



YOUNG PEOPLE'S IMPLEMENTATION GROUP

Held: Thursday 1st October 2009 at 2.00 p.m.

Phoenix House Conference Room

Minutes

Present:			Apologies:
Richard Price (<i>Chair</i>)	(RP)	Norfolk Constabulary	Tony Oram
Katie Hammett	(KH)	Norfolk DAAT	Derek Hewis
Graeme Stewart	(GS)	The Matthew Project	
Judy Garrett	(JG)	Connexions	
Barry Gibson	(BG)	Children's Services	
Mark Osborn	(MO)	Teenage Pregnancy	
Dan Fisher	(DF)	The Matthew Project	
Sophie Burnett Neech	(SN)	The Matthew Project	
Neil Howard	(NH)	Sexual Health	
Ruth Bristow	(RB)	Off Centre Counselling Service	
James Fullam	(JF)	Norfolk DAAT	
Veronica Nelhams (<i>Mins</i>)	(VN)	Norfolk DAAT	

Item	Subject
1.	<p>Welcome and Apologies</p> <p>Richard Price, acted as Chair, and welcomed everyone to the meeting. Ruth Bristow is replacing Lynn Rutherford on the group; Dan Fisher is a new member from the Under18 service.</p> <p>It was agreed that the Terms of Reference for the group be distributed to ensure that new members are conversant with what the group does.</p> <p>Action: VN to distribute terms of reference and update distribution list.</p> <p>It was also agreed that part of the agenda for the 10th December meeting would be set aside for Mark and Ruth to tell the group about their work</p>
2.	<p>Acceptance of minutes from previous meeting of the Young People's Implementation Group held on 3rd September 2009 (including any confirmation of any part of the minutes exempt under the Fol Act) and matters arising</p> <p>The Minutes of 3rd September 2009 were accepted as a true and accurate record of the meeting.</p> <p>MO told the group that a number of other schools were now interested in being involved in the social norms pilot and he was in discussion with them to finalise details. MO agreed to send the complete list of schools taking part to GS and BG. The schools would be required</p>

to develop a campaign based on survey results and an event was being planned for March.

Action: MO to distribute final list of schools taking part in the social norms pilot to GS and BG.

Action c/f: JF to draft a template for recording instances where an adult substance misuse service cannot be found for a young person whose specialist substance misuse needs continue past their 18th birthday.

Action c/f: BL to follow up on issue of completion of criminal justice fields on TOP forms. KH advised that no feedback had been received as yet and she had raised the matter with the NTA again.

It was agreed that the new start time for the group of 1.30 would be reviewed at the end of the year.

RP advised that the 2005 protocol regarding police non-attendance at overdose incidents was still working in Suffolk even though it was not in force in Norfolk.

Action c/f: JF to take back comments to Information Group re recovery position information going forward.

KH confirmed that the NTA had agreed to give feedback on N-DAP draft Young People's Specialist Substance Misuse Treatment Plan 1011 at the YPJCG on 15th December. This would be followed up with a letter by the end of December. GS agreed to attend the December YPJCG.

Action: GS to attend December YPJCG.

BG advised that the DVD resource being made by TADS service users with Community Music East would be available for the next YPIG meeting.

Action: BG to bring DVD to next YPIG meeting in November.

RP informed the group that the idea of a wet room had now sunk without trace.

3. Young People's Integrated Substance Misuse Service

GS said that the professionals' leaflets for the new service were now complete. The leaflet for young people had not yet been developed.

GS also informed the group that the official new service launch would be in half-term week on 27th October between 12 noon and 2p.m. at OPEN.

An organisation chart had been drawn up and GS agreed to distribute to the group through RN.

Action: GS to distribute organisation chart to group through RN.

GS told the group that the service had agreement for a social worker to be seconded from Children's Services. Arrangements would be made for the new service area managers/leads to attend the Children & Young People Area Partnership meetings.

Action c/f GS to come to the next meeting with a proposal on how the service would be represented at the area partnerships; and would represent the area partnerships at YPIG

GS said that the YOT SLA was now nearly completed.

GS advised that the team in the east were currently housed in a porta-cabin and they were still looking for better accommodation and were in discussion with Bretts. RP suggested that the members of the Housing Strategy Group may be able to help.

GS said that they had already received their first referral.

NH/GS said that a letter would be sent out to pharmacies with the professionals' leaflets re-affirming that the NEX service was for adults only.

There was discussion about the telephone lines at Richmond House. Currently the answer phone is taking messages which are regularly collected. The new tenants may or may not

	<p>take on the current numbers and it was agreed that SRW would contact Tim Filby to see what was happening. It was envisaged that young people would still be contacting Richmond House for some time yet and the Under18 service would need any such contacts to be advised to them. It maybe that the main line could be diverted over to the new service when the new tenants move in.</p> <p>Action: SRW to discuss telephone lines with Tim Filby.</p> <p>The Group wished Graeme and his team well for the future.</p>
4.	<p>Discussion and Challenge of Needs Assessment Refresh</p> <p>There was a discussion about the Needs Assessment Refresh that JF brought to the group. A few minor changes were agreed which JF would incorporate into the document and re-distribute to the group.</p> <p>Action: JF to amend the Needs Assessment Refresh document and re-distribute to the group.</p> <p>The group wanted their thanks recorded for all JF's work on this document.</p>
5.	<p>Partnership Progress Report Q1 and Q2</p> <p>After discussion around the DRM's feedback on the Q1 progress report the comment about "one young person is noted as having been referred onto other supportive services....."</p> <p>It was felt that this may be a recording issue. DF said that other services may be brought in early in treatment and therefore not seen as services that a young person was being referred to. It was also noted that young people who would continue to receive targeted interventions from the Under18 service following completion of their care plan could appropriately be recorded as being referred on to targeted youth services.</p> <p>The Q2 Progress Report Section 3 was ragged by the group against the Treatment Plan.</p>
6.	<p>Cultural Competence Self Assessment Tool</p> <p>This tool was supported by the group.</p> <p>KH said that the Under 18 service and the YOT needed to complete the form by the end of November 2009..</p>
7.	<p>Any Other Business</p> <p>There was no other business..</p>
10.	<p>Date, time and venue of next meeting</p> <p>12th November 2009 at 1.30 p.m. in Phoenix House Conference Room</p>

Copies of Minutes and papers can be obtained from:-

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