



INFORMATION GROUP

Held: 9th January 2008, 2 – 4 P.M.
PHOENIX HOUSE

Minutes

Present:		Apologies:
Richard Price	Drug Availability Liaison Officer, Norfolk Constabulary	Mo Dunn
Lesley Barlow (Chair)	Business Manager, Health Information Team, Norfolk PCT	Mel Nichols
Anne-Louise Schofield	Young People's Commissioning Officer, DAAT	
Steph Ross-Wagenknecht (Mins.)	Finance & Administration Manager	
Malcolm Leader	Norwich HMP	
Simone Black	NORCAS	
Barry Gibson	School Drugs Advisor	
Anna Sims	Healthy Schools	
Claire Stone	Matthew Project	
David Poulter	Connexions	
Allan Cooper	TADS	

Item	Subject
1.	Welcome and apologies as above.
2.	<p>Minutes of meeting 4th November 2007 and matters arising</p> <p>Still waiting for response to invite for CADS representation on group.</p> <p>A-LS is still working on the Youth Group's report and still in negotiation with T2 and Impact regarding their Youth Groups.</p> <p>Think Safe, Drink Safe Campaign - Festive Fun/Fun in the Sun? cards evaluation – agreed to ask Daniel Harry for an update at next meeting.</p> <p>Action: SRW invite DH.</p>

<p>3.</p>	<p>Applications for funding</p> <p>Prior to looking at the three funding applications SRW circulated the latest budget forecast and expenditure.</p> <p>The three bids received came within the budget for this bidding round. It was agreed by the group to take each bid in turn, agree whether successful or not and discuss any conditions.</p> <ul style="list-style-type: none"> • T2 – Support of YP’s group to produce 2 leaflets, £2600 - successful. • The Matthew project – production of further copies of booklets to accompany ‘Stoned in the Sticks’ DVD, £500 – successful. • DAAT from TWDO – Information resource booklet ‘Getting involved’ service user engagement, £1360 - successful. <p>All projects will be asked for evaluation and feedback in the Autumn. Where a new resource will be developed the letters sent out will remind fundees those resources to be signed off by the Information Group before production.</p> <p>It was agreed that in future the applications would be forwarded prior to the meeting with the minutes. The frequency of bidding rounds was discussed and changed to two per year, May and October. Also the criteria for the applications to be linked to targets for the year reviewed by SRW and LB.</p> <p>Action: SRW & LB to form working party. Draft to be sent to group prior to next meeting.</p>
<p>4.</p>	<p>Locally produced resources</p> <p>LB went through the list of what is produced. Impact had submitted their “in-house” publications on specific drugs with a view to having them produced and available countywide. This will be decided at the next meeting when the priorities for 2008/09 are discussed.</p>
<p>5.</p>	<p>Rory resource</p> <p>This alcohol resource is intended to be used with primary aged children. The proposition is for a training course for professionals who would include the book. The group discussed at length the merits of the resource and decided not to recommend or purchase.</p>
<p>6.</p>	<p>GP Handbook</p> <p>LB gave a brief history of this resource, which is now out of date. Originally produced by health - they are not able to fund a reprint. The group felt that the need had changed, that GPs were more informed and get their information from the RCGP. Also there had been no feedback from GPs that they required this resource.</p> <p>Action: SB to send link for RCGP to LB</p>
<p>7.</p>	<p>Norfolk PCT Work Activity Report 9th January 2008</p> <p>Do your children know more about drugs than you do?</p> <p>This leaflet is back from the printers and available to order from the Health Information Leaflet Service Catalogue at www.heron.nhs.uk</p>

N-DAP Newsletter

The newsletter, which covered the work of the treatment agencies, was sent out just before Christmas. The spring edition will cover issues relating to family/carers. There were two suggestions for additional articles from the group: The work of the CARAT team with friends and family at HMP Norwich and a pilot project being run by the social services team based at TADS Weavers Centre.

Drug and Alcohol Services in Norfolk and Advice and Support Card

These two resources are currently at the printers and should be available towards the end of the month.

N-DAP Adult Joint Commissioning Strategy and Young People's Joint Commissioning Strategy (Part 1)

Graphic Design has been working on the first drafts of the strategies, which will be going out for consultation shortly.

NORCAS Portuguese Outreach Project

HIT have been working with Joao Pereira, who is based in Thetford, on a leaflet in Portuguese highlighting the services available to the Portuguese community in the Breckland and King's Lynn areas.

Alcohol Resources

HIT are liaising with Shirley Magilton who is working with Norwich City Council on their **Safer Drinking City Programme**. No new resources are being developed at this point – the work will centre on promoting the resources that we currently use.

Carer's Booklet

This is a piece of work that has come out discussions at the N-DAP Carers Group and should be available by the end of March, at the latest.

Health Information Leaflet Catalogue

The PCT will be moving from St Andrew's House in Feb and Mar 2008 which will necessitate suspending the leaflet service for a period of time. Last orders will be taken on 5th March and it is not clear, at this stage, when the service will be up and running again. The treatment agencies will be informed as soon there is more information.

New resources

1. The Terrence Higgins Trust has produced a portfolio of 12 leaflets around gay men, sex and drugs. Although they are happy to send agencies sample copies free of charge, there is a charge for multiple copies of these leaflets.
2. Milton Keynes PCT has produced a fold out card and poster **Alcohol: know your limits**. Allan Cooper, TADS, informed the meeting that the information on daily units was out of date.

8.

Agency update

NORCAS – Simone Black has returned to work from maternity leave.

	HMP Norwich – There is a new governor, Paul Baker from Pentonville. Integration of YOIs to happen. HMP Battley Green, Category C to open middle of this year (Coltishall).
9.	AOB SRW circulated new leaflets produced by Young Minds. The group felt the leaflet for professionals was useful but were not very impressed by the leaflet for young people.
10.	Freedom of Information: Exempt items There were none.
11.	Date, time and venue of next meeting: 20th February 2008, 2-4 p.m. at Phoenix House

Copies of Minutes and papers can be obtained from:-

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