



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

Friday, 28th September, 2007
2.00pm-3.30pm
DAAT Office, Phoenix House, Norwich

Minutes

Present:		
Lisa Christensen (Chair)	Director of Children's Services, Norfolk County Council	(LC)
Tony Oram	Strategy Manager, DAAT	(TO)
Sue Massey	Head of Youth Justice, YOT	(SM)
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)
Graeme Stewart	Youth Team Manager, Matthew Project (provider rep)	
Superintendent Glyn Evans	Norfolk Constabulary	(GE)
Catherine McWalter	Joint Commissioning Officer, DAAT	(CMW)
Elaine Horn (Mins)	PA to Strategy Manager, DAAT	(EH)
Apologies:		
Harold Bodmer	NDAP Chair, Director of Adult Social Services, Norfolk County Council	(HB)
Pat Holman	Chief Executive, Norfolk & Waveney Mental Health Trust	(PH)
David White	Chief Executive, Norfolk County Council	(DW)
Martin Graham	Chief Probation Officer, Norfolk Probation	(MG)
Bob Scully	Chief Superintendent, Norfolk Constabulary	(BS)
Mike Nott	Performance & Strategy, South Norfolk District Council	(MN)
Mike Wood	Governor, HMP Wayland	(MW)
Richard Elliott	Chief Fire Officer, NCC	(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>LC noted apologies from HB and LC would be Chair of this meeting in his absence.</p>
2.	<p>Acceptance of minutes from previous meeting of the Chief Officers Group held on Friday, 15th June 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 15th June 2007:</p> <p>NDAP Stretch Target has been exceeded, 2640 against 2600.</p> <p>The NDAP housing document, originally referred to as ‘model’, will be referred to as ‘guide’ following consultation. Housing Guide briefing for providers will take place from 9am on Wednesday, 31st October at Norfolk Showground. Interest noted from Home Office – NDAP ahead of other national partnerships on this issue.</p> <p>Local Area Agreement – Daniel Harry (Partnership Liaison Officer, DAAT) has met with LAA Team to discuss indicators. DAAT Assumptions Paper prepares framework for NDAP to engage in LAA process.</p>
3.	<p>NDAP Outcome Strategy</p> <p>NDAP Outcome Strategy was presented to COG members. Following consultation across the Partnership, the document is complete and COG members are asked to formally adopt. The document will be used to underpin the NDAP submission to National Drug Strategy. Positive comments made by members, the document reads well and should be promoted across the county.</p> <p>Decision made to publish on www.nordat.org.uk, with hyperlink from Norfolk Constabulary.</p> <p>Action: Board agree to formally adopt NDAP Outcome Strategy.</p>
4.	<p>Drug Interventions Programme Strategy</p> <p>DIP Strategy was presented to COG members. The consultation for DIP Strategy has taken place, COG members are asked to formally adopt.</p> <p>TO noted that the DIP Strategy is published simultaneously with the Outcome Strategy to build a strong platform across the Partnership.</p> <p>Group agreed that this document is helpful in understanding the role of DIP, although it is more technical than the Outcome Strategy.</p> <p>Action: Board agree to formally adopt DIP Strategy.</p> <p>Action 2: TO to feedback to Jen Meade, DIP Manager and distribution can commence.</p>

<p>5.</p>	<p>Performance Monitoring – “Tackling Drugs, Changing Lives – How Are We Doing?”</p> <p>COG members asked to consider a new way of monitoring NDAP progress towards strategic outcomes, looking at performance data, risk, finances and initiatives.</p> <p>COG will be routinely provided with NDTMS data to demonstrate how the partnership is progressing towards five key targets: numbers in treatment, retention, waiting times, successful completions and offenders into treatment. The DAAT will incorporate other monitoring data into quarterly reports on an ad-hoc basis to highlight areas of good progress or concern.</p> <p>TO described how this suggestion came about, through DAAT Appraisal Day and the Team feeling the need to contextualise information for Chief Officers. Financial decisions would ideally be taken to Joint Commissioning Groups and Implementation Groups with more high-level strategic decisions being taken to COG. Background given to issues such as non-consents, NDTMS, DIP Dashboard and NTA RAGing process.</p> <p>TO reported that the NDAP Strategic Risk Register has been created and will be uploaded to PRISM (NCC performance management system) and reporting from this tool will inform commissioning decisions. Performance Plus software also to be explored.</p> <p>Discussion highlighted requirement by members for exception reporting, which would be preferential to large amounts of paperwork; also highlighted was a need to see comparative information to similar partnerships and authorities nationwide.</p> <p>Action: COG members agree to new, standardised, integrated reporting process and agree to drop the Strategy Managers Report from COG agenda.</p> <p>Action 2: DAAT to prepare December report “How are we doing?” based on agreed template.</p>
<p>6.</p>	<p>“Drugs: Our Community, Your Say” – NDAP consultation response</p> <p>COG members were asked to consider the draft response to central Government’s consultation regarding the future of the National Drug Strategy. Report distributed- it is a 32 page response on behalf of Norfolk Drug & Alcohol Partnership. TO reported that the nature of other responses from Norfolk meant that the N-DAP could pitch its response at strategic level, with individual agencies making responses at operation level, therefore, avoiding repetition.</p> <p>PMc (NORCAS) noted that ‘drugs don’t existing in isolation’ and a holistic view needs to be taken, RB (TADS) seconded this view.</p> <p>Deadline date for submission 19/10/07, although TO noted preference to submit by 5/10/07.</p> <p>Action: COG members approve for submission to central Government.</p>
<p>7.</p>	<p>Planning For The Future work programme</p> <p>CMW, DAAT Joint Commissioning Officer, gave an overview of the Planning For The Future work programme, including commissioning, contract reviews and needs assessment work.</p> <p>Commissioning: An outline for commissioning strategy has been agreed and partners are asked to sign up to a ‘level’ of commissioning (Level 2) as agreed at COG Friday, 3rd March 2006.</p> <p>“Action: COG members happy that Tier II will be the minimum standard within the DAAT Joint Commissioning Strategy document, with the aim of reaching Tier III.”</p>

- Tier I – Single Agency Purchasing
- **Tier II – Multi Agency Purchasing or Single Agency Purchasing in a Joint Commissioning Context**
- Tier III – Pooled Budgets – Joint Commissioning Officer.

Agencies currently considering with some opposition raised which will delay timetable, hence early November deadline no longer feasible. Strategy work being taken forward with the Institute of Public Care acting as DAAT 'critical friend'.

Contract Reviews: Carried out June through to August 2007, now complete and incorporate annual efficiencies and budget cost exercise. Outcomes will be reported to Joint Commissioning Groups in October but report overall positive.

Needs Assessments:

- Adult Needs Assessment will produce 1st Phase report in October and final report due October 2008.
- Young Peoples Needs Assessment on track – results to date very good. GS discussed parental consent required for Under-16s to complete questionnaires according to rules laid down by UEA Ethics Board (a national directive guidance applicable to all universities) which restricts amount of data collected – group discussed.

Action: CMW to take comments and ideas to ALS.

- Alcohol Research Needs Assessment – will be available in November.

Best Practice : In response to COG's requirement that DAAT consider a way forward with achieving the objectives set of the best practice assessment element of the Planning For The Future work programme, the team are negotiating with the University of East Anglia. TO outlined the research specification, aims and background and three main objectives of the study. It is envisaged that a report from this study will be available by May 2008. In addition, DAAT are conducting a mapping exercise, the results of which should be available to COG members by December 2007. TO presented two options for COG members to consider: endorse this approach / take alternative course of action. Group discussed, particularly around funding. UEA have been asked to scope and costs should be available by mid-October – noted opportunity to get national funding however this would push back timeframes further.

Action: COG happy to proceed – however, if further monies are required the members must be informed and won't make significant commitment without proof of funding available.

8.	<p>Healthcare Commission Inspection results</p> <p>Results are embargoed until November 2007, following ratification.</p> <p>Action: Agenda item December meeting.</p>
9.	<p>Citizens Panel results</p> <p>TO reported that the results have been received and included in the National Drug Strategy response – noted interesting responses around public perception against media perception of treatment. Useful results for service commissioning.</p>
10.	<p>Strategy Manager's report</p> <p>Issued for COG information, noting that Section 8 is 'restricted & confidential'.</p>
11.	<p>Any Other Business</p>

	TO noted key agenda items for December meeting. ALS, Young People's Joint Commissioning Officer, will be taking maternity leave from February 2008, cover will be required.
12.	Date, time and venue of next meeting Friday, 14 th December 2007 2pm-3.30pm Phoenix House

Copies of Minutes and papers can be obtained from:-

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