



INFORMATION GROUP

Held: 17th September 2008
2pm – 4pm
Phoenix House

Minutes

Present:		
Richard Price (Acting Chair)	Drug Availability Liaison Officer, Norfolk Constabulary	(RP)
Steph Ross-Wagenknecht (Mins)	Finance & Administration Manager, DAAT	(SRW)
David Poulter	Connexions	(DP)
James Fullam	Research & Information Officer, DAAT	(JF)
Anna Sims	Healthy Schools	(AS)
Barry Gibson	Drugs Advisor, Children's Services	(BG)
Kim Nichols	Impact	(KN)
Malcolm Leader	HMP Norwich	(ML)
Apologies		
Allan Cooper	TADS	(AC)
David Cooper	Alcohol Strategy Officer, DAAT	(DC)
Claire Stone	St Matthews Project	(CS)

Item	Subject
1.	Welcome and apologies as above.
2.	Chair of the Information group After a short discussion the group agreed to appoint RP as chair and he accepted.
3.	Minutes of meeting 25th June 2008 and matters arising Bids forms are now finished and guidance is on nordat website. SRW has fed back comments to Mark Ash as requested.

4a.	<p>Website update – JF There has been a ‘soft’ launch of the refreshed website. JF used the smart board to show the group the new layout and asked for suggestions for improvements. At the beginning of September JF added an analytical section that showed statistics on usage. Strategies in PDF form are available. RP asked whether Chief Officer’s Group minutes were on. Group discussed the possibility of providing links to other languages.</p> <p>Action: JF to find out if COG mins. are on the website. AS to provide data on top five languages used in schools</p>
4b.	<p>Budget SRW went through the budget and spend to date.</p>
5.	<p>Availability Strategy RP explained that this was a core document (last version covering 2005–2008) and that there had been a request from the partnership to produce the 08/11 strategy. This had been written in conjunction with Sue Lambert, Community Safety and Daniel Harry, Partnership Liaison Officer, DAAT. This version will be a PDF, it has gone to graphics and will cost £450. There will be a full consultation. It was commented that the group need to know what strategies are coming up in the future.</p> <p>Action: RP will circulate document when ready to Information Group to the group for information. To establish a timetable of core strategies for up-date – RP/SRW</p>
6.	<p>Bids for funding from agencies There have been two bids received. Each bid was discussed in turn and at length and a decision made.</p> <p>1. Scoping Exercise – submitted by Michael Hutchinson, Norfolk DAAT. Bid was circulated and RP explained the history/context of the submission. The group agreed in principle but requested that the £2,000 asked for research time should be further broken down i.e. days @ £ and ancillary costs.</p> <p>Action: MH will be asked to break down costs and send to RP. The group agreed that if RP is satisfied he will agree to the bid. SRW will amend the bidding form asking that costs be specified.</p> <p>2. Housing Support Directory for the Eastern Region – submitted by Tim Allard of Space East Bid was circulated and RP raised whether it was relevant to the N-DAP strategy’s six core aims. Tony Oram joined the meeting at this point and was able to give further information regarding the bid. The bid was asking for a contribution of £2K but the whole project was costing £38,666. The group felt it would have been useful to know when and whether the other funding streams had been secured. It was agreed to support the bid but conditional on:</p> <ul style="list-style-type: none"> • full funding pack as indicated in their bid to be in place, • if project were not completed in the expected timescale we would require a return of funding. <p>Action: SRW to inform bidders of outcome.</p>

7.	<p>Young People's Information RP read a paper that had come from the YPIG regarding Information for Young People. The following points were noted:</p> <ul style="list-style-type: none"> • Overdose poster – YPIG agree this is still an issue. • Alcohol Information – NHS Norfolk have secured £15K for 2008 09 and £30K for 09/10. Because the Youth Action Plan is currently underway YPIG has requested these resources are not developed until the Plan is finished. • Service Information posters – Request to hold off until commissioning intentions are known • Ketamine – still perceived as widely used. YPIG propose training not resources are needed. • Legal Highs – YPIG feel that while this is still an issue is this necessarily an issue for young people per se and asked about the adult arena.
8.	<p>Hands on projects – Becki Ballard Becki has been taken on in a not dissimilar role previously undertaken by the Health Information Team. She will be in post from 1st October and will support the needs of this group for three days a week. She will be invited to the next meeting to introduce herself and discuss her work.</p>
9.	<p>Agency update</p>
10.	<p>AOB DP pointed out that the list of meeting for 2009 some fell on half term and a bank holiday. Action: SRW to reissue the dates</p>
11.	<p>Freedom of Information: Exempt items There were no items.</p>
	<p>Date, time and venue of next meeting: 10th December 2008 2pm-4pm Phoenix House</p>

Copies of Minutes and papers can be obtained from: -

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