



## APPENDIX 2

# Aberdeenshire Alcohol and Drugs Partnership

Terms of Reference

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# 1 Introduction

This Terms of Reference sets out how the Aberdeenshire Alcohol and Drugs Partnership will operate. The ADP Committee have agreed that 3 strategic subgroups are required to enable discussion and allow a wider range of partners to be involved in specific discussions.

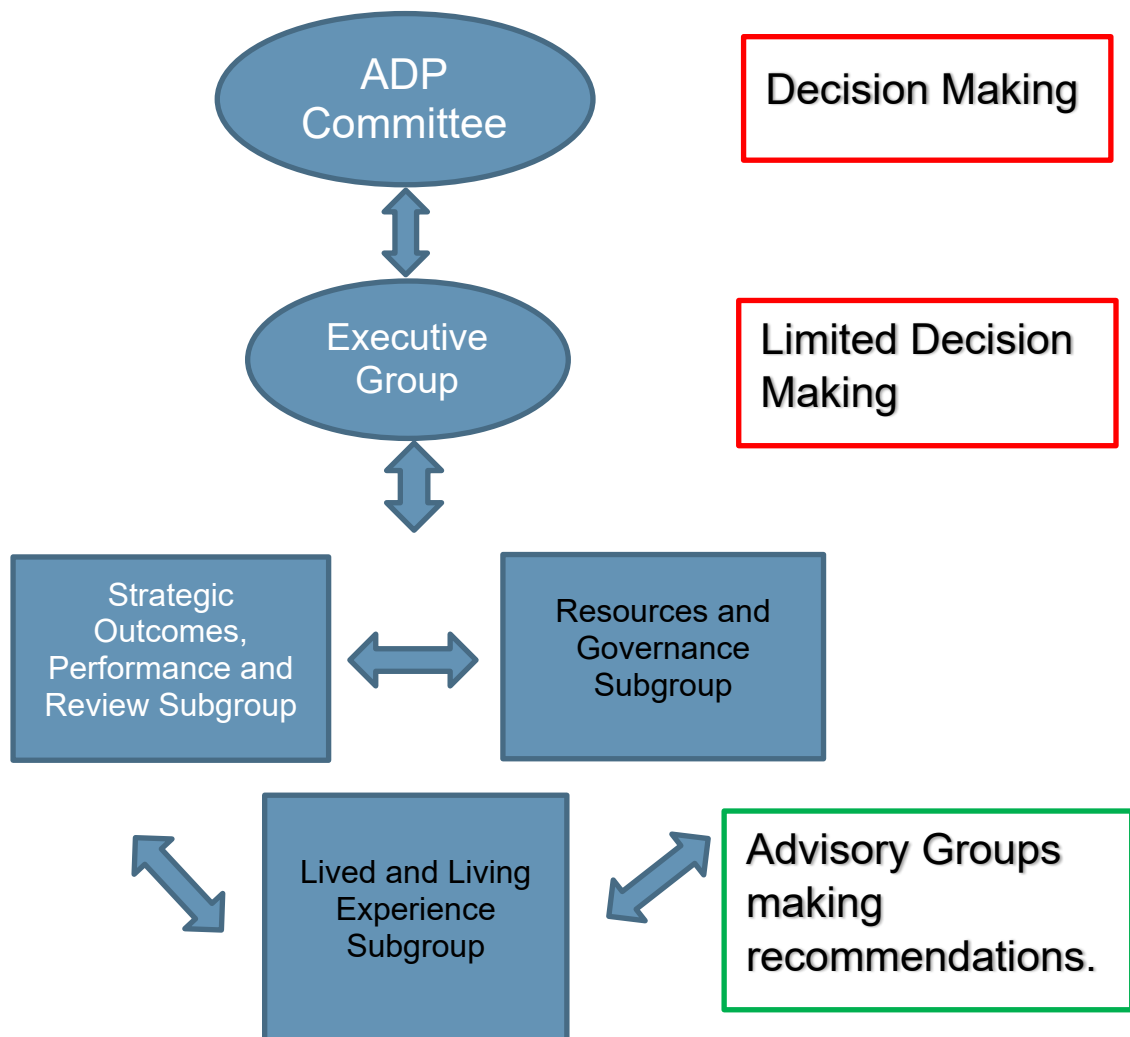
These sub-groups are: -

- Lived and Living Experience
- Resources and Governance
- Strategic Outcomes and Performance

The Terms of Reference for each group are included in this document.

The Chairs of the three sub-Groups meet with the ADP Chair and Vice Chair, ADP Lead Officer, and finance colleagues as an ADP Executive Group between formal meetings of the ADP to ensure the smooth operation of the ADP. They may invite additional representation if required.

The ADP will make decisions collectively at meetings of the ADP Committee. The subgroups are advisory and will make recommendations to the ADP, after consultation with the other subgroups, for determination.



## **Part One: Remit and Standing Orders for Meetings of the ADP Committee**



## 2 ADP Committee

The ADP Committee is the decision-making vehicle for the ADP partnership and is led by the ADP Chair. In general, operational issues are a matter for the ADPs constituent Partners. The subgroups as described in this document are accountable to the ADP Committee.

The ADP Committee will:

- **Error! Reference source not found.**Promote an anti-stigma approach to tackling problematic alcohol and substance use.
- **Error! Reference source not found.**
- **Error! Reference source not found.**Clarify partner's responsibilities in contributing to the achievement of agreed outcomes.
- Approve all commissioning spend.
- Approve the Annual Report of the ADP
- Approve the ADP Strategy and Delivery Plan
- Overall monitoring of delivery of outcomes to show progress in delivering the strategy and effective use of funds.
- Account to Scottish Government for the use of ADP resources used to support strategy implementation and the outcomes achieved.

The ADP Committee will meet in accordance with these Standing Orders and members will always abide by the Code of Conduct.

For the avoidance of doubt, the ADP does not have the role to take a decision on any matter which is the statutory or sole responsibility of any member organisation. The ADP may however make recommendations on such matters to the relevant decision-maker.

Any member of the ADP Committee 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 themselves 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 where appropriate regarding conflicts of interest and where not conflicting with the Code of Conduct for the ADP.

### 2.1 General

These Standing Orders regulate the conduct and proceedings of the ADP Committee. They do not apply to the meetings of any of the subgroups unless they wish to adopt them.

### 2.2 Membership

It is vital that the ADP includes a full range of communities and partners to ensure that their work is: -

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Fully informed by lived experience and wider community interests.

Supported by local services and allow drugs and alcohol support and advice to be part of all services business.

Informed by local strategies and investments/resources of local partnerships as set out in the Partnership Agreement.

Membership of the ADP Committee include: -

- ADP Chair
- ADP Vice Chair
- ADP Lead Officer
- Chair of Lived and Living Experience Committee
- Chair of Strategic Outcomes, Performance and Reporting Committee
- Chair of Resources and Governance Committee
- Representative of North, Central and South Community Forums
- Representative of Aberdeenshire Voluntary Action
- Representative of Aberdeenshire Council
- Representative of Police Scotland
- Representative of NHS Grampian
- Representative of Aberdeenshire Health and Social Care Partnership
- Representative of the Aberdeenshire Community Justice Partnership
- Representative of Scottish Prison Service
- Representative of Scottish Fire and Rescue
- Representative of Scottish Ambulance Service
- The Chief Finance and Business Officer of the Health and Social Care Partnership
- Independent Chair of Aberdeenshire Adult and Children's Protection Committees

Membership will be reviewed regularly by the Chair to reflect changes in local arrangements.

If and when a person ceases to hold the office or post, because of which he or she became a member of the ADP Committee then that person shall cease to be a member of the ADP Committee. In that case, the Chair will contact the relevant organisation to ask for an alternative nomination from that organisation.

If a member is unable to attend a meeting of the ADP Committee, the relevant partner should use its best endeavours to arrange for a suitably experienced substitute. The substitute voting member may vote on decisions put to that meeting but may not preside over the meeting.

### **2.3 Removal of Members**

If a member has not attended three consecutive meetings of the ADP Committee and their absence was not due to illness or other reasonable cause, as may be determined by the ADP Committee, the ADP Committee may remove the member from office by providing the member with one month's notice in writing. The Chair will contact the relevant organisation to ask for a further nomination from that organisation.

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If a member acts in a way which brings the ADP Committee into disrepute or in a way which is inconsistent with the proper performance of the functions of the ADP Committee, the ADP Committee may remove the member from office with effect from such date as the ADP Chair may specify in writing. Should any member who has been removed from the ADP Committee wish to appeal their removal, they should contact the ADP Chair in the first instance.

If a member representing a partner organisation ceases to be a member of that partner organisation, they are to be removed from membership of the ADP Committee with effect from the day they cease to represent that organisation.

A partner organisation may remove and replace members nominated to the ADP Committee by providing four weeks notice in writing to the member and the ADP Committee.

## **2.4 Chair and Vice-Chair**

A partner nominated from the partner duty holders, with the skill and profile to engage with partners, provide leadership for the partnership and with the time and commitment that the role requires shall be appointed to the position of Chair by the ADP Committee for a period of two years, but this may be extended by mutual agreement. The Chair will appoint a Vice Chair on behalf of rights holders.

The Chair will preside at every meeting of the ADP that he or she attends.

In the absence of the Chair the Vice-Chair shall preside at the meeting of the ADP.

In the absence of both the Chair and Vice Chair, the members present at the meeting shall choose another member to preside. In the event of an equality of votes, the decision as to who shall preside shall be determined by lot.

Should either the Chair or Vice Chair leave the post during the term of office, the partner duty holders will decide on a new Chair or Vice Chair as appropriate.

## **2.5 Duties and responsibilities of the Chair**

At all times during a Meeting, Members will respect the authority of the Chair. If the Chair speaks, any Member who is speaking to the Meeting will stop.

The Chair's duty is to preserve order at the Meeting and ensure that Members are given a fair hearing. If two or more Members try to speak at the same time, the Chair will decide who is to speak first. The Chair will manage all instances of conflict resolution.

The Chair will decide all matters of order, admissibility, and urgency and that ruling will be final.

The Chair will ensure that the decision of the Meeting is clear about all matters which form the business of the Meeting.

The Chair will also chair meetings of the ADP Executive Meeting.

The Chair will escalate and progress discussions with local partners/responsible officers where a priority is not being delivered to ensure a process is in place to ensure ADP contribution to aligned plans is being progressed.

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The Chair is authorised to take a decision on any matter, which in their judgement should be taken by the ADP Committee but by reason of special urgency it is impractical to convene a meeting of the ADP Committee. Any decision taken by the Chair in this circumstance must only be taken following consultation with the Executive Group. Any decision taken by the Chair in this way will be reported back to the next meeting of the ADP Committee.

## **2.6 Ordinary and special meetings**

The ADP Committee shall meet quarterly each financial year and agree a timetable of meetings in advance.

The ADP Chair may amend or adjust that timetable of ordinary meetings from time to time.

The Chair may change the date and/or time of an ordinary meeting and shall determine whether the meeting is fully virtual or whether it is fully in person though generally meetings in spring and summer will be held in person and meetings in autumn and winter shall be held virtually.

The Chair may call a special meeting of the ADP Committee at any time by delivering an agenda stipulating the business to be transacted. For the avoidance of doubt, this can be by electronic means.

## **2.7 Calling meetings**

For all Meetings an agenda will be issued at least 7 days in advance by email and will: - a. Detail the time and, where relevant, the place of the Meeting together with access arrangements where appropriate; and b. If it is a Special Meeting, name the Members who have called the Meeting. The agenda will be sent electronically by secure e-mail to the e-mail address which the external member has given in writing to the Chair.

Reports and other supporting papers shall be attached to the notice and delivered with it.

Only the business specified in the notice shall be transacted at the meeting, unless an item of business is notified to the Chair before the meeting with a request for it to be added to the agenda, and the Chair rules to allow it to be considered on the ground of urgency. The Chair shall state the reason for such a ruling and the minute shall record the ruling and the reason given.

If the Chair rules that the matter is not urgent, it shall be included as an item for the next ordinary meeting, unless it is withdrawn.

## **2.8 Public access to meetings and meeting papers**

Access to meeting papers will be made available to the public through the internet.

Every Meeting of the ADP Committee will be open to the public to attend and observe but not to take part.

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No person or body shall be permitted, without the permission of the ADP Committee, to tape record, photograph, video, film or use any other form of electronic, digital, or computerised sound or visual recording system during any Meeting.

However, the public must be excluded from a Meeting when an item of business is being considered if it is likely, because of the business itself or what might be said at the Meeting, that confidential information (as meant by the relevant law) would be given to members of the public. Papers which contain confidential information will not be available to the public.

The ADP Committee may decide to exclude the public when it is considering an item of business if it is likely, because of the business itself or what might be said at the Meeting, that exempt information would be given to members of the public. The types of information that are classed as exempt can be found in section 15 of these Standing Orders. Exempt papers will not be available for the public nor published online.

The minute of the meeting will record the reason for any decision by the ADP Committee to exclude the public from a meeting.

## **2.9 Quorum**

There must be a minimum number of Members present at a Meeting. This is known as the quorum. The quorum for each Meeting shall be one-half of the whole number of the membership and must include representatives from both the public sector and lived and living experience.

If, 10 minutes after the time set for the start of a Meeting a quorum is not present, the Meeting will be abandoned, and the Chair will record that no business was considered because there was no quorum.

If at any time after the start of a quorate Meeting there is a question about whether there continues to be a quorum, the Chair will, after allowing an interval of 10 minutes, count the number of Members present. If a quorum is not present, the Meeting will be adjourned to another time on the same day or to another date and time as the Chair may decide then or afterwards. The Chair may direct that any business which has not been disposed of due to a lack of quorum may be dealt with at such adjourned Meeting.

If a member withdraws from a meeting, then he or she shall not be counted for the purposes of a quorum. If there is as a result no quorum for that item of business, then the item shall not be considered and shall be carried forward to the next ordinary meeting unless it is withdrawn.

## **2.10 Conduct of members**

If a member persistently misbehaves by disregarding rulings by the Chair, or behaves improperly or offensively, or wilfully obstructs the business of the Meeting, the Chair may take the following courses of action sequentially –

Warn the Member about their behaviour.

Adjourn the Meeting for a short time as seems reasonable to the Chair in the circumstances.

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Following adjournment, if the behaviour persists, tell the Member not to speak during the remainder of the debate on the item being discussed.

Move that the Member should not speak again during the Meeting. The motion, if seconded, will be decided without discussion; if the motion is carried the Member will not speak again during that Meeting.

Move that the Member should be suspended for the remainder of the Meeting. The motion, if seconded, will be decided without discussion; if the motion is carried, the Member will leave the Meeting immediately.

If there is disorder at any Meeting, the Chair will be entitled to adjourn the Meeting to another time the same day, or to another date and time as she/he may decide then or afterwards.

### **2.11 Adjournment**

The Chair may adjourn a Meeting for a reasonable interval if she/he decides there is a good reason to do so.

At the end of any item of business, the Meeting may be adjourned for a reasonable interval or to another date as agreed by the Members at the Meeting, failing which as determined by the Chair at the Meeting. If it is decided at the Meeting to adjourn, the remaining business will stand over until a resumed Meeting. Proceedings shall start at the point at which they were broken off at the adjournment. A fresh notice of the Meeting will not require to be issued.

### **2.12 Items of business and debate**

The ADP Committee may reach consensus on an item of business without taking a formal vote however all members should indicate their position explicitly to ensure all voices are heard. Consensus, in respect of any item under consideration, will be taken to constitute a majority rather than unanimity and the Chair will be the sole judge of consensus in respect of any item of business. Where no consensus is met, the ADP Committee may either take a decision by the casting of lots or instruct the ADP Lead to bring back a further report with such clarification as may be appropriate to a future meeting of the ADP Committee.

### **2.13 Minutes**

Minutes shall be prepared for meetings of the ADP Committee and issued in advance of the next quarterly meeting with the agenda.

The ADP Committee shall receive and review its minutes for agreement at its following ordinary meeting and shall thereafter be published online.

Papers will be accessible on the MS Teams Aberdeenshire ADP Committee public channel:

<https://scottish.sharepoint.com/sites/AberdeenshireADP/Shared%20Documents/ADP%20Committee/ADP%20Committee%20Papers>

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## 2.14 Subgroups

The ADP shall appoint subgroups with specific remits as it thinks fit and shall approve the terms of reference, remit, and powers of such subgroups. These Terms of Reference can be found in Part 2 of this Handbook.

The ADP shall appoint the Chairs, Vice-Chairs, and members of its subgroups. The appointment of the Chair and Vice Chair of the Lived and Living Experience subgroup should be following recommendation from rights holders.

## 2.15 Exempt Information

These paragraphs will be referenced at the foot of reports to indicate the reason for exemption.

1 Information relating to a particular employee, former employee, or applicant to become an employee of, or a particular office holder, former office-holder or applicant to become an officeholder under, the ADP or any partner thereof where the information relates to that person in one of those capacities.

2 Information relating to any occupier or former occupier of, or applicant for, accommodation provided by or at the expense of the ADP.

3 Information relating to any applicant for, or recipient or former recipient of, any service or financial assistance provided by the ADP.

4 Information relating to the financial or business affairs of any person or body.

5 Information relating to anything done or to be done in respect of any person for the purposes of any of the matters referred to in section 27(1) of the Social Work (Scotland) Act 1968 (providing reports on and supervision of certain persons).

6 The amount of any expenditure proposed to be incurred by the ADP, or a partner on behalf of the ADP, under any particular contract for the acquisition of property or the supply of goods or services, provided that disclosure to the public of the amount there referred to would be likely to give an advantage to a person entering into, or seeking to enter into, a contract with the authority in respect of the property, goods or services.

7 Any terms proposed or to be proposed by or to the ADP, or a partner on behalf of the ADP during negotiations for a contract for the acquisition or disposal of property or the supply of goods or services, if disclosure to the public of the terms would prejudice the authority in those for any other negotiations concerning the property or goods or services.

8 Any advice received, information obtained or action to be taken in connection with— (a) any legal proceedings by or against the authority, or (b) the determination of any matter affecting the authority, (whether, in either case, proceedings have been commenced or otherwise). Any action taken or to be taken in connection with the prevention, investigation, or prosecution of crime.

## **Part 2 – ADP Substructure**



## **3 ADP Executive Group Terms of Reference**

### **3.1 Name**

The Executive Group of the Alcohol and Drug Partnership (ADP)

### **3.2 Purpose**

The purpose of the ADP Executive Group is to provide leadership and strategic direction to the ADP and its subgroups. The Group will:

- Oversee the work and progress of the subgroups and ensure that appropriate governance processes are in place and functioning effectively.
- Support the Chair in creating agendas for formal meetings.
- Maintain an overview of budgets and expenditures ensuring the engagement of critical stakeholders.
- Ensure effective ADP decision-making by endorsing or challenging recommendations of sub-groups.
- Formulating options for decision-making by the ADP Committee.
- Exceptionally, being consulted by the Chair, which can be electronically, on making urgent decisions where it is impractical to hold a meeting on behalf of the ADP Committee.
- Commission work of the ADP Support Team.
- Approve the bi-annual ADP reports to the IJB and reports to Scottish Government on collective progress against strategic priorities<sup>1</sup>.

### **3.3 Method of Working**

The Group will meet bi-monthly or as called by the ADP Chair. Group papers will be accessible on the MS Teams Aberdeenshire ADP private 'Exec Channel':

<https://scottish.sharepoint.com/sites/AberdeenshireADP-Exec/Shared Documents>

### **3.4 Membership**

The membership of the Executive Group is:

- ADP Chair,
- ADP Vice-chair,
- Chairs of the Resources and Governance, Lived and Living Experienced, and Strategic Outcomes, Performance and Reporting sub-groups,
- H&SCP Chief Officer Representative,
- H&SCP Finance Officer, and
- ADP Lead Officer.

Additional members may be co-opted as needed.

Recommendations of subgroups, once all subgroups have been consulted and views shared on a template report, will be presented to the Executive Group for

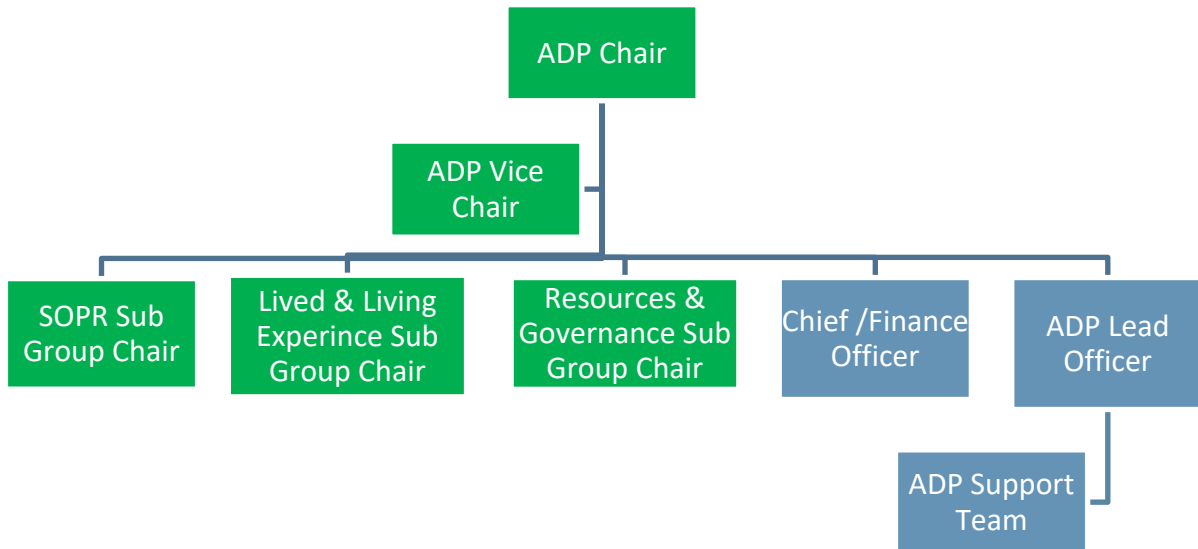
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<sup>1</sup> These reports are distinct from reports the H&SCP Chief Officer may also present to the IJB on matters relating to HSCP services relating to alcohol and drugs.

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consideration. In the event of disagreement, a vote will be held to either endorse the recommendation, refer it back to the subgroup for further information, or exceptionally refer it to the full ADP Committee.

Voting rights are held by the ADP Chair, ADP Vice-chair, and the Chairs of the three sub-groups as illustrated by the green boxes below.



### 3.5 ADP Support Team

The ADP are supported by the ADP Support Team, as narrated in the Partnership Agreement.

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## 4 Lived and Living Experience Subgroup Terms of Reference (“LLE”)

### 4.1 Purpose

Provide an overview to ADP Committee and other subgroups of community experience & priorities in Aberdeenshire and propose, in collaboration with other relevant agencies, actions to continuously improve the lived experience of past & present substance users and those affected by them, reducing harms associated with substance use across Aberdeenshire. The LLE subgroup engages with a range of groups including:

- Community forums
- Patient participation groups
- Youth Participation Networks
- Stakeholder members on boards and committees
- Specific engagement activity around topics

### 4.2 Remit

- Support the development and operation of a wider community-led Aberdeenshire Lived & Living Experience panel meeting quarterly to share experiences of substance use, its effects and treatment within Aberdeenshire Community.
- Collate and review available evidence of the experience of all those living with the effects of present or past substance use within Aberdeenshire.
- Provide an overview to ADP of Lived & Living experience & priorities in Aberdeenshire.
- Develop practices and channels enabling the communication of National & Local Government Policies, ADP Delivery Plan initiatives and outcomes throughout the Lived & Living Experience community.
- Represent Community Lived & Living Experience concerns and issues to ADP (and to statutory and third sector service providers)
- Develop recommendations to address community comments and concerns and issues in collaboration with relevant ADP Partners
- Provide feedback to other subgroups on proposals and formulate recommendations to the ADP Committee.
- The Chair will represent the Subgroup on the Executive Group.

### 4.3 Membership

Significant ‘elected’ Lived & Living Experience membership.

- Forums (Recovery) – 2+ (Chair currently from within this group)
- Youth representation - 2
- Living experience (In (early) Service) – 2
- Prison population - 1
- Families - 1+

Representative Front-line Workers

- 3rd sector providers - 2
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- Scottish Families Affected by Alcohol & Drugs - 1
- Health & Social Care Partnership – 1
- Front-line Emergency Services

Community Learning and Development Support – a suitably skilled Community Learning & Development worker to support the subgroup's development and capacity building.

Other agencies may attend dependent on agenda items and at the discretion of the Chair.

#### **4.4 Meetings**

The subgroup will meet regularly (e.g., 6 times per annum) with consistency of representation but a recognition of the capacity limitations of many within the Lived & Living Experience community.

Timing and location of meetings specifically focus on the availability and access issues of members living within the community.

Meetings are structured to focus on:

- 50% experience review,
- 25% formulation of recommended actions,
- 25% developments in policy and implementation.

Reporting to and from the subgroup in clear, everyday language formatted to enable accessibility to community members.

Papers will be accessible on the MS Teams Lived and Living Experience Subgroup public channel:

<https://scottish.sharepoint.com/sites/AberdeenshireADP/Shared%20Documents/Community%20Lived%20and%20Living%20Experience%20subcommittee>

#### **4.5 Confidentiality**

All member of the Subgroup will be responsible for maintaining the confidentiality of relevant documents. The Chairperson will rule where necessary to advise on the confidentiality of documents with support from the ADP Support Team if required or appropriate.

#### **4.6 Declaration of Interests**

Any member of the LLE subgroup 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 themselves 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 and where not conflicting with the Code of Conduct for the ADP.

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## **5 Strategic Outcomes, Performance and Reporting Group**

### **5.1 Purpose**

The aim for this subgroup is to provide assurance to the ADP Committee that there is a robust reporting framework for the development of and monitoring thereafter of strategic outcomes, including activity of services, delivery plan and partner contributions. The group makes recommendations to the ADP Committee following consultation and discussion with the other subgroups and following discussion by the ADP Executive Group.

### **5.2 Remit**

- Support the implementation of psychological and trauma informed integrated drug and alcohol services.
- Design and review of the Delivery Plan
- Monitoring progress against the Strategic Outcomes / Delivery Plan
- Monitoring reporting requirements and ensuring compliance.
- Ensuring local understanding through being data led and local intelligence informed, and compliance of national priorities, expectations, and requirements.
- Provide feedback to other subgroups on proposals and formulate recommendations to the ADP Committee.
- Ensure a quality improvement approach to service planning and delivery which is accountable to local communities.
- Ensure clear monitoring and evaluation arrangements are in place and reports published for local communities, local governance structures and Scottish Government to show progress in delivering the strategy and effective use of funds.

### **5.3 Membership:**

- Membership of the ADP subgroup will include representation from each of the following:
  - Consultant in Public Health
  - Aberdeenshire Alcohol and Drug
  - Clinical Lead
  - Aberdeenshire Housing
  - Community Safety Partnership
  - HSCP Business Services
  - Aberdeenshire Lived and Living Experience
  - Community Justice Partnership
  - Police Scotland
  - Children and education services
  - Health Intelligence
  - Tackling Poverty and Inequality
  - Pharmacy
  - MAT / Daisy data support
  - Scottish Prison Service
-

- Prison Health
- Also, in attendance at ADP meetings will be representatives from the HSCP or Aberdeenshire Council as required. Other organisations may be invited to join the subgroup as and when a need is identified to extend the membership and with agreement of partnership members.

When joining the ADP subgroup each member will be required to formally nominate a named representative to attend subgroup 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 group.

- 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.
- Members and nominated representatives will be responsible for taking issues between the ADP subgroup and their organisations/forums for information, comment, or action as appropriate.
- Members of the subgroup 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 subgroup meetings to provide information or advice about specific matters at the discretion of the Chairperson.

## **5.4 Chair**

The subgroup Chairperson will be the Grampian Public Health Consultant with a lead for alcohol and drugs. The Chairperson shall preside at subgroup meetings and in his/her absence the group shall appoint a Chairperson for that meeting only from its members.

The Chairperson may nominate an additional representative to attend meetings and represent the host organisation.

## **5.5 Chair Responsibilities**

- To agree the agenda of ADP subgroup 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 group to express their views on any matter of business.
- To preserve order during the meeting
- To represent the subgroup at the Executive Group meetings.

## **5.6 Meetings**

### **5.6.1 Frequency of meetings**

The ADP Strategic Outcomes, Performance, and Reporting subgroup 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

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cancel a scheduled meeting because of lack of business, inconvenience to members or unavailability of members. The dates of the meetings will be set, on an annual basis, for the forthcoming year.

### **5.6.2 Notice of Meeting**

The agenda and papers of the ADP subgroup 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.

### **5.6.3 Agenda**

The agenda of the ADP subgroup will normally be decided by the Chairperson. Members of the ADP subgroup 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 subgroup. Partner organisations proposing agenda items will be responsible to produce all relevant reports and papers relating to that item no less than seven working days prior to the meeting.

### **5.6.4 Declaration of Interests**

Any member of the ADP subgroup 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 themselves 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 and where not conflicting with the Code of Conduct for the ADP.

### **5.6.5 Minutes**

The draft minute of the ADP subgroup 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 subgroup. Following approval at the following ADP subgroup meeting the minutes will be distributed to partner organisations as appropriate.

Papers will be accessible on the MS Teams Strategic Outcomes, Performance and Reporting Group public channel:

<https://scottish.sharepoint.com/sites/AberdeenshireADP/Shared%20Documents/Strategic%20Outcomes%2C%20Performance%2C%20Reporting%20Sub%2FCommittee%20Papers/>

### **5.6.6 Absence**

In an event of a member of the ADP subgroup being unable to attend, apologies for absence should be sent to the contact on the meeting invite.

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## **5.7 Confidentiality**

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. The subgroup will operate in line with the requirements of GDPR.

## **5.8 Review of the Terms of Reference**

The Terms of Reference will be reviewed by members of the ADP subgroup every two years unless significant changes in governance require more frequent review.

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## 6 Resources and Governance Group

### 6.1 Purpose

- To provide assurance to the ADP Committee that robust governance arrangements are applied in relation to the allocation of ADP resources.
- Monitoring of finance sheet to ensure spend is adhering to financial regulations and reflects the spend agreed by the ADP Committee
- Supporting commissioning process when required
- Ensuring projects are reviewed in time for continuation of funding applications.
- Consideration of funding applications or identification of evidence-based gaps in provision in Aberdeenshire.
- To make recommendations to the ADP Committee about the disbursement of ADP funds.

### 6.2 Remit

- To maintain a Finance Sheet which ensures that resources and governance arrangements are up to date and compliant with regulations and legislation.
  - To support the maintenance of an accurate and current ADP financial position.
  - To contribute to the Financial Report to be submitted on a bi-annual basis to the Integration Joint Board.
  - To receive and consider the allocation of resource requirements identified by the Strategic, Outcomes, Performance and Reporting Subgroup (SOPR) and Lived and Living Experienced Subgroup (LLE) and received from partners and stakeholders. Apply appropriate governance to the consideration of resource allocation. To thereafter submit a recommendation report to the Executive Group in the first instance and then onwards to the ADP Committee for determination.
  - To receive and consider any allocation of funding which has been received by any partner agency through an ADP funding application. Carry out a review of this application in collaboration with the LLE Subgroup and SOPR Subgroup. To ensure governance arrangements are in place inclusive of review arrangements for any funding which is recommended in this category and is approved by the ADP Committee.
  - To expedite through Quick Quote resource investment which meets an immediate, dynamic, or emerging need by collaboration with SOPR and LLE Subgroups and following approval for spend from the ADP Committee.
  - Receive and monitor reports from grant providers which should be consistent with the terms of the grant arrangement, and which reflect consistency with strategic priorities.
  - To ensure that investments have time frames which comply with appropriate grant or contracted arrangements.
  - Facilitate the review of grant arrangements, receive the recommendations of these reviews, and consider continued investment based on the fulfilment of identified grant outcomes which meet local and national strategic priorities and local delivery plans. Collaboration with SOPR and LLE subgroups.
  - Facilitate the review of partner/service/organisation providers which are funded through Corra and consider the recommendation of that review and consider continued investment based on the fulfilment of identified service/project
-

outcomes which meet local and national strategic priorities and local delivery plans. Collaboration with SOPR and LLE in this process. Thereafter make recommendation to ADP Committee for decision.

- Review all other ADP commitments (such as social marketing/Learning and Development) in collaboration with SOPR and LLE Subgroups, be informed by local delivery needs and national priorities. Prepare a recommendation to the Executive Group in collaboration with SOPR and LLE about resource levels and nature of commitments for final decision by the ADP Committee.
- Work in collaboration with the Chief Finance and Business Officer of the Health and Social Care Partnership to ensure timeous and accurate transfer arrangements are in place between NHS Grampian and the Health and Social Care Partnership for delivery of statutory services and contracts.
- Receive information from finance colleagues regarding underspend/overspend projections to ensure appropriate action is taken in response and report to the ADP Committee.
- Collate information from Scottish Government regarding funding allocations and present in a transparent and coordinated way which provides clarity about purpose, timeframes and reporting to the ADP Committee.
- Ensure that clear and accessible information is available regarding the process relating to resource allocations. Establish an application process which includes a funding application form and reporting template.
- Ensure that clear and accessible information is available regarding the process relating to Contracts and Commissioning.
- Provide feedback to other subgroups on proposals and formulate recommendations to the ADP Committee.

### **6.3 Membership:**

- Health and Social Care Partnership (currently)
- Commissioning and Contracts Team
- NHS Finance
- HSCP Finance
- Council Finance
- ADP Support Team
- Administration

Other organisations/ partners including those with lived and living experience may be invited to join the subgroup as and when a need is identified to extend the membership either generally or for specific issues and with agreement of subgroup members.

When joining the ADP subgroup each member will be required to formally nominate a named representative to attend subgroup 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 group.

Members and nominated representatives will be responsible for taking issues between the Resources and Governance subgroup and their organisations/forums for information, comment, or action as appropriate.

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Members of the subgroup 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 Chair. Other officers or individuals may be invited to attend subgroup meetings to provide information or advice about specific matters at the discretion of the Chair.

The subgroup Chair shall preside at subgroup meetings and in his/her absence the group shall appoint a Chair for that meeting only from its members.

## **6.4 Chair**

The Chair is appointed by the ADP Committee and will remain in position for two years.

## **6.5 Chairs Responsibilities**

The responsibilities of the Chair are:

- To agree the agenda of the Resources and Governance Subgroup meeting
- To decide on matters of order, competency, relevance and conduct and keep meetings focussed on the agenda.
- To seek guidance on any matter which relates to governance arrangements to ensure robust and transparent compliance with legislation and policy.
- To ensure that a fair opportunity is given to all members of the group to express their views on any matter of business.
- Following the occurrence of each subgroup, the Chair will attend the Executive Group meeting at which the actions and priority subgroup agenda items will be presented and coordination with other subgroups will take place in partnership with ADP Lead Officer and ADP Chair.

## **6.6 Meetings**

### **6.6.1 Frequency of meetings**

The Resources and Governance Subgroup will meet (virtually) between ADP Committees. Two meetings between quarterly ADP Committees are desirable. An extraordinary meeting may be called, if necessary, by the Chair. The Chair may cancel a scheduled meeting because of lack of business, inconvenience to members or unavailability of members.

### **6.6.2 Notice of Meeting**

The agenda and papers of the Resources and Governance Subgroup 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.

### **6.6.3 Agenda**

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The agenda of the Resources and Governance Subgroup will normally be decided by the Chair. Members will be invited to propose agenda items. Partner organisations proposing agenda items will be responsible to produce all relevant reports and papers relating to that item no less than seven working days prior to the meeting. A standing agenda is likely given the purpose of the group. Resources requests/funding applications received from the other Subgroups or from partners/stakeholders will be tabled at the Resources and Governance Subgroup for consideration and identification of governance requirements.

#### **6.6.4 Declaration of Interests**

Any member of the Resources and Governance Subgroup who has a 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 themselves 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.

#### **6.6.5 Minutes**

The draft minute of the Resources and Governance Subgroup meeting will be prepared for the approval of the Chair, before being circulated electronically and submitted for final approval to the next meeting of the subgroup. Following approval at the following subgroup meeting, the minutes will be distributed to partner organisations as appropriate. Minutes of the Resources and Governance Subgroup meetings will be made available to ADP members.

Papers will be accessible on the MS Teams Resources and Governance Group public channel:

<https://scottish.sharepoint.com/sites/AberdeenshireADP/Shared%20Documents/Resources%20and%20Governance%20subcommittee/Committee%20Papers>

#### **6.6.6 Absence**

In an event of a member of the Resources and Governance Subgroup being unable to attend, apologies for absence should be sent to the contact on the meeting invite.

### **6.7 Confidentiality**

All members of the Resources and Governance Subgroup will be responsible for maintaining the confidentiality of relevant documents and discussions. The Chair will decide where necessary to advise on the confidentiality of documents.

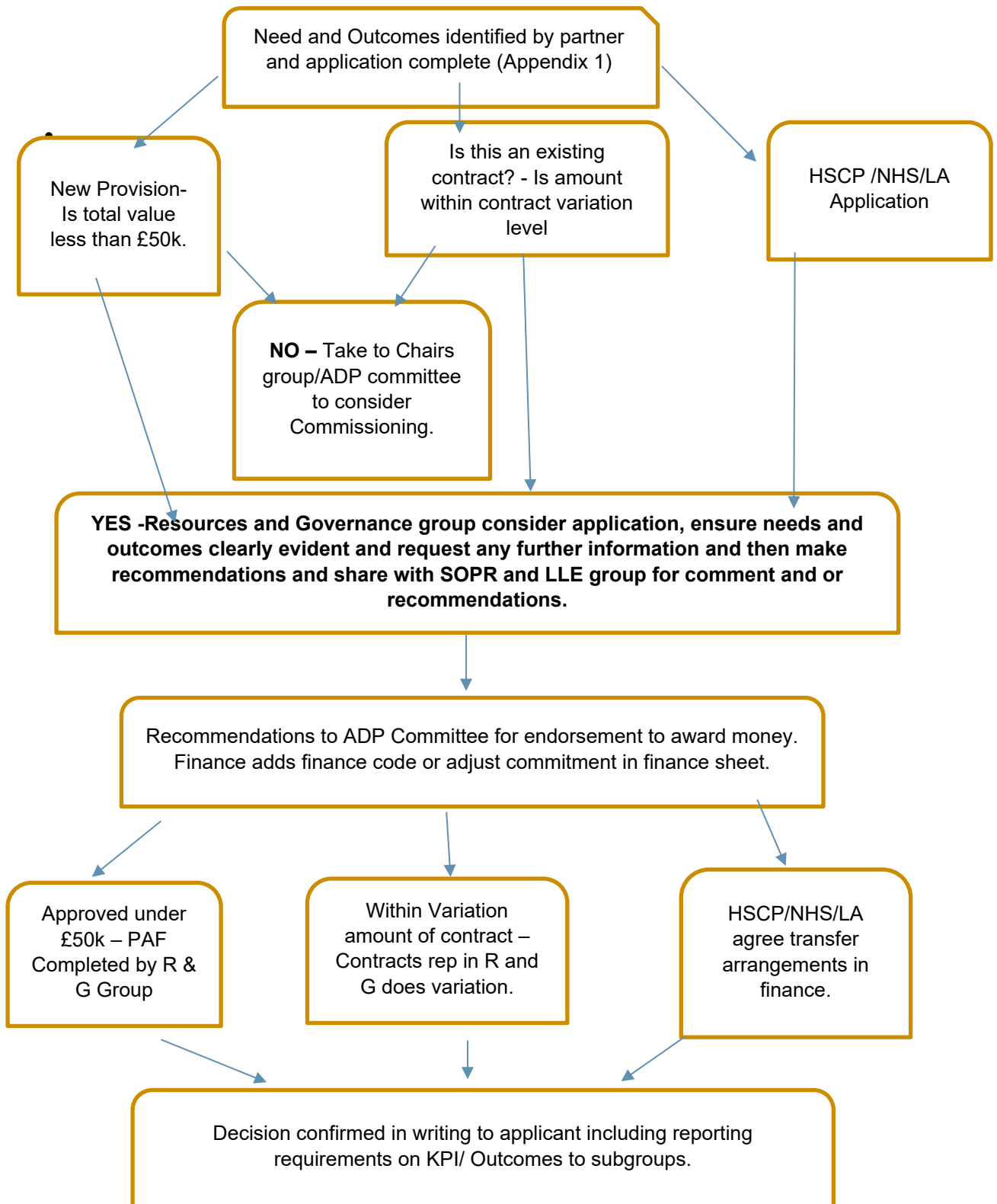
The Resources and Governance Subgroup will operate in line with the requirements of GDPR.

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## **6.8 Review of the Terms of Reference**

The Terms of Reference will be reviewed by members of the Resources and Governance Subgroup every two years unless significant changes in governance require more frequent review.

### 6.9 Process for Financial and governance on ADP spend.



## 7 ADP Code of Conduct

The Aberdeenshire ADP is committed to creating a safe and welcoming environment for addressing issues pertaining to alcohol and other drugs and recovery in Aberdeenshire. To work together effectively the ADP have agreed to adopt the nationally recognised Nolan principles which are: -

- Selflessness – A duty to take decisions solely in terms of public interest and not to gain financial or material benefit for myself, family, or friends.
- Integrity – Not being subject to any financial or other obligation to individuals or organisations that would reasonably influence you during the performance of duties.
- Objectivity – Making decisions solely on merit, including making appointments, awarding contracts, or recommending individuals for reward or benefits.
- Accountability – Accountable to the public for decisions and actions, along with the duty to consider issues on their merits and taking account of the views of others, ensuring the ADP uses resources prudently and in accordance with the law.
- Openness – Duty to be open as possible about decisions and actions, giving reasons for decisions and restricting information only when the wider public interest demands it.
- Honesty – duty to act honestly and declare any private interests relating to public duties and take steps to resolve any conflicts arising in a way that protects the public interest.
- Leadership – Duty to promote and support these principles by leadership and example, and to maintain and strengthen the public trust and confidence in the integrity of the ADP.
- Duty (Public Service) – A duty to uphold the law and act in accordance with the law and public trust placed in the holder. A duty to act in the interests of the ADP and in accordance with the core functions and duties of the ADP.
- Respect – Respect all other Board Members and those they meet and the role they play, always treating them with courtesy.

Bearing this in mind, the partners of the ADP agree to abide by the following Code of Conduct in all their dealings with the ADP including on subgroups. The Code of Conduct for the ADP is based on the Code of Conduct for Forum members.

ADP members understand that the public has a high expectation of those who serve on the boards of public bodies and the way in which they should conduct themselves in undertaking their duties. By accepting their role as a partner on the ADP, they will always seek to meet those expectations by ensuring that they conduct myself in accordance with this Code.

All ADP members, including those on subgroups, will: -

- Be respectful and non-judgemental and open about people's backgrounds, experiences, and presentations.
  - Listen actively.
  - Be mindful in allowing others to finish their verbal contributions and pay attention to all speakers.
  - Be respectful of all views even where there is disagreement.
-

- Aim to work together with all partners constructively and collaboratively acting fairly, honestly and in good faith.
- Be open and honest about aspirations, expectations, and constraints.
- Respect privacy and GDPR requirements
- Be aware of use of language.
- Handle disagreement constructively.

It is the nature of the ADP to bring together people from a wide spectrum of beliefs, life experiences and views. Therefore, it is vital that discussions and decisions include and acknowledge a diversity of opinions and experiences, and that the ADP ensure that wilfully inappropriate behaviour or harassment of any kind, is not tolerated.

### **7.1 Equality**

All partners of the ADP are equal partners, and there should be no power imbalances, either actual or perceived between community members and service representatives. Partners will work together to achieve a culture of coproduction where lived and living experience is valued. It is the membership's collective responsibility to ensure that a safe, creative, productive, and welcoming space is created that welcomes diversity.

### **7.2 Respect**

All partners of the ADP must treat one another with respect and make a valuable contribution.

ADP members may not always agree, but must always be openness to all views, whether they agree or not. Frustration cannot turn into a personal attack. It is important to remember where people feel uncomfortable or threatened is not productive, and that the meeting conduct and adherence to this Terms of Reference are anchored in the ADP culture that members commit to.

### **7.3 Behaviour**

All members will ensure that their behaviour is appropriate and commit not to discriminate on any grounds, but particularly: -

- gender,
- gender identity and expression,
- sexual orientation,
- disability,
- physical appearance,
- body size,
- race,
- religion.

The ADP members will not harass any other member. Harassment and inappropriate behaviour include, but are not limited to:

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- Offensive comments related to gender, gender identity and expression, sexual orientation, disability, mental illness, substance use, physical appearance, body size, race, culture, or religion.
- Unwelcome comments regarding a person's lifestyle choices and practices, including those related to food, health, parenting, drugs or alcohol, and employment.
- Gratuitous or off-topic sexual images or behaviour in spaces where they are not appropriate.
- Physical contact and simulated physical contact without consent or after a request to stop.
- Unwelcome sexual attention.
- Deliberate intimidation.
- Sustained disruption of discussion.
- Continued one-on-one communication after requests to cease.

#### **7.4 Confidentiality**

ADP members will not disclose confidential information or information which should reasonably be regarded as being of a confidential or private nature, without the express consent of a person or body authorised to give such consent, or unless required to do so by law. If there is no express consent, members should assume it is not given.

Confidential information can include discussions, documents, and information which is not yet public or never intended to be public, and information deemed confidential by statute. Confidential information will only be used to undertake duties as a board member and will not be used in any way for personal advantage or to discredit the ADP (even if personal views are that the information should be publicly available)

#### **7.5 Declarations of Interest**

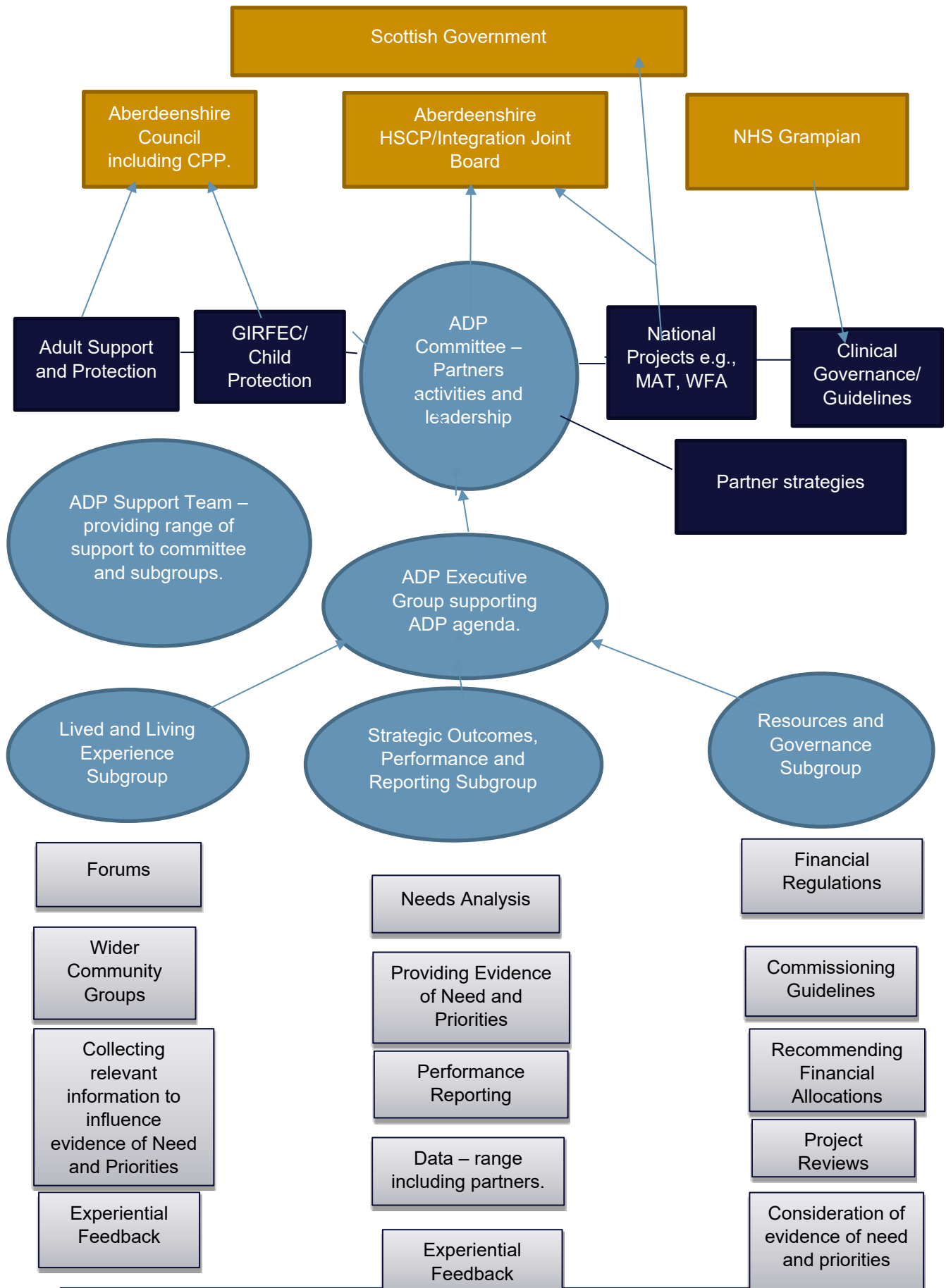
Any member of the ADP or any subgroup who has a financial interest, a business interest or any other direct or indirect private or personal interest in a matter under discussion should, as soon as it is practicable, declare that interest and take no part in the discussion of the matter. The member should absent themselves 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.

#### **7.6 Collective Responsibility**

All members of the ADP, including subgroups, will respect the principle of collective decision-making and corporate responsibility. This means that once the Board has decided, all will support that decision, even if partners did not agree with it or vote for it.

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## 8 Appendix 1 - Organogram of ADP structure and reporting lines





The preceding page includes an organogram illustrating the ADP structure and the reporting and monitoring lines. The key to that organogram is as follows: -

Responsible  
orgs reporting to

Related work/  
strategies

ADP

Subgroup  
informed by

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