



Clackmannanshire & Stirling Alcohol & Drug Partnership

Terms of Reference 2016 (January 2016)

Purpose

The Clackmannanshire and Stirling ADP is the lead strategic partnership tasked with addressing substance misuse and the associated issues across Clackmannanshire and Stirling. The ADP will be held accountable at a local level through the respective Community Planning Partnerships of Clackmannanshire Council and Stirling Council. The ADP will be active contributors to the relevant activities detailed within the local Single Outcomes Agreements (2013 – 2023) and also to the seven national ADP outcomes set by Scottish Government. The ADP will also contribute to the strategic outcomes of the Integrated Joint Boards (IJBs).

ADP performance is reviewed and overseen by Scottish Government mainly through the development of Annual Reports and three year Delivery Plans.

Role Specifics

The Clackmannanshire and Stirling ADP will work in partnership to reduce alcohol and drug related harm, to promote recovery and to develop and embed a Recovery Oriented System of Care (ROSC) within local communities. Through doing so, the ADP hopes to improve the lives of those individuals, families and communities affected by substance misuse. The ADP has a role across the life span and an important role in prevention and early intervention as well as treatment and support.

To fulfil this role, the ADP will:

- Ensure membership includes those relevant strategic community planning partners who can deliver the local and national ADP outcomes and adhere to its terms of reference.
- Provide leadership and accountability.
- Establish clear and effective links with other relevant bodies including the Joint IJB of the Clackmannanshire and Stirling Health and Social Care Partnership.
- Be a key partner in the Public Protection agenda across Clackmannanshire and Stirling ensuring effective links with Child Protection, Adult Support and Protection, MAPPA and Gender Based Violence.
- Define clear strategic priorities in pursuit of local and national outcomes and to deliver on the Forth Valley substance misuse strategy.
- Deliver a resourced, evidenced, measurable and prioritised three year delivery plan to support the delivery of agreed outcomes.
- Ensure effective implementation of the delivery plan through a Quality Assurance Sub Group.
- Constructively challenge structural, process or bureaucratic barriers which may exist within partner agencies.

- Monitor and evaluate performance of the ADP and the services that are commissioned by the partnership.
- Provide support and strategic direction in the area of substance misuse for Community Planning partners.
- Provide a forum to discuss and influence Local and National Policy.
- Maintain close links with the Forth Valley Alcohol & Drug Partnership and other ADPs to share exemplar practice.

Membership

In keeping with the strategic focus of the group, membership of the ADP will be drawn from a range of Community Planning partners. As per the national guidance for ADPs, members will be senior representatives from partner agencies. Each partner will be expected to nominate one senior representative who will attend each meeting and take an active role in agreed actions.

Representatives will have the authority to commit resources from their parent organisation and the remit to co-ordinate, champion and disseminate information and activity relating to the ADP.

All members are expected to nominate a deputy with the authority from the parent organisation to act on their behalf. The name of the main representative along with the deputy should be provided to the ADP Chair.

Stakeholder Organisations are:

- Stirling & Clackmannanshire Councils Social Care Services
- Stirling & Clackmannanshire Councils Criminal Justice Services
- Stirling & Clackmannanshire Councils Education Services (including Youth Services)
- Stirling Council Housing & Environment Services
- Clackmannanshire Council Housing Services
- Stirling Council Communities & Partnerships
- Forth Valley NHS (including Public Health and Health Promotion)
- Forth Valley ADP
- Chief Officer Health & Social Care (Clackmannanshire & Stirling)
- Police Scotland
- Statutory Addiction Services
- Third Sector Addiction Services
- Scottish Prison Service
- Job Centre Plus
- Stirling Licensing Forum

Chair and Vice Chair

A Chair and Vice Chair will be elected from the stakeholder organisations to serve 2 years, renewable for a further term following nomination. The Chair and Vice Chair cannot be from an organisation commissioned by the ADP.

The Chair or Vice Chair will be expected to represent the Clackmannanshire and Stirling ADP at local, regional and national meetings as appropriate.

The ADP will be supported by the Lead Officer for Clackmannanshire and Stirling and the Forth Valley ADP Co-ordinator.

The Lead Officer will meet with the Chair and the Vice Chair on a regular basis to monitor progress against delivery plan objectives.

Clerking support to the Partnership will be provided by the Forth Valley ADP Support Team.

Frequency of Meetings

The ADP will meet on a quarterly basis.

Agreed Short Life Working Groups may meet on a more regular basis with written updates being provided to the ADP. Any Short Life Working Groups will be initiated, supported and developed according to need. All groups will be guided by the terms of reference.

Reporting and Accountability

The Clackmannanshire and Stirling ADP will report to each separate Community Planning Partnership. This will be done through the Alliance Executive in Clackmannanshire and the **tbc** in Stirling. The ADP is ultimately accountable to the Clackmannanshire Alliance and the Stirling Leadership group.

As part of this accountability, ADP members will be expected to monitor and review the activity of their own agency in relation to tackling substance misuse.

Regular monitoring arrangements will be in place to allow evaluation of success.

ADP members will be expected to identify internal resources that are/can be prioritised for activity detailed within the ADP Delivery Plan.

ADP members are expected to disseminate the business and activity of the ADP throughout their own service / agency.

Decision Making, Consensus and Project Support

The ADP is not an incorporated body. However, all members are bound by these terms of reference and will be held accountable for the delivery of outcomes in accordance with them.

The Partnership will seek to operate by consensus by ensuring that members have robust information and support to enable them to share key decision making.

Whenever a “major” decision is to be taken by the ADP, a quorum consisting of a majority plus one must be present. It is the duty of the Chair to ensure that a quorum will be in attendance if such a decision is to be taken. A “major” decision is defined as a key strategic, budget or service delivery methodology decision.

If after two successive attempts a quorum cannot be convened due to non-attendance of parties or deliberate filibustering, the decision may be taken by all parties in attendance as long as the Chair believes there is fair representation of partner agencies.

If a particular partner member is not represented for two successive meetings, it is the duty of the Chair to organise a meeting with that organisation to resolve non-attendance issues and ensure future attendance.

If there is dissent about a decision, this must be detailed in writing to the Chair of the ADP who will note it and report to the Forth Valley ADP and the respective Community Planning Partnerships.

All major decisions must be reported to both Community Planning Partnerships in accordance with the governance of the Single Outcome Agreement.

All decisions relating to both strategic and operational delivery will be documented in Partnership minutes. Minutes will be circulated to all members and approved at subsequent meetings.