



## YOUNG PEOPLE'S IMPLEMENTATION GROUP

Held: Thursday 12<sup>th</sup> February 2009 at 2.00 p.m.

Phoenix House Conference Room

### Minutes

Present:			Apologies:
Tony Oram	(Chair)	(TO) Norfolk DAAT	Tony Oram
Katie Hammett		(KH) Norfolk DAAT	
Neil Howard		(NH) Sexual Health Promotion Unit	
Barry Gibson		(BG) Children's Services	<b>Guests:</b>
Graeme Stewart		(GS) The Matthew Project	Susan Saxby
Derek Hewis		(DH) T <sup>2</sup>	Craig Bould
Carol Manning		(CM) Impact	
Richard Price		(RP) Norfolk Constabulary	
Judy Garrett		(JG) Connexions	
Veronica Nelhams	(Mins)	(VN) Norfolk DAAT	

Item	Subject
1.	<p><b>Welcome and Apologies</b></p> <p>RP acted as chair in the absence of Tony Oram and welcomed everyone to the meeting. Judy Garrett from Connexions was a new member to the group. Two guest speakers and apologies are shown above. BG pointed out that Anna Sims would like to continue receiving the meeting papers but would only attend meetings if there were agenda items she needs to specifically discuss. This was also the case with Tracey Scarff. Anna and Tracey will not be recorded under apologies. The group agreed to hear the guest speakers first and the agenda was changed accordingly.</p> <p>KH noted that the partnership was currently in the process of tendering for the Young People's Integrated Substance Misuse Services. It was important to ensure that YPIG members were not advantaged over other prospective bidders in this process. Where YPIG members had queries relating to the tender, they should use the system that had been set up for these rather than YPIG meetings. In the case that information was given at YPIG meetings that could advantage members, this would be recorded and circulated to all interested parties via the tender information document.</p>
2.	<p><b>Norfolk Children and Young People's Plan</b></p> <p>Susan Saxby, Partnership Officer from Children's Services, attended the meeting to explain the refresh of the Children &amp; Young People's Plan. The refreshed Plan was due to be published in May/June 2009 and would reflect greater partnership working across the Trust</p>

	<p>Board. The plan must reflect the shared responsibilities of the partnership and the plans of all the members of the partnership must be in alignment with the Children &amp; Young People's Plan.</p> <p>It was agreed that KH and SS would prepare an outline for the Plan on substance misuse which reflects the commissioning intentions. This outline would be distributed to the group prior to the 12<sup>th</sup> March meeting at which they would have an opportunity to input. BG noted that it should also be an agenda item at the YPJCG.</p> <p><b>Action:</b> KH and SS to draw up draft outline for the substance misuse section of the Children &amp; Young People's Plan. KH to distribute to the group. KH to add to agenda for next YPIG and YPJCG.</p> <p>The group requested an overview of the structure of the Trust and SS agreed to supply this.</p> <p><b>Action:</b> SS to supply copy of Trust structure for the group.</p> <p>GS suggested that there was a need to make links between different areas of work via the Children and Young People's Plans. He noted that the same vulnerable young people often had issues around mental health, substance misuse and sexual health.</p> <p>GS said that he hadn't seen a copy of the JAR report and KH agreed to distribute to the group.</p> <p><b>Action:</b> KH to distribute JAR report to the group.</p>
<p>3.</p>	<p><b>ContactPoint</b></p> <p>Craig Bould came to the group to explain how the new ContactPoint database would work. All children between 0 and 18 would be included on the database with the data being imported into ContactPoint from existing databases such as NHS, DWP and DCSF. All records would be automatically erased on the young person's 18<sup>th</sup> birthday. ContactPoint would not hold case data or assessment information and should aid a more effective service delivery and intervention and avoid duplication.</p> <p>Craig asked the group to consider which organisations/teams would benefit from access to ContactPoint; and which staff roles within those organisations should have – this information to be fed back to him.</p> <p><b>Action:</b> Group to feedback to Craig their recommendations on the questions posed.</p>
<p>4.</p>	<p><b>Acceptance of minutes from previous meeting of the Young People's Implementation Group held on 11<sup>th</sup> December 2008 (including any confirmation of any part of the minutes exempt under the FoI Act) and matters arising</b></p> <p>The Minutes of the meeting held on 11<sup>th</sup> December 2008 were accepted as a true and accurate record. There were no FOI exemptions.</p> <p><b>Action:</b> KH to remind Mike Hutchinson to speak to Derek Hewis about legal highs training.</p> <p>GS told the group that following the departure of Colin Lang, Russ Dacre would be running OPEN.</p> <p>KH informed the group that the families intervention pilot had not been put out to tender due to the funding not all being in place. NHS Norfolk had confirmed £61,000 but the amount from Gt Yarmouth &amp; Waveney PCT had not yet been confirmed. Norfolk Children's Services would also be approached for a contribution. If sufficient funding was forthcoming, it was hoped that the tender process would take place following that for the Young People's Integrated Substance Misuse Service.</p> <p>KH said that the Young People's substance Misuse Treatment Plan 0910 had been</p>

	<p>approved by the commissioners and submitted to the NTA. The NTA would visit Norfolk to give feedback on the plan at 11 a.m. on 24<sup>th</sup> February before sign-off. KH invited members of YPIG to attend if they were available.</p> <p>The minutes of 11<sup>th</sup> December suggest that the TOP form and guidance issued to agencies by TS and JF following negotiation with providers were for use where appropriate, however, this form and the guidance must be used by all the agencies by March 2009.</p>
5.	<p><b>Domestic Violence</b></p> <p>KH said that Stella Lovey was unable to come to the meeting to discuss Domestic Violence and this item would be carried forward to next month's agenda.</p> <p><b>Action:</b> KH to carry forward Domestic Violence item to next month's agenda.</p>
6.	<p><b>SID &amp; CAF</b></p> <p>KH stated that SID and CAF had been added to the agenda following a request at the treatment planning meeting. She noted that SID was not being used as a referral tool.</p> <p>When SID had been developed, the rationale for having a separate referral form to CAF had been that CAF could only be used when a multi-agency response was needed. This was no longer the case and the CAF would be the process for referring into the Young People's Integrated Substance Misuse Service either via a single agency referral or via a team around the child.</p> <p>Feedback from those attending Young People Drugs and Alcohol What should I do? and Substance Misuse within the Family training had shown that they found SID useful in supporting them in talking to young people about substances and that they needed such a tool to take account of substance misuse issues when completing a CAF. The SID would therefore be revised as a laminated two-sided tool which would be covered on CAF training and included in every CAF training pack.</p> <p>Concerns were raised around whether agencies' capacity or willingness to complete CAFs would result in young people being missed. KH noted that whilst this was a challenge, it was one shared with all services working with children and young people. The bottom line was that agencies could not continue to take referrals by telephone. Julie Anderson, Children's Services' Information Sharing and Assessment Manager would attend YPIG's April meeting to answer queries around CAF and to begin to work through potential issues surrounding its use</p> <p><b>Action:</b> KH to agenda CAF and Julie Anderson for the April meeting of YPIG.</p>
7.	<p><b>Norfolk Anti-Bullying Strategy</b></p> <p>KH noted that the group had committed to support the Anti-bullying Strategy and to communicate this to partners. The group was now being asked: What did we do?; What was the outcome?; How much impact this had had? KH asked the group how she should respond. Feedback was that the strategy had been an agenda item at YPIG's meeting, circulated to the group and in turn to members' individual teams. Young People's substance misuse staff were therefore aware of the strategy. KH to return.</p> <p><b>Action:</b> KH to return feedback as above</p>
8.	<p><b>Youth Alcohol Consultation</b></p> <p>DH came into the meeting to ask the group by what process the group wished to respond to the consultation. It was agreed that DH would prepare a draft response for the next meeting. The group would then hold a workshop during the meeting to develop this further. Some members would also complete individual responses.</p>

	<p><b>Action:</b> DH to prepare draft response for next meeting. KH to agenda item as a workshop for meeting on 12<sup>th</sup> March.</p>
9.	<p><b>Young People's Substance Misuse Treatment Plan 0809</b> KH presented the group with a gantt chart on progress made against the 0809 Plan. There were a few remaining red items but several items had changed from amber to green.</p>
10.	<p><b>Any other Business</b> RP told the group that following the upgrading of Cannabis from a C to B drug the arrangements in place around young people would not change in Norfolk but there would be a system in place for adult users that could mean an £80 fixed penalty. GS said that this change in Cannabis grading was not reflected in Do Your children..... Leaflet that the services used extensively. KH agreed to raise this with the information group to ensure that this leaflet would be withdrawn and reprinted with the correct information as soon as possible. <b>Action:</b> KH to ensure 'Do Your children.....' leaflet is withdrawn and reprinted as soon as possible.  DH said that he was seeing more and more cases of young people who were using mephedrome. This was a legal drug that could be purchased via the internet. He said that local shops selling legal highs had stated that they would not going be stocking this drug. GS said that they had employed a new Outreach Worker called Kevin Snelling. The group were advised that Alison Chaplin was the new Commissioner for Sexual Health &amp; Substance Misuse for Gt Yarmouth &amp; Waveney PCT.</p>
9.	<p><b>Date, time and venue of next meeting</b> 12<sup>th</sup> March 2009 at 2.00 p.m. in Phoenix House Conference Room</p>

Copies of Minutes and papers can be obtained from:-

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