



**NORFOLK DRUG & ALCOHOL PARTNERSHIP
CHIEF OFFICERS' GROUP**

Friday, 7th March 2008
2.00pm-3.30pm
DAAT Office, Phoenix House, Norwich

Minutes

Present:		
Harold Bodmer (Chair)	NDAP Chair, Director of Adult Social Services, Norfolk County Council	(HB)
Tony Oram	Strategy Manager, DAAT	(TO)
Graeme Stewart	Youth Team Manager, Matthew Project (provider rep)	(GS)
Bob Scully	Chief Superintendent, Norfolk Constabulary	(BS)
Sue Massey	Head of Youth Justice, YOT	(SM)
Linda Hillman	Consultant in Public Health, NPCT	(LH)
Augustine Sagoe	Director of Clinical Governance, NWMHP Trust	(AS)
Catherine McWalter	Joint Commissioning Officer, DAAT	(CMW)
Elaine Horn (Mins)	PA to Strategy Manager, DAAT	(EH)
Apologies:		
Colin Bland	Chief Executive, Broadland District Council	(CB)
Penny McVeigh	Chief Executive, NORCAS (provider rep)	(PMc)
Roz Brooks	Drug & Alcohol Service Manager, TADS (provider rep)	(RB)
Lisa Christensen	Director of Children's Services, Norfolk County Council	(LC)
Mike Nott	Performance & Strategy, South Norfolk District Council	(MN)
Martin Graham	Chief Probation Officer, Norfolk Probation Service	(MG)
Mike Stonard	Chief Executive, Great Yarmouth & Waveney PCT	(MS)
David White	Chief Executive, Norfolk County Council	(DW)
Richard Booty	Governor, HMP Wayland	(RB)
Richard Elliott	Chief Fire Officer, Norfolk County Council	(RE)

Item	Subject
1.	<p>Declarations of Interest <i>(if required)</i></p> <p>Not applicable</p>
	<p>Apologies for absence and introductions</p> <p>Apologies for absence detailed above.</p> <p>Introductions made, and welcome to Augustine Sagoe, Director Of Governance & Nursing, NWMHP Trust.</p>
2.	<p>Acceptance of minutes from previous meeting of the Chief Officers' Group held on 14th December 2007 –</p> <p>Members accepted the minutes as a true and accurate record.</p>
	<p>Matters arising from the minutes of the previous meeting of the Chief Officers' Group held on 14th December 2007:</p> <p>LH gave an update on Norfolk PCT representation at the group. After Easter, the new Chair of the Mental Health Programme Board will attend (name to be given when this information is announced) – this post represents adult services only. Within NPCT, cross linking will need to be made against young people and prison issues.</p> <p>Richard Booty, Governor, HMP Wayland will attend future meetings to represent the prison service – TO will meet to brief around COG issues.</p> <p>TO reported that Stage 1 of the Cost Benefit Analysis is underway.</p> <p>Housing Needs Assessment specification has been drafted – the NCC Supporting People team will take forward the tendering process for this work in partnership with the DAAT.</p> <p>IDTS Treatment Plan has been submitted with very positive feedback received from Eastern Region Steering Group – further submission will be required by 14/03/08.</p>
3.	<p>Tackling Drugs, Changing Lives – How are we doing?</p> <p>Report to the NDAP Chief Officers Group by Norfolk Drug & Alcohol Action Team.</p> <p>Discovery of errors in the data set held by NDTMS on behalf of Norfolk show that duplicate data has not been correctly identified, which makes NDAP performance in terms of current numbers in treatment seem higher than the figure truly is. COG members asked for clarification of how this might affect future funding – CMW outlined potential outcomes. At this stage, no penalty has been outlined if targets are not reached.</p> <p>COG analysed the RAGing status given for;</p> <ul style="list-style-type: none"> ➤ NTA Quarterly Progress Report on 2007/08 Adult Treatment Plan: Quarter 3 ➤ Every Child Matters: Change for Children – YP and Drugs PSA Return Q3 07/08 ➤ NTA Quarterly Progress Report on 2007/08 Young People: Quarter 3 <p>Some of the Delivery Status marked 'Red' was queried and discussed.</p>

	<p>Action: KH to discuss National Healthy Schools with Anna Sims (Primary School Drug Advisor, Healthy Schools) and discuss how this might be improved from a NDAP YP agenda perspective.</p> <p>Developments within the drugs market, locally: - BS noted to COG that the Norfolk Constabulary Control Strategy places emphasis on Serious & Organised crime which will potentially reach across Availability issues.</p> <p>Key national policy developments: – BS noted that around this issue the role for COG (advised by DAAT staff) would be to have a view on new approaches to ensure clarity around outcomes, funding issues and opportunities.</p> <p>Workforce Development: – Post-report, additional information given: substance misuse has been reinstated on the Norwich City College Social Worker Course.</p> <p>Michael Hutchinson (Training & Workforce Officer, DAAT) has invited Jimi Grieve, Chair of National User Network, to discuss with Norfolk service users and create a ‘road map’, with the ultimate aim of including service users on NDAP groups.</p> <p>Action: MH to clarify whether this is purely for adult service users or will include young people.</p>
4.	<p>Options for the Future – An Agenda for Change</p> <p>Paper detailing ‘Issue, Recommendation, Timing and Background’ issued to COG members. COG asked to recommend to both the Adult JCG and Young People’s JCG to pursue the 2008/09 option highlighted below (Option C4), determined by the joint COG and Commissioners Consultative Workshop of 28 February 2008 as the favoured of 12 options presented.</p> <p><i>To continue with a reduced supplement of the Drug Intervention Programme and an increased supplement of the Young People’s agenda from the Adult Pooled Treatment Budget (APT) whilst applying an inflationary uplift of 2.3% to existing contracts in the 2008/09 financial year.</i></p> <p>COG members noted that it must be clarified that the chosen option ‘C4’ (detailed above) was acceptable, but time limited.</p> <p>A clear timetable of events has been issued. SM notes confidence in this piece of work. DAAT staffing may require some shoring up to cover the workload, especially in light of new strategy areas. SM notes the need to keep dialogue open to investigate capacity.</p> <p>Action: Email to be issued to full COG membership – this meeting is not quorate. Feedback to be requested before the AJCG meeting on Monday (10/03/08) at 2pm – COG should steer AJCG around recommendation.</p>
5.	<p>Strategic Risk Management</p> <p>TO issued two documents showing details of the NDAP Risk Strategy and levels of risk noted at present time. A previous NDAP workshop covered risks and these were put into PRISM (NCC risk management system); TO noted that phrasing changes on data input. COG will receive an annual report at the end of the year, detailing strategic risks.</p>

	<p>Action: 'Housekeeping' and regular checking will be carried out during DAAT staff meetings. Findings and changes to be noted in COG report annually, unless risk issues arise which need in-year COG consideration.</p> <p>BS raised a question around two elements: risk to organisation and risk to enterprise with which the organisation is engaged. Possible debate around how it should manifest, perceived risk and buy-out. Potentially build in with 'priorities'.</p> <p>Action: BS will give further thought to this and discuss with Richard Price, Drug Availability Officer, DAAT.</p> <p>AS enquired what the rationale is behind this piece of work. TO reported that NCC have performed corporate risk assessment work around "Quality Of Life In Norfolk" and who suffers if NDAP cease to exist. NDAP were subsequently required to carryout the risk assessment. Risk assessment is a valuable tool to enable effective commissioning, financial and performance management decisions to be taken.</p>
6.	<p>Any Other Business</p> <p>COG core membership list distributed.</p> <p>Action: TO/EH to approach members and verify information.</p> <p>TO noted that the next COG meeting is not until July 2008, asking whether members felt there would be any value in holding an extra meeting prior to this. This is not felt to be useful. Communication must be heightened and ongoing constructive criticism required.</p> <p>SM informs group that YOT will be undergoing a National Inspection, commencing 09/06/08.</p>
7.	<p>Date, time and venue of next meeting</p> <p>Friday, 18th July 2008</p> <p>2pm-3.30pm</p> <p>Phoenix House</p>

Copies of Minutes and papers can be obtained from:-

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