



YOUNG PEOPLE'S IMPLEMENTATION GROUP

Held: Thursday 3rd September 2009 at 2.00 p.m.

Phoenix House Conference Room

Minutes

Present:	Apologies:
Katie Hammett (KH) Norfolk DAAT	Tony Oram
Graeme Stewart (GS) The Matthew Project	Carol Manning
Derek Hewis (DH) T2	Judi Garrett
Barry Gibson (BG) Children's Services	Neil Howard
Bridget Langstaff (BL) NTA	Richard Price
Sophie Burnett Neech (SN) The Matthew Project	Steve Parker
James Fullam (JF) Norfolk DAAT	Mark Osborn
Veronica Nelhams (<i>Mins</i>) (VN) Norfolk DAAT	

Item	Subject
1.	<p>Welcome and Apologies</p> <p>In Tony Oram's absence KH acted as Chair and welcomed everyone to the meeting. Apologies were as shown above.</p>
2.	<p>Acceptance of minutes from previous meeting of the Young People's Implementation Group held on 9th July 2009 (including any confirmation of any part of the minutes exempt under the Fol Act) and matters arising</p> <p>The Minutes of 9th July 2009 were accepted as a true and accurate record of the meeting. BG advised that he and RP had met with Mike Fawcett, Head of Partnerships at Norfolk Constabulary re. the Drinkaware DVD.</p> <p>KH said that she had contacted Alison Chaplin re. the social norms pilot. This had resulted in an email from Lyn Blizzard informing us that Oriel, Caister and Hewett High Schools would be taking part in the pilot. The schools would conduct a survey of their Yr 9/10 pupils in September to get information on the perceptions, attitudes & behaviour of their students. The results would determine what campaigns they will engage in and it would be up to the individual schools to decide which external agencies they use to support the campaigns. GS to approach these schools to offer support for social norms pilot information campaigns</p> <p>Action: GS to approach Oriel, Caister and Hewett High Schools to offer support for social norms pilot information campaigns</p> <p>KH noted that sign off on the 0910 treatment plan had been received and circulated to the group.</p>

KH said that responses to the CAF questions had been received and circulated.

KH reported that parental substance misuse case studies had been added to the SID case studies document. GS had reviewed all SID documents and provided KH with a list of amendments. These had been passed onto Becki Ballard. Revised versions had been received but not yet checked. GS had since requested that the contact telephone number for professionals be used. KH to arrange if possible. KH to supply Lauren Downes and JG with pdf of final Sid tool once this has been finalised. GS had not yet contacted the ISA team to ensure information on substance misuse services in the service directory was kept up to date. KH had circulated contact details for the integration managers.

Action: KH to arrange for the contact number for professionals to be used on all SID documents if possible; KH to supply Lauren Downes and JG with pdf of final Sid tool once this has been finalised; GS to contact the ISA team to ensure information on substance misuse services in the service directory is kept up to date.

KH told the group that the requested amendments had been made to Protocol 10 and that this would be presented to the NSCB (previously LSCB) Executive Board for ratification at their meeting of 24th September.

KH also said that a Hidden Harm Forum had now been planned for 11th November and would be chaired by Harold Bodmer. GS would be making a presentation on the services that The Matthew Project Under18 will offer to the children of parents who misuse substances.

JF agreed to draft a template to enable the recording and reporting of instances where an adult substance misuse service cannot be found for a young person whose specialist substance misuse needs continue past her 18th birthday. SN said that they knew of only one instance of this happening so far.

Action: 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 her 18th birthday.

KH and JF had attended the Being Healthy Outcome Group and would be meeting with Kay Crome who is the deputy named nurse for safeguarding and looked after children (LAC) to look at care pathways for LAC and opportunities for screening, assessment and referral.

KH said that she had not yet received any feedback from the Regional NTA on issue of completion of criminal justice fields on TOP forms. BL to follow up.

Action: BL to follow up on issue of completion of criminal justice fields on TOP forms

KH advised that the Partnership Progress Report for Q1 had been amended as requested, approved by the YPJCG and submitted to the NTA.

KH noted RP's previous suggestion that future meetings start at 1.30 and finish at 4.00 p.m. All agreed.

Action: RN to amend future meeting times to 1.30-4.00

3. Young People's Integrated Substance Misuse Service

GS advised that the new service leaflet for professionals was now almost ready and would be submitted to the next Information Group meeting for their comments.

He also advised that the front pages of the website were up which included pages for young people; parents and carers and professionals.

Another leaflet for young people was being worked on with input from young people.

GS was still waiting to hear whether they had secured space at Northgate Hospital; space had been secured in Kings Lynn.

	<p>GS will be the manager of the new service and DH is manager of the eastern area. Daniel Fisher appointed Clinical Lead. Juliet Coombes was leaving The Matthew Project and GS said they might have to recruit a part-time universal worker.</p> <p>GS said that lots of work was being done on data and they were waiting for assessment forms from Halo.</p> <p>More CAF training days had been arranged for 8th September and 22nd September. GS noted that area managers had queried the use of the CAF for young people who had undergone a core assessment. KH reported that she had followed this up with the ISA team who had confirmed that it would be appropriate for a single agency referral to be made in these instances with some or all of the core assessment findings being recorded on a CAF form. She noted that there was a concern here about duplication of recording and that she had approached area managers to determine whether an alternative might be for the referral to be made by sharing all or part of the core assessment form with the Young People's Integrated Substance Misuse Service. Until such time as this had been agreed, the CAF form should be used.</p> <p>GS said that a process map for the service was being developed. He would forward the draft to KH for comment.</p> <p>Action: GS to forward draft process map to KH for comment.</p> <p>A joint service protocol with the YOT was also being developed and would be presented to the YPJCG when complete.</p> <p>GS agreed 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. A presentation had been arranged for the Central Area but not for the other areas. KH agreed to provide GS with the email addresses of area leads. GS to contact and arrange presentations.</p> <p>Action: 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; KH to provide GS with contact details for the area leads; GS to contact and arrange presentations</p> <p>GS said that he was currently drafting a letter which would be sent to all department leads re the new service. It was agreed that the draft would be sent to YPIG for comment.</p> <p>Action: GS to send draft letter to leads to YPIG for comment.</p>
4.	<p>Ambulance and recovery poster</p> <p>JF advised that the Information Group had been looking at the 2005 protocol and had had discussions with the Ambulance Trust. The protocol stated that the police would not be called out to an overdose situation unless a crime was involved. The Ambulance Trust had advised that this was no longer the case because of the rise in attacks on staff. It was recommended that all literature which was in line with the 2005 protocol should be taken down and destroyed.</p> <p>There was still the issue of whether a resource for the recovery position should be produced but it was generally felt that this was not substance misuse specific and there were other resources which could be freely available. JF to take back comments to the Information Group.</p> <p>Action: Services to destroy all resources where the information in 2005 protocol regarding police non-attendance was included.</p> <p>Action: JF to take back comments to Information Group re recovery position.</p>
5.	<p>Performance</p> <p>JF was pleased to inform the group that the planned discharges had now risen to 78%</p>

	<p>against a target of 70% and that care plans were at 100%. The only concern that he had was that the figure for clients reported as receiving general healthcare assessments was at 96% and should be 100%. Harm reduction was now at 100%.</p> <p>JF said that the agency green reports should be available on 4th September and he would be sending these out on receipt.</p> <p>Action: JF to distribute green reports to agencies on receipt.</p>
6.	<p>Young People’s Specialist Substance Misuse Treatment Plan 1011</p> <p>KH noted that she had circulated planning guidance in advance of the previous meeting and had drawn the group’s attention to the revised timescales. Last year’s deadline for the initial submission had been 2/2. This year it has been brought forward to 30/11 which was incredibly tight. KH and JF had developed a proposed timescale by which they thought this could be achieved and wanted to check that the group was happy with what would be expected of them. The group accepted the timescale although they expressed concerns around its tightness. It was agreed that YPIG on November 12th should be an extended meeting i.e. 1p.m. to 4 p.m. with a narrow agenda to cover this work.</p> <p>KH asked BL if she could provide the dates for the meeting at which feedback would be received from the NTA and by which the letter giving feedback would be received.</p> <p>Action: BL to provide the dates for the meeting at which feedback would be received from the NTA and by which the letter giving feedback would be received</p>
7.	<p>Hear by Right</p> <p>The group discussed the Hear by Right mapping and planning tool and commented as under:-</p> <p>Shared Value Mapping 1.5 – the group agreed that shared values could be displayed on noticeboards at service venues.</p> <p>Systems Mapping 4.5 – the group agreed that children and young people are involved in reviewing and updating relevant policies and systems but this needs to be built into structures.</p> <p>Systems Mapping 4.6 – the group felt that there were pockets where children and young people helped to decide appropriate rewards for their involvement although it was not systematic and should be therefore be scored as 3.</p> <p>Systems Mapping 4.6 – comment should include ‘and agency level’</p> <p>Staff Mapping 5.6 – the group felt that there was evidence at an agency level that children and young people take an active part in recruitment.</p> <p>KH said that she would discuss these comments with Jonathan Stanley and amend the tool appropriately before producing a draft involvement and participation protocol which would go to the Youth Parliament, Children in Care Council and CAMHS and Matthew Project service user groups for their input.</p> <p>The process was agreed.</p>
8.	<p>DVD Resource</p> <p>BG said that he had hoped to bring a copy of this resource being made by TADS service users with Community Music East to the group but this had been delayed and he would be bringing to the next YPIG. This DVD featured actors with voice overs of service user’s stories.</p>
9.	<p>Cultural Competence Self assessment</p> <p>KH said that the self-assessment tool that she had previously circulated with papers was now out-of-date. She would identify and circulate the current version. She reminded</p>

	<p>service managers that they had committed to completing the self assessment by the end of November and requested that they ensured time was available to allocate to this task</p> <p>Action: KH to bring new self-assessment tool to the group when available</p>
10.	<p>Any Other Business</p> <p>RP had proposed that we change the timings of the meetings to start at 1.30 p.m. and finish at 4.00 p.m. The group agreed to this on a trial basis with effect from October meeting.</p> <p>GS said that he had received an email from the Benjamin Foundation who had a 'wet room' at new hostel and was looking for guidance on any rules or regulations. The group agreed that Richard Price would be the best person to approach.</p>
10.	<p>Date, time and venue of next meeting</p> <p>1st October 2009 at 1.30 p.m. in Phoenix House Conference Room (Please note new start time)</p>

Copies of Minutes and papers can be obtained from:-

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