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**Draft**

**Terms of Reference**

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**Fife Alcohol and Drug Partnership (ADP)**

**Foreword**

These terms of reference for regulating the business and procedure of the Fife Alcohol and Drug Partnership (ADP) set out:

a) The functions of Fife ADP and its working groups;

b) The regulation of meetings and proceedings of Fife ADP and related working groups;

c) Strategic and operational delivery;

d) Details of individual working groups and miscellaneous information.

Since the enactment of the Public Bodies (Joint Working) Scotland Act 2014, ADPs now link into, and are accountable, to the Integrated Joint Board and the Community Planning Partnership, raising awareness of alcohol and drug issues and ensuring strategic and delivery plans for alcohol and drug outcomes are embedded within Health and Social Care arrangements. ADPs are tasked with reducing the negative impact of substance misuse on individuals, children, families and communities through joint partnership working. In light of ADPs’ expanding role in influencing and prioritising the allocation of resources, it is essential that local partnerships are founded directly on the underpinning accountability relationships between Scottish Government and local partners. Issues of governance will be clarified in order to ensure that the many checks and balances that exist elsewhere in the public sector are complied with.

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## Section A: Functions of Fife Alcohol and Drug Partnership (ADP)

## A1Terms of Reference

Fife ADP is a strategic partnership established to develop and implement a local alcohol and drugs delivery plan, in order to reduce alcohol and drug related harm and promote recovery from problematic use.

The local alcohol and drugs delivery plan should:

* Provide a clear assessment of local needs and circumstances, including both met and unmet need;
* Identify key outcomes relating to drugs and alcohol, their place within the wider community planning framework of the Health and Social Care Integrated Joint Board and how their achievement will be measured;
* Set out clearly and openly the totality of resources that each partner is directing to the pursuit of alcohol and drugs outcomes.
* set out a broad outline of the services to be provided and/or commissioned, reflecting the local assessment of need;
* Consider issues, such as workforce development and ensuring the workforce is equipped with the skills to deliver the strategy and its outcomes;
* Provide evidence of financial governance.

The partnership should reflect the shared commitment of NHS Fife, Fife Council, Police Scotland, third sector organisations and other key partners.

The ADP has a responsibility to guide and support working groups delegated with key actions. Members of the ADP will agree ADP annual reports and monitor the effectiveness of all of the work strands and commissioned services.

## A2 Membership/Support for ADP

ADP membership will comprise the Chair and members from the following:

* Fife Council Children and Families Services & Criminal Justice Social Work Services
* Fife Council Administration (Elected Member)
* Fife Health and Social Care Partnership
* Police Scotland
* Fife Third Sector Managers Group
* Fife Council – Housing and Homelessness Team
* NHS Fife – Public Health

In addition non voting colleagues will also attend. These are:

* Chairs of the Joint Commissioning Group, Overdose Prevention and Drug Death Monitoring Group, Alcohol Related Harm Group and the Recovery Working Group
* ADP Coordinator
* Finance Officer

Representatives on the ADP will be chosen by their host organisation. Representatives must commit to share information, attend meetings regularly, ensure relevant information is passed back to host services and raise awareness of the work of the ADP. Members are responsible for maintaining confidentiality, keeping papers secure and for shredding them after meetings where necessary. All members should endeavour to nominate a representative to attend ADP meetings if the permanent member is unable to attend.

Fife ADP may co-opt individuals for a time limited period to focus on specific priorities.

The Chair is responsible for ensuring an appropriate balance of different skills and knowledge to enable the ADP to carry out its functions effectively.

Administrative and policy support for Fife ADP meetings and its members will be coordinated by the Partnership and ADP Coordinator.

Other key individuals and groups, such as NHS Fife and Fife Council communications officers, specialist officers within Police Scotland and the Fife Partnership will work with the ADP on achieving goals set out in its Delivery Plan and collaborate on areas of overlapping interest. These include Fife Child Protection Committee, Fife Health and Wellbeing Alliance, Fife Community Safety Partnership, Fife Adult Protection Committee, Fife Violence Against Women, Fife Reducing Offending and Reoffending Partnership and BBV and Sexual Health Partnership.

## A3 ADP Accountability

Fife ADP is founded directly upon the underpinning accountability relationship between the Scottish Government and local partners, namely the National Performance Framework, Single Outcome Agreements and, more locally, the Health and the Plan for Fife and Health & Social Care Partnership Integrated Joint Board Strategic Plan.

Fife ADP reports to the Health and Social Care Integrated Joint Board, which is led by a Chief Officer with representation from NHS Fife, Fife Council, third and independent sector organisations, patients and service users. In July 2015 the Scottish Government circulated guidance for ADPs on planning and reporting arrangements. The reporting may be affected in future by various national developments and changes, such as the review of community planning partnerships and single outcome agreements. In Fife a new service was created in 2014 for Education and Children’s Services and the adult and older people services were integrated.

The table below outlines reporting arrangements currently in situ –

|  |  |  |
| --- | --- | --- |
| **Partnership/body** | **Type of report** | **Timescales** |
| Scottish Government | Annual report Updates on delivery plan | Each September based on previous year activities and performance |
| Fife Community Planning Partnership | ADP Section in Health and Well-being & Community Safety Partnership outcome theme reports. | As required. |
| Health and Social Care Integrated Joint Board | Annual report | Before September each year |

## Section B - Regulation of Meetings and Proceedings of Fife ADP and related working groups

Meetings and proceedings of Fife ADP and its working groups shall, at all times, be conducted in accordance with these terms of reference.

## B1 Calling and notice of meetings

The Chair may call a meeting of the ADP at any time, as may the Chairs of working groups.

Ordinary meetings of Fife ADP or of its working groups shall be held in accordance with the timetable approved by the ADP chair and support team, and shall be held at the places agreed by the ADP chair and support team, or at such other places as the Chair shall determine. Meetings of the ADP will, unless the ADP resolves otherwise, be held on at least five occasions in the financial year. In any event, ADP meetings shall be held at least once in every period of three months and be timetabled a year in advance. Working group meetings should take place at least two weeks ahead of the ADP meetings so that progress reports are prepared and tabled in advance. Working groups should meet a minimum of four times per year.

Fife ADP will strive to achieve a standard of sending electronically the Agenda, Minutes and Reports to each Member, at least five working days before the date of meeting. The same standard applies to ADP working groups.

Special meetings of working groups shall be held on such dates and times as the respective Chair of groups determine.

It shall be within the discretion of Chairs to cancel, advance or postpone an ordinary meeting if, in his/her opinion; there is good reason for doing so. If this happens the ADP Coordinator must be informed.

## B2 Chair and Vice-Chairs appointments and duties

Nominations for the position of Chair and Vice-Chair of the ADP will be sought at the ADP meeting. Nominations must be for persons working at a senior level in the organisation. One member of Fife ADP should also be a member of Fife Child Protection Committee to support joint working as per Getting Our Priorities Right, revised April 2013. Those appointed shall hold office for three years with the Chair rotating through Police Scotland, NHS Fife, Third Sector and Fife Council. If the nominee(s) is (are) agreeable to undertaking the role, then where necessary, a vote will be taken. In the event of votes being cast equally for more than one nominee the Chair will have a casting vote. The ADP vice chair should be from the next agency in line to take over as Chair ensuring leadership continuity.

At every meeting of the ADP, the Chair, if present, shall preside. If the Chair is absent from any meeting, the Vice-Chair, if present, shall preside. If the Chair and Vice-Chair are both absent, the Members present shall elect a Member to act as Chair for that meeting.

If both the Chair and Vice-Chair (if any) of a working group are absent from a meeting of that group, a member of the group chosen at the meeting by other members present shall preside.

It is the duty of the Chair of the ADP and any working groups to:

* Ensure that terms of reference are observed, and in doing so, to facilitate a culture of transparency, consensus and compromise;
* Preserve order and ensure that any member wishing to speak is given a fair opportunity to do so;
* Call members to speak according to the order in which the Chair observed a request to do so;
* Decide all matters of order, competency and relevancy;
* Determine any matters of procedure or protocol for which no provision is made in these terms of reference. Chairs of working groups may consult with the ADP Coordinator or ADP Chair if an issue remains outstanding or clarity is required.

## B3 Quorum

The quorum for ADP meetings necessary to conduct business will be a minimum of five members of ADP. This can include substitute members where authority to make decisions on behalf of that members service has been given. No business shall be transacted at a meeting of the ADP unless the meeting is quorate.

If ten minutes after the time specified for the start of a meeting of the ADP or a working group, a quorum is not present, no business shall be transacted and the meeting shall be adjourned until such date and time as the Chair determines.

If during the meeting of the ADP or of its working groups, the Chair finds that the meeting is no longer quorate, the meeting shall be suspended. The meeting shall be adjourned until such other date as the Chair determines.

## B4 Remote Participation in ADP Meetings

Meetings of the ADP, or any of its working groups, may be conducted in any other way in which each member is enabled to participate although not present with other members in a pre-determined place (e.g. through use of video conferencing facilities).

A meeting shall be conducted by virtue of the above only on the direction of the Chair/Vice-Chair.

## B5 Order of Business

At an ordinary meeting of the ADP the business shown on the agenda shall (unless otherwise agreed at the meeting) proceed in the following order:

* Welcome/apologies
* Any presentations/reports from external attendees
* Minutes of previous meeting/matters arising
* Financial Updates
* National Update
* Working groups progress reports/service updates
* Performance Management Issues
* Any other competent business
* Date of next meeting.

Any agenda items requests should be sent to the Chair and ADP Coordinator at least two weeks prior to the ADP meeting.

No other items of business shall be transacted at a meeting of ADP unless notification has been given to the Chair prior to the meeting and the Chair is of the view that the item should be considered as a matter of urgency.

Order of business for working groups should follow a similar format with a focus on delegated priority areas of work and the work plan for the group.

## B6 Debate, Notice of Motion and Voting Procedures

Agreement on issues under debate shall normally be reached by consensus. Any Member present may, however, ask for a vote to be taken. In such cases, the issue will be considered by motion and amendment duly moved and seconded, and by voting on the issue.

The ruling of the Chair of the meeting on all points of order and on the order of debate shall be final.

A motion of adjournment of any meeting of the ADP, or adjournment of any debate on any question, or the closure of debate shall be put to the meeting after being seconded, without discussion. Unless the time and place are specified in the motion for adjournment, the adjournment shall be until the next ordinary meeting of the ADP.

All acts of, and all questions coming or arising before, a meeting of the ADP shall be done and decided by a simple majority of the Members present and voting at the meeting. In the case of an equality of votes, the person presiding at the meeting shall, in addition to his/her deliberate vote, have a casting vote.

The number of votes cast for and against motions and amendments shall be recorded in the minutes.

All questions put to the vote shall, at the discretion of the Chair of the meeting, be determined by oral expression or by a show of hands. If at least one third of the ADP Members present so request, the voting on any question may be recorded to show how each ADP Member voted or abstained.

## B7 Conflict/Declaration of Interest

All members of ADP and working groups will recognise that a personal financial interest, a business interest or any other direct or indirect private or personal interest may arise and this should be declared as soon as is practicable. Depending on the nature of the conflict the Chair may decide that there will be no further involvement by that member in the particular issue where there is conflict. The said member may be asked to withdraw from discussion but remain in the meeting or withdraw completely while the particular issue is dealt with.

Expressions by members that a conflict applies to a particular issue are encouraged and shall be noted in the minute.

B8 Principles of Public Life

All members of Fife ADP and working groups will follow the principles of public life. The Code of Conduct of partner organisations (Fife Council’s Code of Conduct also applies to Elected Members) and providers should incorporate the following principles:

* **Selflessness**. Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
* **Integrity**. Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
* **Objectivity**. In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
* **Accountability**. Holders of public office are accountable for their decisions and actions to the public, and must submit themselves to whatever scrutiny is appropriate to their office.
* **Openness**. Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions, and restrict information only when the wider public interest clearly demands.
* **Honesty**. Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
* **Leadership**. Holders of public office should promote and support these principles by leadership and example.

## B9 Submission of Reports to the ADP

All reports requiring decisions by the ADP or a working group will be submitted to the Partnership and ADP Coordinator at least five working days prior to the relevant meeting. Verbal reports will only be accepted with the prior approval of the Chairs.

## B10 Right to Attend Meetings and/or Place Items on an Agenda

Any person may ask to attend a meeting of Fife ADP by making an email request to the Partnership and ADP Coordinator. Agreement on attendance at all or part of the meeting is at the discretion of the Chair.

Any member of the ADP is entitled to attend meetings of any working group, and shall with the consent of the group concerned, be entitled to speak but not to propose or second any motion or to vote.

A member of the ADP who is not a member of a particular working group and wishes that Group to consider an item of business which is within its remit, shall give email notice of the item to the Partnership and ADP Coordinator who shall arrange for it to be placed on the agenda of the group. The member shall be entitled to attend the meeting and speak in relation to the item, but shall not be entitled to propose or second any motion or to vote.

Members of working groups can, through the Partnership and ADP Coordinator, make a request to place items on the agenda but should do so ten days working in advance. Agenda items relating to working group business will be presented by the relevant working group chair.

## B11 Minutes/Action Register

The Partnership and ADP Coordinator, acting on behalf of the ADP Chair, is responsible for ensuring that minutes/an action register of the proceedings of an ADP meeting or a meeting of any working group, including any decision or resolution made at that meeting, are drawn up. The minutes/action register will be submitted to the next meeting of the ADP, or relevant group, for approval by members as a record of the meeting subject to any amendments proposed by members and shall be agreed by the Chair.

Where **minutes** are unconfirmed, these should be clearly marked as such by the use of a **draft** watermark. Draft minutes should not be circulated beyond the immediate ADP membership without the prior agreement of the Chair.

The names of members present at a meeting of the ADP or of a working group shall be recorded in the minute, together with apologies for absence. Part-attendance will also be recorded.

The names of support staff attending a meeting of the ADP shall be recorded as being ‘in attendance’.

The minute shall record the subject matter of the item(s) taken, the issues involved and reasons for the decisions. An action register record will also be appended highlighting individual responsibilities and timescales. In the case of complex decisions these can be indicated by reference to a written report which has been submitted.

The minute shall record decisions of the ADP in relation to any item(s) taken in private session, in such a way that the specific confidential content of the item is not disclosed to the public.

The ADP administrator shall record a minute of the ADP meeting and supporting working groups attended.

B 12 Complaints

Complaints arising from either the process involved in commissioning services or of the actions of the ADP or working group members/support staff shall fall within the appropriate complaint procedure of the appropriate authority or employing body. For commissioning, this will be Fife Council, as the commissioning partner for the ADP. The ADP Chair will be informed of the progress of complaints at all stages. Complaints regarding the ADP chair should be directed though his/her employing body and the relevant procedures.

Staff grievances fall within the appropriate employing body procedure.

The individuals employing body will conduct disciplinary procedures.

Processes for complaints from service users about commissioned services are outlined in service level agreements and should be monitored by link officers and ADP support team staff.

Complaints about Elected Members can be referred to the Standards Commission for Scotland.

**B13 Whistle blowing**

Any concerns about an action which is perceived to be possibly illegal; improper or unethical and which is contrary to the Code of Conduct may fit under the remit of a whistle blowing policy. Officers could raise concerns with his/her line manager or with the Chief Executive or Monitoring Officer of an organisation. Further details are available in the Public Interest Disclosure Act 1998.

**B14 Equalities/ Equality Impact assessments**

The ADP is mindful of the need of equality for all and will consider and take advice on the need to undertake impact assessments when considering any new policies, commissioning or decision making.

**B15 Delegated financial responsibilities**

Most financial decisions will fall under the remit of the ADP meeting but monies up to £3k may be sanctioned by the ADP Coordinator and/or ADP Chair and reported retrospectively.

**B16 Self-evaluation**

The ADP and working groups should have in place processes to evaluate its work to make sure that the partnership is working effectively and making a positive difference in tackling substance misuse in Fife. Self-evaluation of individuals and collective impact can be measured, with recommendations for improvement.

## Section C - Strategic and operational delivery

## C1 Strategic Themes and Delivery methods

Fife ADP’s strategic priorities and delivery methods are:

► Delivering Effective Prevention & Early Intervention Initiatives through –

* Alcohol Related Harm Group
* ADP Overdose Prevention and Drug Death Monitoring Group
* BBV and Sexual Health Partnership Groups
* Preventing Homelessness Groups

► Effectively Protecting Those Affected by Substance Misuse through –

* ADP representation on Fife Child Protection Committee and Fife Adult Protection Committee, Homeless Steering Group and Violence Against Women Partnership Executive Committee.

► Delivering Effective Opportunities for Recovery from Substance Misuse through –

* ADP Recovery Working Group
* Recovery Communities & Mutual Aid organisations
* Linking with the Reducing Reoffending Partnership

ADP working groups will also take into account the cross cutting themes of:

* User Participation
* Quality Standards and quality assurance

The ADP can delegate or refer such matters as it considers appropriate to its working groups.

The ADP may at any time make recommendations to vary the function and membership of the working groups. The process will require a simple majority following a vote by members of the ADP on any proposed variation. Fife ADP can also establish short life working groups to tackle specific activities.

The Working Groups of the ADP are shown below -

The ADP also feeds into the groups shown below –

* Child Protection Committee
* Adult Protection Committee
* Reducing Offending and Reoffending Partnership
* Blood Borne Virus Group
* Violence Against Women Partnership
* Managed Care Network

## C2 Role and remit

The ADP Support Team will support the functioning of each ADP working group as far as is possible given resource issues. The role and remit of each group is detailed in section D.

During intervals between meetings of the ADP or its groups, the ADP Chair shall have powers to deal with matters of urgency which fall within the terms of reference of the ADP and require a decision, which would normally be taken by the ADP. All decisions so taken should be reported to the next full meeting of the relevant group.

Each ADP working group will have a clear work plan which will be reviewed regularly.

## C3 Minutes of Meetings of ADP Working Groups

An update report (verbal or written) of each working group of the ADP shall be submitted as soon as is practicable to an ordinary meeting of the ADP for information, including any recommendations or actions having been made by the group concerned or any forwarded to ADP for advice/action.

Where **minutes** are unconfirmed, these should be clearly marked as such by the use of a **draft** watermark. Draft minutes should not be circulated beyond the immediate group membership without the agreement of the Chair of the working group.

The Chair (or person presiding) shall also table the minute of each working group at the next meeting of the group concerned for approval.

Minutes and actions will be compiled by the ADP support team and submitted to the Chair of the working group for approval. These should then be sent to members of the group and any other interested parties within one month of the meeting occurring. The same standards for sending out papers etc. as for the ADP shall pertain to working groups.

## C4 Scheme of Delegation to Groups

Working groups shall conduct their business within their terms of reference, and in exercising authority delegated to them, shall do so always in accordance with the policies and strategies of the ADP. However, in relation to any matter not specifically referred to in the terms of reference, it shall be competent for the group, whose remit the matter most closely resembles, to consider such matter and to make any appropriate recommendations to the ADP.

The ADP may, deal with any matter falling within the terms of reference of any group without the requirement of receiving a report or minute of that group referring to the matter.

If a matter is of common or joint interest to a number of groups and is a delegated matter, no action shall be taken until all groups have considered the matter, unless the urgency of the matter supersedes timescales available.

In the event of a disagreement between groups in respect of any proposal or recommendation, which falls within the delegated authority of one group, the decision of that group shall prevail. If any group is still not satisfied with the decision, the matter should be referred to the ADP for further discussion. The Chair of the ADP will have the final decision on such matters.

If the matter is referred but not delegated to any group, a report summarising the views of the various groups shall be prepared by the appropriate officer and shall appear as an item of business on the agenda of the next convenient meeting of the ADP. In such cases, the ADP will be responsible for making final decisions on the issues in question.

**C5 Evaluation of working groups**

###### A register of attendance at working groups will be kept along with completion of actions. On an annual basis, working groups should formally evaluate the effectiveness of work completed and discuss any improvements required for the year ahead or report any barriers in making progress to the ADP. If urgent matters arise throughout the year these should be reported as they occur to the Partnership & ADP Coordinator for discussion at an ADP meeting.

## Section D - Further details of individual Working Groups and Miscellaneous Information

## D1 Recovery Working Group Terms of Reference

**1.0 AIM**

1.1 The Recovery Working Group is responsible for leading on and reporting progress against the strategic theme of “Delivering effective opportunities for recovery from substance misuse” in updated delivery plans.

**2.0 REMIT**

The remit of the group includes coordinating work to:

* Promote effective access to substance misuse recovery services;
* Provide an effective range of treatment services in Fife;
* Support the longer-term rehabilitation of those recovering from substance misuse.

**3.0 MEMBERSHIP**

3.1 Membership will include a head of service who will act as Chair and a member of the ADP Support Team. The term of the Co-Chairs will be reviewed annually by the members of the Recovery Working Group. Members will be drawn from those organisations seen as having a key role in leading, implementing and reporting on strategic actions under this heading and those who are recognised as having particular knowledge and/or expertise that is essential for the effective working of the group.

3.2 The group may co-opt additional members for a time limited period to assist with specific tasks or to offer professional advice on protecting those affected by substance misuse.

3.3 The ADP Chair and ADP Coordinator shall have the right of attendance at all groups.

**4.0 OPERATING PRINCIPLES**

4.1 The group will operate in line with the Fife ADP terms of reference and conflict of interest statement. Working groups shall conduct their business within their terms of reference, and in exercising authority delegated to them, shall do so always in accordance with the policies and strategies of the ADP.

4.2 The working group should also take into account the cross cutting themes of user participation and quality standards.

4.3 The frequency of meetings will be arranged in order to allow progress reports to be prepared and sent out to ADP members at least five working days prior to the ADP meeting.

4.4 The Chair of the working group will report progress, any recommendations and/or other issues to the ADP.

4.5 Any decision made will be subject to final approval at the next ADP meeting.

4.6 Agendas and papers should be sent out five working days before meetings.

4.7 Notes from meetings should be agreed by the Chairs and distributed within one month from the date of the meeting.

## D2 Overdose Prevention and Drug Death Monitoring Group Terms of Reference

**Section A**

**Terms of Reference: Overdose Prevention and Drug Death Monitoring Group**

**A1 AIM**

The aim of the group is to make a major contribution to the reduction of drug related deaths (DRDs) and non-fatal overdoses (NFOs) in Fife. The group will identify, support and develop initiatives that improve the quality of services and reduce the risk of drug related death and non-fatal overdose in vulnerable people.

**A2 REMIT**

The remit of the group is to:

* Draw upon trends, similarities, and key themes arising from Fife DRDs NFOs so as to formulate action plans to address these issues and develop strategic responses to divert this population from further harm where possible.
* Carry out agreed actions
* Provide Fife ADP with quarterly progress reports
* Operate consultatively and in partnership with people with lived experience of problem drug use, service providers, and with others impacted or affected by DRD and NFO in Fife

Information regarding DRDs and NFOs will be collected processed and presented for review by Fife ADP Support Team. Observable trends and key findings will be brought to the group for response, strategic development and operational implementation.

**A3 CHAIRING ARRANGEMENTS**

The group will be chaired for the foreseeable future by Heather Bett, Clinical Services Manager NHS Fife and supported by the Fife ADP support team. Vice Chair will be Bill Kinnear, Service Manager, Criminal Justice Social Work Service.

**A4 MEMBERSHIP**

Core membership should include:

* NHS Fife Addiction Services
* Police Scotland
* Fife ADP officer
* Fife Health and Social Care Partnership representative.

In addition, participation will be invited from representatives of the following organisations/ sectors:

* Primary care
* Third sector drug and alcohol services
* Police Scotland P Division
* NHS Pharmacy
* NHS Maternity Services
* Scottish Ambulance service
* Criminal Justice PSocial Work
* Trust in Fife
* Scottish Prison Service
* Take Home Naloxone lead
* Voices of people with lived experience of problem drug use
* Voices of families and friends of people affected by DRD and NFO
* Pathology

A register of members will be maintained by Fife ADP Support Team.

 The group may co-opt additional members for a time limited period to assist with specific tasks or to offer professional advice on protecting those affected by substance misuse.

Any person may ask to attend a meeting, or meetings, by making a request to the Chair or authorised delegate. Agreement on attendance at all or part of the meeting will be at the discretion of the Chair or authorised delegates.

**A5 OPERATING PRINCIPLES**

 The group will operate in line with the Fife ADP terms of reference (available via http://www.fifeadp.org.uk).

The group shall conduct its business within these terms of reference, and in exercising authority delegated to them, shall do so always in accordance with the policies and strategies of the ADP (http://www.fifeadp.org.uk).

 The Fife Overdose Prevention and Drug Death Monitoring Group should also take into account the cross cutting themes of user participation and the national quality principles for substance misuse services (Scottish Government, 2014).

 The Chair of the group will report progress, any recommendations and/or other issues to the ADP.

 Agendas and papers should be sent out five working days before meetings.

 Notes from meeting should be agreed by the Chair and distributed within one month from the date of the meeting.

## Section B

## Regulation Of Meetings And Proceedings: Overdose Prevention And Drug Death Monitoring Group

## B1 CALLING AND NOTICE OF MEETINGS

The Chair may call a meeting of the group at any time however meetings shall ordinarily be held in accordance with the timetable provided by the Chair.

It shall be within the discretion of Chair to cancel, advance or postpone a meeting if, in his/her opinion; there is good reason for doing so.

The Chair will strive to achieve a standard of sending electronically the Agenda, Minutes and associated documents to group members, at least five working days before the date of a meeting. The Chair will be supported in this regard by the Fife ADP Support Team Administrator.

## B2 ORDER OF BUSINESS

The business shown on the agenda shall (unless otherwise agreed at the meeting) proceed in the following order:

* Welcome/apologies
* Group business
* Action register update
* Any other business
* Date of next meeting

Any agenda items requests should be sent to the Chair two weeks prior to the meeting.

No other items of business shall be transacted at a meeting unless notification has been given to the Chair prior to the meeting and the Chair is/are of the view that the item should be considered as a matter of urgency.

## B3 DISCUSSION AND DEBATE

Agreement on issues under discussion or debate shall normally be reached by consensus.

The ruling of the Chair on the order of discussion or debate and agreed actions shall be final.

## B4 MINUTES/ACTION REGISTER

Admin support will be provided by Fife Alcohol and Drug Partnership. The minutes/updated action register will be submitted to the next meeting for approval by members as a record of the meeting subject to any amendments proposed by members and shall be agreed (confirmed) by the Chair.

Where **minutes** are unconfirmed, these should be clearly marked as such by the use of a **draft** watermark. Draft minutes should not be circulated without the prior agreement of the Chair.

The names of members present at a meeting shall be recorded in the minute, together with apologies for absence. Part-attendance will also be recorded.

The action register record will highlight individual responsibilities and timescales. In the case of complex matters these can be indicated by reference to a written report which has been submitted.

The ADP Support Team Administrator shall record the minute of a meeting and update the action register.

**B5 Equalities/Impact assessments**

The group will be mindful of the need of equality for all and will consider taking advice on the need to undertake an impact assessment when considering recommendations, actions or decisions.

**B6 Self-evaluation**

The group should have in place a process to evaluate its work so as to ensure it is working effectively and making a positive difference in tackling drug related deaths.

**B7 Communication**

No communication with members of the public, elected members or the press/media shall take place without prior approval of the Chair/Alcohol and Drug Partnership.

References

Scottish Government (2014). **The Quality Principles: Standard Expectations of Care and Support in Drug and Alcohol Services**. Edinburgh: Scottish Government

## D3 Joint Commissioning Group

**A1 AIM**

The group will meet at the start of each full commissioning cycle to consider what services should be commissioned and oversee the process. This will include conducting a needs assessment and a performance review of existing services. The group can also analyse identified gaps in service and recommend if current services have potential to meet these as well as changing needs and demands.

Members may also convene, if Fife ADP deems appropriate, to consider situations such as a services performing poorly, despite attempts to improve service delivery.

**A2 MEMBERSHIP**

Composition of the group will be agreed by Fife ADP Committee and include local representatives from within the partnership. Members should possess a mix of skills and knowledge including experience/knowledge of contracting, setting specifications and developing service level agreements. Members of the Joint Commissioning Group with a conflict of interest will be asked to leave during the discussion. The group should strive to include people from other partnerships or with specialist expertise where appropriate. It is vital that the decisions made are open and transparent and this can be achieved through good accountability and governance arrangements. A Chair will be elected by Fife ADP who can delegate pieces of work to sub-groups. A representative with an overview of all services from the Quality Assurance Unit (Contracts Service) should be a member. Support from NHS Finance will also be required.

**A3 PROCESSES**

These should be fair, transparent and clearly understood and governed by Fife Council’s Monitoring and Evaluation Framework.

The group will have access to all monitoring data submitted to Fife ADP and the evaluation undertaken by the independent contracts link officer.

All proposals from the group for commissioning shall go to Fife ADP for consideration before being submitted to Fife Health and Social Care Partnership for agreement. Recommendations can include options highlighted in Fife ADP’s Commissioning Strategy.

Members will be expected to declare any interest (direct or indirect) that they might hold in relation to items of business or decisions the group is required to make. If they are unsure if there is a conflict they should raise the matter with the Chair of the group or the ADP Chair as appropriate. The Chair/and or the ADP Committee shall make an assessment of the potential conflict of interest and decide what action to take in the light of any declarations made. The assessment decision and any actions taken will be recorded.

If a conflict of interest is identified the following actions might be taken:

* the removal of the person from the process (For example leave the meeting when the application/item is being discussed and/or are removed from the process for applications being considered)
* an alternative a process for considering of an application or making a decision is implemented (ifor example the ADP Committee or an appointed individual).

If it is not possible to implement one of the actions above then the matter should be referred to the ADP Committee to identify a solution.

## D4 Alcohol Related Harm Group

**Section A**

**Terms of Reference: Alcohol Harm Prevention Group**

**A1 AIM**

 The Alcohol Harm Prevention Group is responsible for the Scottish Government core outcome “Fewer adults and children are **drinking** or using drugs at levels or patterns that are **damaging to themselves or other**” The group will set forth recommendations to inform policy and practice at a local and national level and develop actions to reduce the incidence of alcohol harm in Fife.

**A2 REMIT**

The remit of the group is to:

* carry out data collection and analysis pertaining to the demographic, social, criminal offending, alcohol misuse, physical, psychiatric/psychological and service use characteristics as well as the specific circumstances of alcohol harm in the Fife area
* determine common demographic, social, criminal offending, violent crimes, alcohol misuse, physical, psychiatric/psychological, service use characteristics and circumstances of alcohol harm in Fife
* draw upon trends, similarities, and key themes arising from Fife alcohol deaths and harm to formulate action plans to address these issues in order to reduce the number of alcohol deaths and alcohol related harm in Fife
* discuss alcohol related discharges
* identify vulnerable populations
* allocate, monitor and review agreed actions
* provide Fife ADP with quarterly progress reports

Information regarding alcohol deaths and harm will be collected via data collected by NHS Fife, Police Scotland’s vulnerable person database and the FORT system. The group will also consider case notes held by social care services, specialist addiction services, general practise, prison and other police services.

**A3 CHAIRING ARRANGEMENTS**

Chairing arrangements will be discussed and finalised at the first meeting of the new group.

**A4 MEMBERSHIP**

Membership will include a representative from the Public Health board. It will also include one member of ADP and a member of the ADP support team. Other members will be drawn from those organisations seen as having a key role in leading, implementing and reporting on actions under this heading and those who are recognised as having particular knowledge and/or expertise that is essential for the effective working of the group. This should include, for example, the lead clinician and clinical services manager/team leader from NHS; Third sector drug and alcohol representatives; Police Scotland P Division senior representative; NHS alcohol related brain damage representative; Scottish Ambulance service representative; Social work criminal justice service manager/team leader and a representative from a national Alcohol service. A register of members will be maintained by Fife ADP Support Team.

 The group may co-opt additional members for a time limited period to assist with specific tasks or to offer professional advice on protecting those affected alcohol related harm.

 The ADP Chair and ADP Coordinator shall have the right of attendance at all meetings.

Any person may ask to attend a meeting, or meetings, by making a request to Chair. Agreement on attendance at all or part of the meeting will be at the discretion of the Chair.

**A5 OPERATING PRINCIPLES**

 The group will operate in line with the Fife ADP terms of reference.

The group shall conduct its business within their terms of reference, and in exercising authority delegated to them, shall do so always in accordance with the policies and strategies of the ADP.

 The working group should also take into account the cross cutting themes of user participation and national quality standards.

 The chair of the group will report progress, any recommendations and/or other issues to the ADP.

 Agendas and papers should be sent out five working days before meetings.

 Notes from meeting should be agreed by the Chair and distributed within one month from the date of the meeting.

## Section B

## Regulation of Meetings and Proceedings: Alcohol Harm Prevention Group

## B1 CALLING AND NOTICE OF MEETINGS

The Chair may call a meeting of the group at any time however meetings shall ordinarily be held in accordance with the timetable provided by the Chair.

It shall be within the discretion of Chair to cancel, advance or postpone a meeting if, in his/her opinion; there is good reason for doing so.

The Chair will strive to achieve a standard of sending electronically the Agenda, Minutes and associated documents to group members, at least five working days before the date of a meeting. The Chair will be supported in this regard by the Fife ADP Support Team Administrator.

## B2 ORDER OF BUSINESS

The business shown on the agenda shall (unless otherwise agreed at the meeting) proceed in the following order:

* Welcome/apologies
* Minutes of previous meeting/matters arising
* Alcohol Related Deaths, associated learning and actions
* Alcohol Related Hospital Discharges, associated learning and actions
* Alcohol Related Violence/Criminal Behaviour, associated learning and actions
* Action Register update
* Any other business
* Date of next meeting

Any agenda items requests should be sent to the Chair two weeks prior to the meeting.

No other items of business shall be transacted at a meeting unless notification has been given to the Chair prior to the meeting and the Chair is of the view that the item should be considered as a matter of urgency.

## B3 DISCUSSION AND DEBATE

Agreement on issues under discussion or debate shall normally be reached by consensus.

The ruling of the Chair on the order of discussion or debate and agreed actions shall be final.

## B4 MINUTES/ACTION REGISTER

The ADP support team is responsible for ensuring that minutes are taken and an action register drawn up/maintained. The minutes/updated action register will be submitted to the next meeting for approval by members as a record of the meeting subject to any amendments proposed by members and shall be agreed (confirmed) by the Chair.

Where **minutes** are unconfirmed, these should be clearly marked as such by the use of a **draft** watermark. Draft minutes should not be circulated without the prior agreement of the Chair.

The names of members present at a meeting shall be recorded in the minute, together with apologies for absence. Part-attendance will also be recorded.

The action register record will highlight individual responsibilities and timescales. In the case of complex matters these can be indicated by reference to a written report which has been submitted.

The ADP Support Team Administrator shall record the minute of a meeting and update the action register.

**B5 EQUALITIES/IMPACT ASSESSMENTS**

The group will be mindful of the need of equality for all and will consider taking advice on the need to undertake an impact assessment when considering recommendations, actions or decisions.

**B6 SELF-EVALUATION**

The group should have in place a process to evaluate its work so as to ensure it is working effectively and making a positive difference in tackling alcohol related harm.

## D5 Naloxone Steering Group (Subgroup of the Overdose Prevention and Drug Death Monitoring Group)

**Section A**

**Terms of Reference: Fife Naloxone Working Group**

**A1 AIM**

 The Naloxone Working Group (NWG) oversees Fife ADP actions in relation to Naloxone, namely to improve availability of, access to, and use of Naloxone so as to reduce drug deaths.

The group will set forth recommendations to inform policy and practice at a local level and develop actions to increase the availability, ease of access to, and use of, Naloxone.

**A2 REMIT**

The remit of the group is to:

Support the Fife Alcohol and Drug Partnership (ADP) in reducing drug deaths in Fife via the use of Naloxone.

Develop and deliver the Fife Naloxone action plan.

Explore ways of increasing awareness of, availability of, and uptake of the use of Naloxone.

Explore, develop links with and support agencies and organisations develop Naloxone knowledge awareness, capability and capacities.

To inform and support Fife ADP workforce development activity.

Support the Fife Alcohol and Drug Partnership (ADP) by making strategic recommendations with regard to Fife’s Naloxone response.

**A3 CHAIRING ARRANGEMENTS**

At every meeting the Chair, or the Chair’s delegated authority, shall preside.

It is the duty of the Chair of the Naloxone Working group to -

* To ensure that terms of reference are observed;
* To preserve order and ensure that any member wishing to speak is given a fair opportunity to do so;
* To call members to speak according to the order in which the Chair observed a request to do so;
* To decide all matters of order, competency and relevancy;
* To determine any matters of procedure or protocol for which no provision is made in these terms of reference. The Chair may consult with the ADP Coordinator or ADP Chair if an issue remains outstanding or clarity is required.

The decision of the Chair on all matters referred to in these terms of reference shall be final and shall not be open to question or discussion.

**A4 MEMBERSHIP**

 Membership of the group will include representation from the ADP support team, ADAPT, Addaction, Clued Up, DAPL, FIRST, Frontline Fife, Police Scotland, NHS Fife Addiction Services, Addaction, SDF user involvement, SDF National Naloxone Coordinator, NHS Snr Charge Nurse - Police custody and NHS Pharmacy services.

A register of members will be maintained by Fife ADP Support Team.

 The group may co-opt additional members for a time limited period to assist with specific tasks or to offer professional advice in relation to Naloxone.

 The ADP Coordinator has the right of attendance at all meetings.

Any person may ask to attend a meeting, or meetings, by making a request to Chair. Agreement on attendance at all or part of the meeting will be at the discretion of the Chair.

**A5 OPERATING PRINCIPLES**

 The group will operate in line with the Fife ADP terms of reference.

The group shall conduct its business within their terms of reference, and in exercising authority delegated to them, shall do so always in accordance with the policies and strategies of the ADP.

 The working group should also take into account the cross cutting themes of user participation and national quality standards.

 The chair of the group will report progress, any recommendations and/or other issues to the ADP.

 Agendas and papers should be sent out five working days before meetings.

 Notes from meeting should be agreed by the Chair and distributed within one month from the date of the meeting.

## Section B

## Regulation of Meetings and Proceedings: Naloxone Working Group

## B1 CALLING AND NOTICE OF MEETINGS

The Chair may call a meeting of the group at any time however meetings shall ordinarily be held in accordance with the timetable provided by the Chair.

It shall be within the discretion of the Chair to cancel, advance or postpone a meeting if, in his/her opinion; there is good reason for doing so.

The Chair will strive to achieve a standard of sending electronically the Agenda, Minutes and associated documents to group members, at least five working days before the date of a meeting. The Chair will be supported in this regard by the Fife ADP Support Team Administrator.

## B2 ORDER OF BUSINESS

The business shown on the agenda shall (unless otherwise agreed at the meeting) proceed in the following order:

* Welcome/apologies
* Minutes of previous meeting
* Actions from last minutes
* Update from ODP&DDMG
* Third Sector Naloxone
* NHS Naloxone
* Additional Agenda items as required\*
* AOCB
* Date of next meeting

\* Any agenda items requests should be sent to the Chair two weeks prior to the meeting.

## B3 DISCUSSION AND DEBATE

Agreement on issues under discussion or debate shall normally be reached by consensus.

Any ruling of the Chair on the order of discussion or debate and agreed actions shall be final.

## B4 MINUTES

The ADP support team is responsible for ensuring that minutes are taken. The minutes will be submitted to the next meeting for approval by members as a record of the meeting subject to any amendments proposed by members and shall be agreed (confirmed) by the Chair.

Where **minutes** are unconfirmed, these should be clearly marked as draft. Draft minutes should not be circulated without the prior agreement of the Chair.

The names of members present at a meeting shall be recorded in the minute, together with apologies for absence. Part-attendance will also be recorded.

Actions will highlight individual responsibilities and timescales. In the case of complex matters these can be indicated by reference to a written report which has been submitted.

The ADP Support Team Administrator shall record the minute of a meeting.

**B5 EQUALITIES/IMPACT ASSESSMENTS**

The group will be mindful of the need of equality for all and will consider taking advice on the need to undertake an impact assessment when considering recommendations, actions or decisions.

**B6 SELF-EVALUATION**

The group should have in place a process to evaluate its work so as to ensure it is working effectively and having a positive impact on increasing the availability and use of Naloxone and thus contributing to a reduction in the number of Fife drug deaths.

##  D6 Communication

ADP support staff will communicate any relevant information to be shared with services. Any media requests should be discussed with NHS Fife Communications team. Freedom of information requests will be dealt with through Fife Council.

ADP will maintain to update the Fife ADP twitter page, whilst also working closely with Fife Community Safety Partnership who will update their Facebook page with any relevant Alcohol and Drug news or publications.

ADP support staff will plan, develop and disseminate relevant briefings to stakeholders and interested parties including elected members and members of NHS Fife board. As well as local media outlets with the aim of reducing harm and promoting recovery.

## D7 References

1. Guidance for Alcohol and Drug Partnerships (ADP’s) on Planning and Reporting Arrangements from Scottish Government; July 2015
2. Fife ADP Delivery Plan 2015-18
3. Fife ADP Commissioning Strategy
4. Changing Scotland’s Relationship with Alcohol; A Framework for Action (2009)
5. The Road to Recovery: A new approach to tackling Scotland’s drug problem (2008)
6. The Quality Principles: Standard Expectations of Care and Support in Drug and Alcohol Service.
7. Getting our Priorities Right (Revised) April 20