



YOUNG PEOPLE'S IMPLEMENTATION GROUP

Held: Thursday 11th June 2009 at 2.00 p.m.

Phoenix House Conference Room

Minutes

| Present: | Apologies: |
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| Tony Oram (<i>Chair</i>) (TO) Norfolk DAAT | Judy Garrett |
| Katie Hammett (KH) Norfolk DAAT | Mark Osborn |
| Graeme Stewart (GS) The Matthew Project | Lynn Rutherford |
| Derek Hewis (DH) T ² | James Fullam |
| Alison Coleby (AC) Norfolk YOT | |
| Neil Howard (NH) Gt Yarmouth & Waveney PCT | |
| Barry Gibson (BG) Children's Services | |
| Richard Price (RP) Norfolk Constabulary | |
| Veronica Nelhams (<i>Mins</i>) (VN) Norfolk DAAT | |

| Item | Subject |
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| 1. | <p>Welcome and Apologies</p> <p>Tony Oram welcomed everyone to the meeting. Apologies were as shown above.</p> |
| 2. | <p>Acceptance of minutes from previous meeting of the Young People's Implementation Group held on 9th April 2009 (including any confirmation of any part of the minutes exempt under the Fol Act) and matters arising</p> <p>The Minutes of 9th April 2009 were accepted as a true and accurate record of the meeting.</p> <p>GS said that after discussions The Matthew Project had decided that it was not the right time to take forward a partnership with Drinkaware. BG said that he had been in discussions with the Constabulary about the suitability of the resource which was aimed at 15-21 year olds but had been highlighted for Key stage 4. He thought it had potential for use in an informal educational setting.</p> <p>KH confirmed that the work around recording of LAC and accommodation status was included in the Treatment Plan and that James Fullam was working on this.</p> <p>KH advised that the Treatment Plan had been submitted to the NTA but no further feedback had been received as yet.</p> <p>KH said that the YPJCG had approved the transition protocol with an amendment to state that where the referral does not meet the criteria for the adult specialist substance misuse service, the care coordinator will seek an alternate adult substance misuse service to which</p> |

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| | <p>care can appropriately be referred. Where an adult substance misuse service to which care can appropriately be referred cannot be found, this should be recorded and reported to the N-DAP Young People's Joint Commissioning Group on a quarterly basis. KH was waiting for one more transitional worker to be named and then the list of transition workers would be sent out with contact details, the final protocol and eligibility criteria for the adult service.</p> <p>Action: KH to send out the list of transition workers with contact details, the final protocol and eligibility criteria for the adult service.</p> |
| <p>3.</p> | <p>CAF</p> <p>Julie Anderson was unable to attend the meeting and as there were still a number of questions the group needed answering it was decided that GS would compile a list of these for Julie and/or one of her team to answer. KH would invite Julie to the July's meeting.</p> <p>The new team would be receiving bespoke CAF training in September.</p> <p>Action: KH to enter CAF as an agenda item for the next meeting and to invite Julie to attend. GS to compile a list of questions regarding CAF to send to KH by 18th June.</p> |
| <p>4.</p> | <p>SID</p> <p>KH said that she and Becki had prepared a set of draft revised SID documents. The tool had been revised to remove its referral aspect and to support professionals in identifying young people's substance misuse related needs via screening and/or Common Assessment Framework (CAF) assessment. The group discussed this and agreed that there should be a number of other questions included in particular around risks and mode of contact. GS said that he was currently collating the questions already asked by Impact and T2 and could make these available to KH by next week.</p> <p>AC suggested that question 3 under 'Knowledge about substance' should read 'Who do you talk to about drugs/alcohol?' – the group agreed.</p> <p>Another question that the group agreed should be included was in the section 'Impact of substance misuse' - the question being 'Has anyone else said that they're worried about your use of drugs / alcohol?'</p> <p>GS said that due to the refurbishment of OPEN being delayed he did not have any contact telephone numbers but he was shortly having a meeting with the IT/Communications person and hoped to have these available soon.</p> <p>Action: GS to supply additional questions for SID tool to KH by close of play on 19th June.</p> <p>DH said that he understood that a different process/Form for CAF was being piloted in the south of the County.</p> <p>The group agreed that on the Guidelines sheet the word 'Those' at the beginning of each statement in section 2 should be changed to 'Young People' .</p> <p>The use of the word SID should be standardised in caps throughout all the documents and not in a mixture of lower and upper case.</p> <p>On the 'Factors Increasing Vulnerability' sheet the word 'Those' in the list of risk factors should again be removed and 'The Substance of Young Needs' should be referenced.</p> <p>It was also agreed that KH and CM would work on some new Case Studies. Section 3 of Case Studies – The Matthew Project should be in alignment with other references to the service in bold with 'the' capitalised and bold.</p> <p>On the 'Resources page' Becki Ballard was asked to ascertain whether the 'Know Cannabis'</p> |

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| | <p>included the re-classification. DH agreed to email details of Re-Solv and Grass leaflets to Becki.;</p> <p>On the 'Useful website address' list it was agreed that Local websites should be listed before national websites and that The Matthew Project should be listed before nordat.</p> <p>Actions: KH and CM to look at alternative Case Studies DH to advise Becki about Re-Solv and Grass leaflets. BB to update sheets as agreed.</p> |
| <p>5.</p> | <p>Social Norms (<i>brought forward</i>)</p> <p>KH reported that this was on the agenda as GS had flagged up with BG and herself some information around a planned social norms pilot being commissioned by NHS Great Yarmouth and Waveney. This had also been raised at the 11-19 commissioning group. KH understood that young people would be surveyed around things like sexual activity and drug and alcohol use. An information campaign would then be tailored to challenge young people's ideas that 'everyone is doing it'. KH had spoken to Lyn Blizzard at NHS Great Yarmouth and Waveney on the previous day and had been told that there had been no decision yet as to which schools would be involved. The PCT were hoping to sign up schools in the Great Yarmouth area but hadn't had a great response to date. The headmaster of the Hewett had expressed an interest. A planning meeting was scheduled on that day and Lyn would get back to Katie on Monday with more information which would be taken to the YPJCG. Lyn had also suggested googling 'Wes Perkins' for more information.</p> <p>BG said that it had very recently been announced that PSHE was to be statutory but that this was early days and more details would follow.</p> |
| <p>6.</p> | <p>Norfolk Young Person and Housing Support Strategy</p> <p>It was agreed by the group that there was insufficient time for a Partnership response but individuals could make a response if they so wished.</p> |
| <p>7.</p> | <p>Young People's Integrated Substance Misuse Service</p> <p>GS gave a presentation on the Young People's Integrated Substance Misuse Service.</p> <p>The group reviewed draft Transition and Communications Strategy and agreed amendments as follows:</p> <ul style="list-style-type: none"> • The Transition Strategy, the Communications Strategy and the Pre-service commencement period document would be incorporated into one document. • It would be made clear on what is now page 1 of the transition strategy that all clients will have to change service but that some would not have to change worker • It would be made clear that the 15 Impact clients referred to are those who are under 18 • It would be made clear that there would be an SLA between the Matthew Project and TADS for the provision of the nurses who currently work for Impact • A line would be added around introducing clients to premises to what are now sections 1 & 2 of the transition strategy • It would be explicitly stated that allocation of key workers could not commence until the TUPE process was complete • The transfer of records described in what is now section 3 of the transition strategy |

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| | <p>would be in line with the 'Norfolk NHS and Social Care Agreement' around information sharing that commissioned agencies are required to comply with. The contact for this was Stephanie Gallop</p> <ul style="list-style-type: none"> • It would be stated that the Matthew Project would seek an agreement with Children's Services for access to relevant historical records if a young person is referred to the service who has been with Impact previously • It would be made clear that young people, parents and carers and existing workers have been consulted on the content of what is now the communications strategy • 'Service website will go live' would be copied from the general public section to the other sections of what is now the communications strategy • The steps that will need to be taken to get the service leaflet ready to be posted out in September 09 would be made explicit • Detail around the timing of any recruitment of staff would be added to the final document <p>KH would present the draft strategies to the YPJCG on June 16th and would email any further suggestions to GS. GS agreed to complete the final version by end of June 26th.</p> <p>RP suggested that a representative from The Young People's Integrated Substance Misuse Service could attend the Information Group and/or contact the group through Stephanie Ross-Wagenknecht for assistance .</p> <p>Actions: GS to complete final Pre-service commencement strategy by end June 26th; GS to consider sending a representative from The Young People's Integrated Substance Misuse Service to the Information Group</p> |
| 8. | <p>PANDA</p> <p>As JF was still away on Jury Service this item would be included on a future agenda.</p> |
| 9. | <p>Any Other Business</p> <p>Alison Coleby said that she had attended the NTA Provider Forum and the next one would be in October. She also said that she was surprised to learn from the Forum that Tom Aldridge was unaware of the Ketamine useage in Norfolk and Suffolk.</p> <p>As there was insufficient time to discuss 'Hear by Right' document it was agreed that KH would take forward on behalf of the group and with Jonathan Stanley report back at a later meeting.</p> |
| 10. | <p>Date, time and venue of next meeting</p> <p>9th July 2009 at 2.00 p.m. in Phoenix House Conference Room</p> |

Copies of Minutes and papers can be obtained from:-

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