised of the next steps which is implementing the plan during 2020 – 2024 and proposes:</p> <ul style="list-style-type: none"> • Develop a programme management approach to manage the improvement plan by establishing a set of working groups to get the activities underway and co-ordinate evaluation • Develop performance benchmarks to determine success of improvement areas for each year. • Engage with ADP stakeholders to disseminate / publish the improvement plan. • Development of an associated communication plan in 2020. • Development of an easy read graphic version of the plan. • Regularly report through ADP committee <p>Neil advised Committee members this report was previously tabled at the East Integrated Joint Board and COG where it was signed off. Liam noted the public graphic summary will be presented at the next ADP Committee.</p> <p>The Committee agreed the following recommendations;</p> <ol style="list-style-type: none"> I. Approve the Strategic Improvement Plan. II. Approve the production of a public graphic summary and; III. Otherwise notes the content of the report. 	<p>Liam Wells</p>
<p>AOB</p>	<p><u>Police Scotland</u></p> <p>Steven advised Committee Police Scotland are changing position in relation to sharing information with non-statutory partners are of the 22nd June 2020 and will be moving to a different model of working. It was noted Jason Peter, Locality Inspector is looking into implementing officers in Kilmarnock (not the town centre) and in Crosshouse Hospital full time due to current demand. It was agreed Steven will send Liam the communication message and pocket booklet guidance for information and further circulation. Steven highlighted to members there is a proposal to set up an intervention pathway to look at people who present at ED, instead of waiting until people present at ED helping people in communities to stop them escalating to hospital.</p>	<p>Steven Meikle</p>

	<p><u>Fire Scotland</u> Gary highlighted to members that Fire Scotland are currently carrying out more home fire safety visits. It was agreed support services can refer vulnerable people to get tests carried out by completing the referral form or via the main Fire Scotland website. Discussion was had around funding for fire proof bedding, the Chair asked for a copy of the referral form and note of the costings however the ADP were happy to approve. It was agreed Gary will send the referral form and costings to Liam for information.</p>	<p>Gary Tait</p>
<p>8.</p>	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Alcohol and Drugs Partnership Committee will be held on Friday 11th September 2020 at 9.30am within the Robert Burns Meeting Room, Council HQ, London Road, Kilmarnock (if permitted) or via teleconference</p>	