



Norfolk Drug & Alcohol Action Team  
 Phoenix House  
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## N:DAP Treatment Implementation Group

Held: 10am – 12noon  
 Thursday, 6<sup>th</sup> November 2008  
 Phoenix House, Norwich

### Minutes

<b>Present:</b>		
Catherine McWalter (Chair)	Joint Commissioning Officer, DAAT	(CMW)
Carol Bowen	Contracts Officer, DAAT	(CB)
Elspeth Barnes	The Matthew Project	(EB)
Roz Brooks	Service Manager, TADS	(RB)
Daniel Fisher	TADS / Impact	(DF)
Mark Adeney	Manager, CADS King's Lynn	(MA)
Debbie Chedghey	Project Manager, Matrix	(DCh)
Tony Oram	Strategy Manager, DAAT	(TO)
Steph Ross-Wagenknecht (Mins)	Finance & Administration Manager	(SRW)
Dan Mobbs	NORCAS	(DM)
Andrew Barwick	Manager, Arrest Referral, Matthew Project	(AB)
<b>Apologies:</b>		
Shirley A Fuller	PA to Strategy Manager, DAAT	(SAF)
David Cooper	Alcohol Strategy Officer, DAAT	(DC)
James Fullam	Research & Information Officer, DAAT	(JF)
Neil Howard	Head of Service, Norfolk HIV & Sexual Health Team	(NH)
Jacqui Westrop	Manager, DIP	(JW)
Julian Bryant	Director, Matthew Project	(JB)

Item	Subject
1.	<b>Declarations of interest</b> None
2.	<b>Apologies for absence</b> As above <b>Welcome</b> CMW welcomed Daniel Fisher accompanying RB as part of his induction and Peter Chapman of Pottergate ARC who will be giving a presentation to the group.
3.	<b>Acceptance of minutes of the meeting held on 2<sup>nd</sup> October 2008, including confirmation of any part of the minutes exempt under the Fol Act.</b> The minutes are accepted as a true and accurate reflection of the meeting, with no exemptions under the Fol Act. The minutes will be published on the professional section of the NDAP website ( <a href="http://www.nordat.org.uk">www.nordat.org.uk</a> ).

4.	<p><b>Matters arising from the minutes of the meeting held on 4<sup>th</sup> September 2008.</b></p> <p>TO reported that every agency was now booked for 'surgery sessions' and data per agency will be available.</p> <p><b>Action:</b> Agreed that all information would be shared with all agencies.</p> <p>Coltishall Prison - MA reported that the prison has recruited many officers and that builders are working on the internal changes. Planning permission is still needed.</p> <p>Health Care Commission – CMW – we have received results by email which is embargoed but the results are good.</p>
5.	<p><b>Peter Chapman, Norwich ARC: update on changes to service delivery</b></p> <p>In his presentation to the group PC gave a background to the service on how it has worked in the past and what changes they were promising. He gave full and detailed reasons for why the service was proposing to change their client group to the homeless, rough sleepers and the most vulnerable and chaotic. He described how the arc presently sees many clients who already have support from other agencies and how they wished to have a more targeted approach. At the present time they were going through the process of letting clients who are already supported by other agencies about the changes and so far this had been understood by the majority. PC went through the proposed programme which included breakfast for rough sleepers, lunch for RS and other homeless including 'sofa surfers' (people on benefits would pay towards their meal and the afternoon would be for activities. RB asked whether TADS could do regular in-reach which was welcomed by PC. The ARC hopes to start this after Xmas. The group were in agreement that this was a valuable service and supported the changes.</p> <p><b>Action:</b> RB to contact ARC manager regarding arrangements for in-reach.</p>
6.	<p><b>Regional Information Sharing Protocol - All</b></p> <p>CMW will send out with papers and consider signing but will probably need to go to Stephanie Gallop, NCC Data Protection Officer.</p>
7.	<p><b>NTA Consultation: Improving the Value of Drug Treatment Systems – CMW</b></p> <p>CMW circulated the beginning of a draft response some comments but lots of areas still needing comment. It was agreed that the group needed to have a joint response and for the DAAT to coordinate this.</p> <p><b>Action:</b> TO to circulate paper to group and response to be prepared to go in by 5<sup>th</sup> January.</p>
8.	<p><b>NTA Half-Year Review Feedback and Joint Commissioners Group – CMW / TO</b></p> <p><b>JCG Meeting</b></p> <ul style="list-style-type: none"> <li>• Rick Andrews of Impact, to be new deputy Regional Manager starting in December.</li> <li>• Unit cost exercise is reporting results early 2009.</li> <li>• Drug Strategy – System Change Pilots of which there are six – inviting expressions of interest. These are coming out of the Improving Value of the treatment system.</li> <li>• NTA Quality Directorate the 'Top sliced project' is a study looking at client factors and service factors.</li> <li>• HCC – expecting an action plan and CMW has started this.</li> <li>• Core Data Set F – changes are minimal for adults but more significant for young people. There will be training sessions from the RDHIU.</li> </ul> <p><b>Half-Year Review</b> – Purpose was to look at progress against treatment plan, overall partnership performance and overview of all work. In the afternoon ITDS review with Norwich and Wayland prisons.</p> <p>TO reported that it had been a very different experience with Alison Keating in charge. She had been very supportive and questioned areas of concern directly. AK had 'ragged'</p>

	<p>performance for the partnership and CMW said she was doing it for the agencies. Overall performance needs to be improved as this will have an influence on the whole of the partnership's funding. AK put emphasis on the TOPS and explained about agencies getting feedback when they hit the 80% target and not before. MA gave a brief report on the IDTS review and stated that it had been a difficult meeting.</p> <p><b>Action:</b> 'Ragging' report on agencies to be a monthly item.</p>
<b>9.</b>	<b>Standing Items</b>
<b>i</b>	<b>IDTS</b> -Covered in the half-year review.
<b>ii</b>	<b>Treatment Plan</b> – Treatment planning day is set for 27 <sup>th</sup> November.
<b>iii</b>	<b>Healthcare Commission Improvement Review</b> – covered previously in minutes.
<b>10.</b>	<b>Agency/Individual Updates</b>
<b>i</b>	The Matthew Project – EB remembrance service on 13 <sup>th</sup> November starting at 7.30 p.m. Thetford - trying to work on a multi-agency one-stop-shop model and there is lots of outreach work to be done.
<b>ii</b>	NORCAS – DM – Open day at Exchange Street on 13 <sup>th</sup> November.
<b>iii</b>	CADS – MA - two away days planned. The second day focuses on performance and data collection.
<b>iv</b>	TADS – RB – Away day next week. Service has always worked on a locality basis, now looking at a functionality model i.e. assessment team, recovery team and a 19 -25 years transitional team. <b>Action:</b> CMW to inform KH with regards to proposition for transitional team.
<b>11.</b>	<b>Any Other Business</b> DAAT – TO reported that AK had confirmed that the DIP budget would exist next year. He asked the group to consider how their agencies would feel if there was a 0% uplift for the next financial year <b>Action:</b> <b>TO to send email regarding uplift to all agencies to ask for their opinions.</b>
	<p>TO thanked Catherine McWalter for all the good work she had done while working at the DAAT.</p> <p><b>Date, time and venue of next meeting:</b> Thursday, 4<sup>th</sup> December 2008 10.00 a.m. – 12 noon Phoenix House</p>

For copies of the minutes please contact:

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