



## NORFOLK SUBSTANCE MISUSE CARERS PARTNERSHIP

Held: 10.30 a.m. Wednesday 22<sup>nd</sup> October 2008  
Phoenix House

### Minutes

Present:		Apologies:
Katie Hammett (KH) ( <i>Chair</i> )	Norfolk DAAT	Derek Hewis
Lynn Claydon (LC)	TADS	Jane Parr
Mark Ash (MA)	The Matthew Project	Cath Thomas
Jane Evans	West Norfolk Carers	
Alasdair Macdonald (AM)	Carer's Representative	
Joanna Kerr (JK)		
Jane Horsley (JH)	NORCAS	
Veronica Nelhams (VN) ( <i>Mins</i> )	Norfolk DAAT	

Item	Subject
1.	<p><b>Welcome and Apologies for absence</b></p> <p>KH welcomed everyone to the meeting. Apologies were as above. Cath Thomas has now withdrawn from the group due to a change in post.</p>
2.	<p><b>Acceptance of minutes from previous meetings of the Norfolk Substance Misuse Carers Partnership held on Wednesday 23<sup>rd</sup> July 2008 (including any confirmation of any part of the minutes exempt under the Fol Act)</b></p> <p>The minutes of the meeting on 23<sup>rd</sup> July were accepted as a true and accurate record of the meeting.</p>
3.	<p><b>Matters arising from the minutes of the previous meeting held on 23<sup>rd</sup> July 2008:</b></p> <p>KH presented the Terms of Reference which incorporated the recommendations made by the group at their last meeting in July. George Pearce had fed back the suggestion that the word 'carers' should be added to each reference to 'family and friends'. KH noted that the Substance Misuse Carers Partnership had previously recommended that N-DAP use the term 'family and friends' to refer to anyone affected directly by someone else's substance misuse who is aiming to support and help them. The thinking behind using this term rather than 'carers' was that it would distinguish family and friends from professional carers as well as being easier for people to identify with. 'Carer' was also seen by some as running counter to the ethos of encouraging family and friends to prioritise their own health and well-being, rather than remaining focused on the needs of the user. N-DAP's 'Family and Friends' Assessment Form, Information and Support Service leaflet and webpages had been named in line with this recommendation and it was thought that it would be helpful to use the terminology consistently. KH had added a definition of the term 'family and friends' as a footnote. The group decided that this addressed the points raised and accepted the</p>

	<p>revised terms of reference. These are now effective. KH told the group that she had not yet been able to contact Teresa George to see if she would like to join the group.</p> <p><b>Action</b> KH to contact Teresa George</p>
4.	<p><b>Family &amp; Friends Assessment Form</b></p> <p>KH asked the group whether they would like a short referral form for Family and Friends similar to the one used at The Matthew Project to be added to the Family and Friends assessment form. After some discussion, it was agreed that this would be useful. KH said that there was a small amount in the carers' budget that would cover the cost.</p> <p><b>Action</b> KH to arrange for a Family and Friends referral form to be developed.</p>
5.	<p><b>Volunteers Working with Families of Drug/Alcohol Misusers Training Course</b></p> <p>KH told the group that this training had started and there were approximately 12 delegates attending. Asked for her opinion, LC said that although the course was set at quite a low level it had acted as a refresher for her and made her think about varying aspects of her work.</p>
6.	<p><b>Representation at Carer's Council of Norfolk</b></p> <p>KH and JE told the group that they were both members of the Carers' Council of Norfolk and would like to see more members from the Substance Misuse Carers' Partnership attend.</p> <p>JE said that the Carers' Council for Norfolk was progressing to be a carer led group with the managers from the different agencies taking more of a supporting role. Funding had been obtained for a 2 yr Co-ordinator post whose remit would be to ensure that the work is cohesively managed across the county.</p> <p>In particular, KH said that it would be good to see more carers on the Substance Misuse Carers' Partnership who may also want to go on and represent the group at the Carers' Council. AM agreed to consider joining the Carers' Council</p> <p>LC said that she has been speaking to some clients who may possibly agree to join the Substance Misuse Carers' Partnership.</p> <p><b>Action</b> AM to consider joining the Carers' Council</p> <p><b>Action</b> LC to try to recruit carer representatives for the Substance Misuse Carers' Partnership</p>
7.	<p><b>Carers Funding 2008/09</b></p> <p>KH said that the pot of funding for the carers work in Gt Yarmouth had not yet been allocated as she had not received any bids. When ringing round KH found that agencies had been restricted by the time rather than the grant criteria. The deadline for bids had therefore been extended to the end of October.</p> <p>There is only a small amount of funding left in this year's carers' grant and this would be spent on the development of the referral form as agreed above.</p>
8.	<p><b>Round Table Update</b></p> <p>MA said that following Clare Culyer leaving The Matthew Project, Juliet Frost had been appointed to work with family and friends and would be attending the Substance Misuse Carers Partnership meetings in the future. The carers' group had been continuing with the work being shared out amongst the team.</p> <p>LC said that her job is changing and does not know what the outcome will be. She confirmed that there was not a group at TADS.</p> <p>JH said that her colleague had been carrying out some training in Great Yarmouth with parents who have substance misuse problems and JH had also run one course in Norwich.</p>

	<p>This was a 12 week programme based on the Webster Stratton programme.</p> <p>JE said that they were consolidating the work of Linking Together and sharing the workload following Elspeth Barnes' move to The Matthew Project. Following on from EB's groundwork they were now beginning to receive referrals and the work with the carers would be carried out in an empowering way.</p> <p>AM said that the numbers attending the carers group he has been involved with for sometime had always fluctuated but were now at their lowest. A review was now taking place.</p> <p>JK said that they were holding an Awayday in November.</p>
<p><b>9.</b></p>	<p><b>Any Other Business</b></p> <p>JH said that research carried out by ADFAM showed that GPs were the biggest hurdle to carers being referred on as the GPs were very unaware of the services available. JH agreed to email KH with a reference for the research which KH would then source and distribute to the group. KH would also investigate the possibility of circulating an electronic version of the Family and Friends service guide to GPs</p> <p>MA said that he was attempting to attend GP meetings in Norwich to promote carers. However, he said that it would take up to 2 years before he managed to visit all the surgeries.</p> <p><b>Action</b> JH to email KH with reference for ADFAM research; KH to source and distribute to group</p> <p><b>Action</b> KH to investigate possibility of circulating an electronic version of the Family and Friends service guide to GPs</p>
<p><b>10.</b></p>	<p><b>Date, time and venue of next meeting</b></p> <p>10.30 a.m.Wednesday 25<sup>th</sup> February– Phoenix House Conference Room</p>

Copies of Minutes and papers can be obtained from:-Norfolk DAAT

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