



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

Friday, 15th June, 2007
2.00pm-3.30pm
DAAT Office, Phoenix House, Norwich

Minutes

Present:		
Harold Bodmer (NDAP Chair)	Director of Adult Social Services, Norfolk County Council	(HB)
Lisa Christensen (Vice Chair)	Director of Children's Services, Norfolk County Council	(LC)
Tony Oram	Strategy Manager, DAAT	(TO)
David White	Chief Executive, Norfolk County Council	(DW)
Martin Graham	Chief Probation Officer, Norfolk Probation	(MG)
Bob Scully	Chief Superintendent, Norfolk Constabulary	(BS)
Penny McVeigh	Chief Executive, NORCAS	(PMc)
Mike Wood	Governor, HMP Wayland	(MW)
Catherine McWalter	Joint Commissioning Officer, DAAT	(CMW)
Elaine Horn (Mins)	PA to Strategy Manager, DAAT	(EH)
Apologies:		
Sue Massey	Head of Youth Justice, YOT	(SM)
Colin Bland	Chief Executive, Broadland District Council	(CB)
Pat Holman	Chief Executive, Norfolk & Waveney Mental Health Trust	(PH)
Roz Brooks	Drug & Alcohol Service Manager, TADS	(RB)
Mike Stonard	Chief Executive, GY & Waveney PCT	(MS)
Mike Nott	Performance & Strategy, South Norfolk District Council	(MN)
Richard Elliott	Chief Fire Officer, NCC	(RE)
Graeme Stewart	Youth Manager, Matthew Project	(GS)

Item	Subject
1.	Declarations of Interest <i>(if required)</i> N/a
	Apologies for absence and introductions The Chair welcomed Governor Mike Wood, who will be representing HMP Wayland and HMP Norwich on NDAP Chief Officers Group.

2.	<p>Acceptance of minutes from previous meeting of the Chief Officers Group held on Friday, 2nd March 2007 –</p> <p>Members accepted the minutes as a true and accurate record.</p>
	<p>Matters arising from the minutes of the previous meeting held on Friday, 2nd March 2007:</p> <p>“Extra work incurred by DAAT staff through disinvestment of monies by PCT“</p> <p>HB has discussed the matter with PCT and it has been agreed that the post of Joint Commissioning Officer (Substance Misuse) for Norfolk PCT and Adult Social Services should continue. However, it is accepted that some additional workload will be incurred when Chairing and minuting of meetings is handed over to DAAT staff; this workload is being absorbed by the Team and has some positive benefits.</p>
3.	<p>End of Year Performance</p> <p>TO distributed a briefing paper, prepared by Lynn Preston & Katie Hammett (DAAT Research & Information Officers).</p> <p>The shortfall on stretch targets was explained, highlighting the fact that ‘non-consents’ to data sharing are not registered on NDTMS figures, therefore, the targets could possibly have been reached if not for these. Although non-consents are a national issue, the NTA are not currently seen to be rectifying the situation. TO confirmed to COG members that there are currently no implications for not hitting stretch targets. Norfolk DAAT have been recognised as making a significant contribution to national figures.</p> <p>Group discussed evidence that some aspects of data collection by NDTMS is flawed and expressed view that, with resources so tight, any funding decisions must be driven by accurate data.</p> <p>DAAT staff have introduced an additional aspect of the contract review process which looks at outcomes identified in services and output.</p> <p>Action 1: COG members are asked to bring ideas of specific data they would find of interest to the meeting in September.</p> <p>Action 2: Strategy Manager to bring a paper proposing how best to present meaningful performance information to the COG at its September meeting.</p>
4.	<p>Planning For The Future</p> <p>TO gave an outline of the 2007/08 DAAT work programme, incorporating work streams for adults and young people – TO also outlined the current financial situation, where savings have been made across all contracts.</p> <p>Two UEA teams have won contracts to conduct DAAT needs assessments – one for adults and one for young people.</p> <p>The NDAP Strategic Risk Assessment will be hosted within the NCC PRISM system and full support has been promised to the DAAT staff by NCC team as an ongoing process.</p> <p>TO reported that work on a Best Practice Study, which was focused on gathering evidence to demonstrate the benefits of investing mainstream funding in drug and alcohol treatment and associated services, has been postponed, with a view to gaining more information from</p>

	<p>the Needs Assessment work, before going ahead in early 2008, ready for mid-2008.</p> <p>COG members discussed at length the concerns and possible implications around not carrying out a Best Practice Study at this point in time, ideally looking for the study to inform investment and budget setting decisions in Autumn 2007. Suggestions were made to look at Best Practice across agencies, map existing service provision by individual N-DAP partners, and headhunting / using secondments if external bids were not seen to adequately address the research need identified.</p> <p>COG unanimously agree that the DAAT must move forward with Best Practice component of Planning For The Future at this point, and that this work should not be postponed.</p> <p>Action: DAAT to give thought to how to move forward with Best Practice Study.</p> <p>TO highlighted to COG that the workload is heavy and timeframes tight with no room for slippage.</p>
5.	<p>N-DAP Outcomes Strategy – consultation document</p> <p>The NDAP Outcomes Strategy consultation document will inform other areas of work. Discussion and adjustments will be put forward at September meeting of COG.</p> <p>COG members were asked to endorse this version for consultation. PM suggested incorporating a reference to ‘Safe.Sensible.Social’ alcohol strategy along with an executive summary.</p> <p>Action: COG endorsed the document for consultation.</p> <p>HB to issue letter introducing emailed document, requesting response using emailed form.</p>
6.	<p>N-DAP Housing Model – consultation document</p> <p>The NDAP Housing Strategy Group has been focussing on production of the Housing Model over the past 18 months.</p> <p>The purpose of the document is to give an idea of appropriate ways to meet the needs of substance misusers and highlights possible legal challenges to providers, along with a framework for policy development. The document is meant for guidance only.</p> <p>The Supporting People team are heavily involved with the Housing Model and feel it fits in well with their work programme.</p> <p>A question was raised around training issues for provider services; and another was raised around the expectations and follow up procedures for the document. In response it was noted that providers have been consulted around training needs and bespoke training will be highlighted as part of document launch.</p> <p>COG asked to consider issuing document for consultation or adoption/promotion?</p> <p>Action: COG members agree to adopt NDAP Housing Model, albeit acknowledging there were some implications for housing providers and training by describing it as a model.</p>
7.	<p>Local Area Agreement</p> <p>Daniel Harry (DAAT Partnership Liaison Officer) issued a ‘questions and assumptions’ document for discussion. COG members asked whether they feel the assumptions outlined</p>

	<p>are valid?</p> <p>COG concluded that NDAP must aim to raise substance misuse issues in all LAA blocks and must continue to review further and use to influence discussions.</p> <p>DAAT are holding a meeting with LAA Team on 4th July 2007.</p>
8.	<p>DAAT Strategy Managers Report</p> <p>Issued for information.</p>
9.	<p>Any Other Business</p> <p>GM reported that a Crown Court Judge has been raising questions around residential rehab placements and funding in Norfolk. Is there funding, specifically for dual diagnosis clients?</p> <p>Noted that residential rehab is funded by Adult Social Services, through appropriate referrals with newly opened Highwater House available for dual diagnosis clients.</p> <p>Action: GM will discuss further with HB.</p>
10.	<p>Date, time and venue of next meeting</p> <p>Friday, 28th September 2007</p> <p>2.00pm-3.30pm</p> <p>Phoenix House, White Lodge Business Estate, Hall Road, Norwich.</p>

Copies of Minutes and papers can be obtained from:-

Norfolk DAAT
Phoenix House
Hall Road
Norwich NR4 6DG

Tel: 01603 677577

Email: veronica.nelhams@norfolk.gov.uk