Rough Guide to Borders Alcohol & Drugs Partnership (ADP) Executive Group

February 2019
Who this guide is for
This guide has been written as an introduction to the structures and processes in place to tackle drug and alcohol issues in the Scottish Borders.

It can be used by members of the Borders Alcohol & Drugs Partnership (ADP) or subgroups, specialist and generic staff who have an interest in the work of the ADP and members of the community.

What is the ADP Executive Group
The Executive Group reports directly to the ADP and is responsible for implementing national and local strategies and plans, including Local Delivery Plans and the SOA to reduce the level of drug and alcohol problems amongst young people and adults in the Borders and reduce the harmful impact on families and communities. In addition to this, it carries out the main commissioning function on behalf of the Partnership, monitors contracts with services and has delegated authority over setting budgets.

Funding
NHS Borders holds ring-fenced budgets for alcohol and drugs work on behalf of the ADP. The ADP makes its own spending decisions on the basis of delegated authority from each partner organisation. Locally, there is clarity amongst partners as to these budgetary arrangements.

What does the Executive Group do?
The key responsibilities of the Executive Group are to:

- Map the range and quality of existing services and identify gaps in service delivery.
- Make recommendations to the ADP on how the funding from Scottish Government should be spent to address gaps, ensure delivery of key objectives and achievement of agreed outcomes.
• Ensure a robust and transparent Commissioning Strategy is in place to inform decisions and processes
• Commission services to meet identified needs that are safe, effective and efficient, demonstrating best value for money.
• Negotiate and agree outcome-focused, recovery orientated contracts or written agreements with all service providers.
• Ensure recording and reporting arrangements are in place to monitor performance, assess and manage progress and achievement of agreed outcomes
• Manage and monitor spend on services in keeping with the agreed ADP financial framework and individual contracts
• Promote and monitor quality principles in accordance with national and local guidelines and support evidence-based practice
• Build capacity within local services to continuously review, improve, and develop services
• Identify, manage and reduce risks to delivery of agreed plans and services

This list is not exhaustive and may change over time in keeping with changing requirements of ADPs

**Membership:** To ensure achievement of key strategic tasks members should have strategic roles and influence within their organisations with some cross membership on the ADP. They should also represent a broad range of backgrounds to reflect the cross-cutting nature of ADP plans and expenditure i.e. not just those concerned with the delivery of specialist services. To facilitate the regular input and continuity required, it may be helpful to identify core members to lead on prioritised tasks, with additional members being sought for specific elements of the group’s work (to be discussed within the ADP).
To ensure the strategic focus of the group, and avoid potential conflicts of interest around decisions on spend, those with operational management responsibilities should not be included. Membership includes:

- ADP Vice (Chair)
- ADP Senior Development Officer
- Strategic Lead (ADP/Health Improvement)
- ADP Coordinator
- Chief Officer, Children & Families Social Work Services
- General Manager Mental Health (NHS)
- Group Manager Mental Health/Drugs & Alcohol (SBC)
- NHS Finance
- SBC Contracts
- Senior Policy, Planning & Performance Officer, Children & Young People’s Services, SBC
- Third Sector (Scottish Drugs Forum)

**Delivery Plan:** The work of the group will be informed by a Delivery Plan that details prioritised tasks concerned with ensuring delivery of key services and ADP core outcomes. The ADP Delivery Plan 2015 - 2018 is available via [www.badp.scot.nhs.uk](http://www.badp.scot.nhs.uk)

**Occurrence:** 6 weekly

**Accountability:** Directly to the ADP and supported by quarterly Performance Reports.

**Further information**
For more detailed information please contact the ADP Support Team on 01835 825900