

**West Dunbartonshire Alcohol and Drug Partnership
Terms of Reference (June 2020)
FINAL**

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1. Background

1.1 The West Dunbartonshire Alcohol and Drug Partnership (ADP) was established in 2009. The “*Partnership Delivery Framework to Reduce the Use of and Harm from Alcohol and Drugs*”¹ (which replaces the “*2009 Memorandum of Understanding for Alcohol and Drugs Partnerships*”) was approved by COSLA Leaders and Scottish Ministers and was published on 19 July 2019. As a result, West Dunbartonshire ADP is required to update its Terms of Reference to reflect the current landscape, which includes:

- Integrated Authorities (Integrated Joint Boards)
- Community Justice Partnerships.
- Local Outcome Improvement Plans (LOIPs)

1.2 The new framework provides the role for Alcohol and Drug Partnerships (ADPs) to continue to lead the development and delivery of a comprehensive and evidence based strategy to deliver local outcomes. This should be achieved through applying a whole system approach to delivering sustainable change for the health and wellbeing of local populations.

1.3 The framework sets out expectations that ADPs will have in place:

- A strategy and clear plans to achieve local outcomes to reduce the use of and harms from alcohol and drugs.
- Transparent financial arrangements
- Clear arrangements for quality assurance and quality improvement.
- Effective governance and oversight of delivery.

West Dunbartonshire ADP will oversee the delivery of these expectations.

2. West Dunbartonshire ADP Outcome Focus

2.1 West Dunbartonshire ADP Strategy and Delivery Plans will support the implementation of the Scottish Government’s Policy agenda outlined within the new national strategies “Rights, respect and recovery: alcohol and drug treatment strategy”² and the “Alcohol Framework 2018: Preventing Harm”³ West Dunbartonshire ADPs core focus will be to deliver on the national outcomes outlined within these strategies as follows:

¹ <https://www.gov.scot/publications/partnership-delivery-framework-reduce-use-harm-alcohol-drugs/>

² <https://www.gov.scot/publications/rights-respect-recovery/>

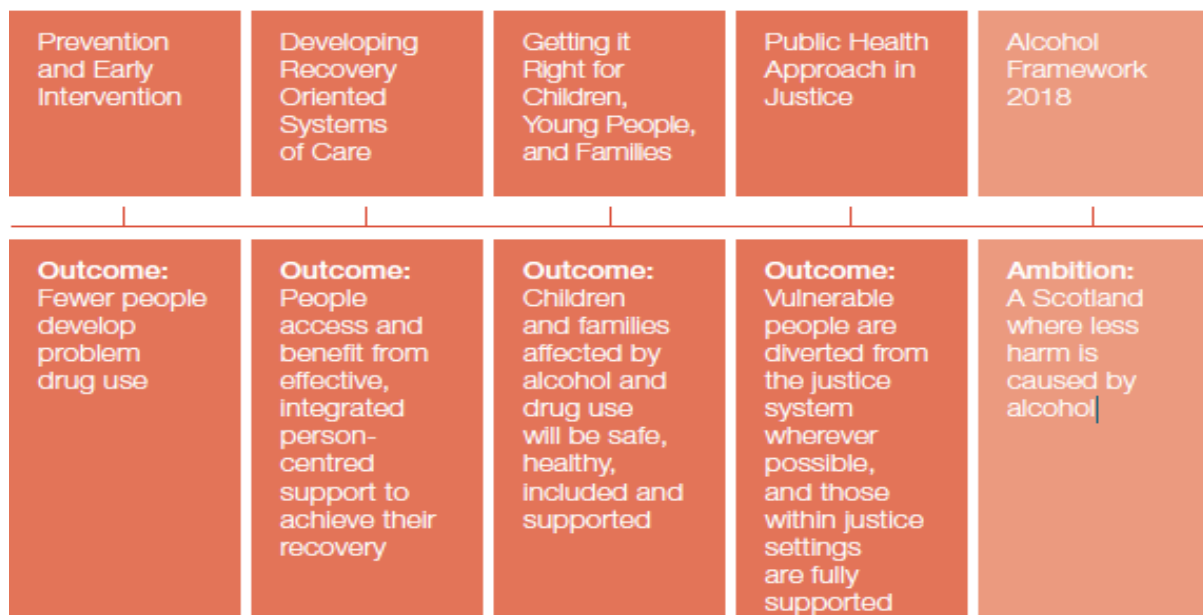
³ <https://www.gov.scot/publications/alcohol-framework-2018-preventing-harm-next-steps-changing-relationship-alcohol/>

Rights, Respect and Recovery

Vision

Scotland is a country where "we live long, healthy and active lives regardless of where we come from" and where individuals, families and communities:

- have the right to health and life - free from the harms of alcohol and drugs;
- are treated with dignity and respect;
- are fully supported within communities to find their own type of recovery.



The WDADP strategy will set out in detail the local contribution to the Monitoring and Evaluation Framework for Rights, Respect and Recovery⁴

3. West Dunbartonshire ADP: Role and Responsibility

3.1 West Dunbartonshire ADP will work in partnership to:

- Provide strategic leadership for partner agencies within West Dunbartonshire who play a part in reducing the use of and harm from alcohol and other drugs.
- Agree the Terms of Reference for the West Dunbartonshire ADP.
- Provide direction and guidance to sub-groups.
- Ensure that partnership arrangements enable the appropriate involvement of local organisations with a potential contribution to make to the achievement of agreed local outcomes.
- Lead on the implementation of the local alcohol and drugs strategy and delivery plan, which will be based on a clear assessment of local needs.

⁴ <http://www.healthscotland.scot/publications/monitoring-and-evaluation-framework-for-rights-respect-and-recovery>

- Direct the use of recourses to best meet local needs in line with local strategy and plans
- Ensure that the operation of the ADP is appropriately embedded West Dunbartonshire HSCP governance and community planning arrangements through the joint identification and delivery of shared outcomes across partner agencies.
- Ensure that the ADP engages with stakeholders including people with lived experience, carers, family groups and wider organisations with an interest in alcohol and drug related issues.
- Ensure robust performance monitoring arrangements and reporting for the delivery of key outcomes to be achieved by the ADP including operation in line with the Quality Principles for Drug and Alcohol Treatment services.

4. Structure

4.1 The WD ADP will structure its work to deliver on the themes from “Rights, Respect and Recovery” and the “Alcohol Framework” as well as the Ministerial Priorities as follows:

Rights, Respect and Recovery Theme	Ministerial Priorities 2020-21
Prevention and Early Intervention/ Alcohol Framework	MP4: Education, prevention and early intervention on alcohol and drugs (includes stigma, ABIs, Count 14) MP5: Reduce attractiveness, affordability and availability for alcohol (includes Licensing Forum, Board and Policy)
Developing Recovery Oriented Systems of Care	MP 1: A recovery oriented approach which reduces harms and prevents alcohol and drugs deaths (includes naloxone, MH protocols, Quality Principles, involvement mechanisms, waiting times and DAISy)
Getting it Right for Children, Young People and Families	MP2: A whole family approach on alcohol and drugs (includes involving family members and family support services)
Public Health Approach to Justice	MP3: A public health approach to justice for alcohol and drugs (includes diversion and throughcare)

The sub-group structure and areas of focus as well as the relationship with the HSCP, Community Planning and other structures is shown in a diagram in Annex 1.

5. Governance

- 5.1 The Partnership Delivery Framework requires that the NHS and Local Authorities should ensure local partnership arrangements enable them to meet their respective governance and accountability arrangements between the Scottish Government and local partners. Governance of the WDADP is provided by the WD Integration Authority via the WD IJB Audit and Performance Committee. In line with the Integration Authorities scheme of delegation that includes alcohol and drug services, the WDHSCP Strategic Plan highlights alcohol and drug issues and contains commitments to developing assertive outreach, improving pathways to support and developing recovery communities.

6. Reporting

- 6.1 WD ADP will provide relevant financial and performance reporting to enable support the development of the Integration Authority's Annual Performance Report. This will include reports submitted annually to the Audit and Performance Committee of the West Dunbartonshire IJB.
- 6.2 The Chair will ensure ratified minutes are made available to members of the Audit and Performance Committee for information.
- 6.3 Members of the ADP will be responsible for ensuring their organisation and all associated groups are informed of the work of the ADP.
- 6.4 The ADP will produce an Annual Report which will be submitted to the Scottish Government by the required deadline (usually end of September annually). The Annual Report will be published on the HSCP website and circulated to partners and provided to Community Planning West Dunbartonshire Management Board.
- 6.5 Minutes of all ADP sub group meetings will be made available to ADP members

7. Membership and Chair

- 7.1 Membership of the ADP will include representation from each of the following:

WDHSCP Addictions Services
WDHSCP Children's Health Care and Criminal Justice
WDHSCP Health Improvement Team
WDC Educational Services
WDC Housing
DWP
Scottish Prison Service
Police Scotland

Scottish Fire & Rescue
Community Justice Partnership
People with Lived Experience
Third Sector Organisations

- Alternatives
- Blue Triangle
- DACA
- Scottish Families Affected by Alcohol and Drugs (SFAD)
- Y Sort-It
- WDCVS

- 7.2 Also in attendance at ADP meetings will be representatives from the HSCP or West Dunbartonshire Council as required.
- 7.3 Other organisations may be invited to join the ADP as and when a need is identified to extend the membership and with agreement of partnership members.
- 7.4 When joining the ADP each member will be required to formally nominate a named representative to attend ADP meetings if the member is not available to attend, members should ensure an appropriate level of seniority is maintained when people are asked to deputise for core members of the partnership.
- 7.5 All members and nominated representatives should have a detailed understanding of the alcohol and drugs agenda, how this fits within their service and is of significant seniority to act and make decisions on behalf of their service.
- 7.6 Members and nominated representatives will be responsible for taking issues between the ADP and their organisations/forums for information, comment or action as appropriate.
- 7.7 Members of the ADP may, from time to time, arrange for other individuals to attend meetings of the partnership in a supporting or advisory capacity with the approval of the Chairperson. Other officers or individuals may be invited to attend ADP meetings to provide information or advice about specific matters at the discretion of the Chairperson.
- 7.8 The ADP Chairperson will be the West Dunbartonshire HSCP Head of Mental Learning Disability and Addictions. The Chairperson shall preside at ADP meetings and in his/her absence the ADP shall appoint a Chairperson for that meeting only from its members.
- 7.9 The Chairperson may nominate an additional representative to attend meetings and represent the host organisation.
- 7.10 The responsibilities of the Chairperson are:
- To agree the agenda of ADP meetings

- To decide on matters of order, competency, relevance and conduct and keep meetings focussed on the agenda
- To ensure that a fair opportunity is given to all members of the Partnership to express their views on any matter of business.
- To preserve order during the meeting
- To represent the ADP at appropriate meetings and communicate with external organisations
- To determine any matters of procedure or protocol for which no provision is made in these standing orders.

8. Meetings

- 8.1 **Frequency of meetings:** The ADP will normally meet (face to face or virtually) no less than four times per year. An extraordinary meeting may be called, if necessary, by the Chairperson. The Chairperson may cancel a scheduled meeting because of lack of business, inconvenience to members or unavailability of members. The dates of the ADP meetings will be set, on an annual basis, for the forthcoming year.
- 8.2 **Notice of Meeting:** The agenda and papers of the ADP meetings will be sent electronically to members not less than five clear working days before the date of the meeting. From time to time this deadline may be relaxed, in which case, members shall be informed electronically of the delay and the expected date for circulation of papers
- 8.3 **Agenda:** The agenda of the ADP will normally be decided by the Chairperson. Members of the ADP will be invited to propose agenda items not less than 15 working days prior to the meeting date which are relevant to the priorities of the ADP. Partner organisations proposing agenda items will be responsible for the production of all relevant reports and papers relating to that item no less than seven working days prior to the meeting.
- 8.4 **Declaration of Interests:** Any member of the ADP who has a personal financial interest, a business interest or any other direct or indirect private or personal interest in a matter under discussion should, as soon as it is practicable, declare that interest and take no part in the discussion of the matter. The member should absent himself/herself from the meeting while the discussion takes place. In utilising the authority and carrying out the responsibilities delegated to them, officers must comply with the terms of the Code of Conduct for their partner organisation regarding conflicts of interest.
- 8.5 **Minutes:** The draft minute of the ADP meeting will be prepared for the approval of the Chairperson, before being circulated electronically and submitted for final approval to the next meeting of the ADP. Following ratification at the following ADP meeting the minutes will be distributed to partner organisations as appropriate.
- 8.6 **Absence:** In an event of a member of the ADP being unable to attend, apologies for absence should be sent to wdadp@west-dunbarton.gov.uk.

9. Decision-Making Procedures

- 9.1 The ADP will operate on the basis of consensus. Consensus, in respect of any particular item under consideration, will be taken to constitute a majority rather than unanimity and the Chairperson will be the sole judge of consensus in respect of any item of business.
- 9.2 If there is dissent from agreement on a significant issue, the dissenting partner(s) may ask for that dissent to be recorded in the minute of the meeting.
- 9.3 The ADP may not take a final decision on any matter which is the statutory responsibility of any member organisation, and may not take any final decision on the allocation of funds which are the sole responsibility of any member organisation, unless given the authority by that member organisation to do so. The ADP may however make recommendations on such matters.

10. Confidentiality

- 10.1 All member of the ADP will be responsible for maintaining the confidentiality of relevant documents. The Chairperson will rule where necessary to advise on the confidentiality of documents.
- 10.2 The ADP will operate in line with the requirements of GDPR.

11 Review of the WD ADP Terms of Reference

- 11.1 The Terms of Reference will be reviewed by members of the ADP Committee every two years unless significant changes in governance require more frequent review.
- 11.2 Amended Terms of Reference will be submitted to the IJB Audit and Performance Committee for approval where significant changes have been made.

ANNEX 1

