



NORFOLK SUBSTANCE MISUSE CARERS PARTNERSHIP

Held: 10.30 a.m. Wednesday 23rd July 2008
Phoenix House

Minutes

Present:		Apologies:
Katie Hammett (KH) (<i>Chair</i>)	Norfolk DAAT	Derek Hewis
Lynn Claydon (LC)	TADS	Jane Horsley
Hazel Grass (HG)	The Matthew Project	Cath Thomas
Elsbeth Barnes	Linking Together @ W Norfolk Carers	George Pearce
Christine Comacle-Smith (CC)	Crossroads	David Phizacklea
Veronica Nelhams (VN) (<i>Mins</i>)	Norfolk DAAT	Alasdair Macdonald

Item	Subject
1.	<p>Welcome and Apologies for absence</p> <p>KH welcomed everyone to the meeting. Apologies were as above. David Phizacklea has now withdrawn from the group.</p>
2.	<p>Acceptance of minutes from previous meetings of the Norfolk Substance Misuse Carers Partnership held on Wednesday 10th October 2007 (including any confirmation of any part of the minutes exempt under the Fol Act)</p> <p>The minutes of the meeting on 10th July were accepted as a true and accurate record of the meeting.</p>
3.	<p>Matters arising from the minutes of the previous meeting held on 10th October 2007:</p> <p>Action C/f : A-LS to write to current group membership and the DAAT partnership to try and increase membership and improve attendance at these meetings. KH will be taking this action forward.</p> <p>The group discussed the Terms of Reference and made the following observations:-</p> <p>To ensure it relates to carers who are adults and young people/children.</p> <p>Add networking and training to the purpose of the group.</p> <p>To look at how the partnership could link with Mental Health carers' issues. The group discussed the possibility of inviting mental health professionals to join the group and/or linking up through the County Carers Partnership. KH to investigate.</p> <p>EB and HG agreed to see if they could get more carers representatives to this partnership, KH to email NORCAS about representation on the group.</p> <p>KH to invite Jane Parr, Jane Evans and possibly Teresa George.</p> <p>The task 'To act as a Steering Group.....' to be deleted.</p>

	<p>KH checked that the time and frequency of Substance Misuse Carers Partnership meetings were still convenient for the group. It was decided to leave as is for the near future.</p> <p>Action: KH to amend Terms of Reference as outlined above and make contacts as agreed.</p> <p>Action: EB/HG to see if they can get more carer representatives to attend.</p> <p>HG said that Pauline at the Riversdale Centre was a good contact.</p> <p>Terms of Reference to be distributed when amendments, membership etc have been finalised.</p> <p>Action: KH to distribute Terms of Reference to the group on completion.</p> <p>Jane Evans to be included in the distribution list for the group.</p> <p>KH informed the group that the Family & Friends Strategy had been delayed due to lack of capacity at the DAAT. She would keep the group informed of any progress, but this was unlikely to be at the next meeting.</p>
<p>4.</p>	<p>Family & Friends Assessment Form</p> <p>KH issued a copy of the Family & Friends Assessment Form that had been drawn up by the DAAT in conjunction with this group. She explained that use of the form was not compulsory. A national requirement to collect data on work with the carers of substance misusers was likely to be forthcoming and at this time the form would be revisited.</p> <p>Generally the form was well accepted and all the information requested was relevant. KH agreed to send the pdf of the form to the group.</p> <p>Action: KH to distributed PDF of assessment form to the group.</p> <p>HG/EB had designed a small referral form and suggested that this or something similar would be a useful addition to the assessment form. HG to email a copy to KH. KH to investigate whether this or something similar could be branded with N-DAP and added to the family and friends assessment form and process.</p> <p>Action: HG to email form to KH. KH to investigate whether this or something similar could be branded with N-DAP and added to the family and friends assessment form and process</p> <p>CC said that the CAF would, at some time in the future; be made available for all services to enter data about adult clients as well as young carers.</p>
<p>5.</p>	<p>Volunteers Working with Families of Drug/Alcohol Misusers Training Course</p> <p>KH told the group about the training for volunteers working with families of drug/alcohol misusers which was starting in September. This training had now been opened up to include professionals. LC and CC expressed interest in attending and KH agreed to find out whether the course was full and where the training was being carried out.</p> <p>Action: KH to send out more details about the volunteer training after discussion with MH.</p>
<p>6.</p>	<p>Carers Assessors Post, TADS</p> <p>LC told the group that her post with TADS was to assess the needs of carers. When she first started referrals had been very slow in coming in but now she had more than she could cope with in the hours allowed. It was her aim to make a home visit within a month of referral. She was unable to take any more referrals until she had managed to deal with the backlog.</p> <p>She was travelling countywide carrying out assessments and in some instances she was able to help immediately such as with the supply of white goods; other instances she was able to refer on. However, she had identified a gap in that there was no respite care for the carer or the cared for where drugs and alcohol misuse were involved.</p>
<p>7.</p>	<p>Carers Funding 2008/09</p> <p>KH explained to the group that the funding came from the Adult Pool Treatment Budget and the Carers Grant and totalled just under £60,000. It had previously been agreed to use the funding on for 2008/09 on volunteer training; designing and issuing a booklet for Family and</p>

	<p>Friends on drug and alcohol information and support services (completed), the TADS carers assessor post and carers groups in 4 geographical areas. This funding had not yet been allocated for the Gt Yarmouth area. KH proposed that she write to TIG on behalf of this group inviting applications. This was agreed.</p> <p>Action: KH to write to TIG inviting applications for services to put in place a carers group in the Gt Yarmouth area.</p>
8.	<p>Information Resources</p> <p>KH gave the members of the group a copy of the Family and Friends Drug and Alcohol Information and Support Services booklet and said that there were more copies available.</p>
9.	<p>Round Table Update</p> <p>HG/EB had been working on getting a support group together in Thetford and this service was launched last Friday. HG was a volunteer and was helping and supporting carers in the day time but had not more than a day available. EB was covering home visits. Support would be by 1:1 sessions; email and letters. HG would also be getting training to work on the 24-hour helpline.</p> <p>EB was also running a support group in Kings Lynn and was working with Jane Parr to open a drop-in and to put in a buddy system.</p> <p>HG/EB had visited SPODA and the group agreed that it would be interesting if one of their representatives could attend one of the future Substance Misuse Carers meetings.</p> <p>Action: EB to pass contact details to KH.</p> <p style="padding-left: 40px;">KH to invite SPODA representative to one of the group's meetings.</p>
10.	<p>Any Other Business</p> <p>There was no other business.</p>
11.	<p>Date, time and venue of next meeting</p> <p>10.30 a.m. Wednesday 22ND October 2008 – Phoenix House Conference Room</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