



MINUTES OF MEETING
Joint Commissioning Group
Date: 25/3/2011
Princess House

Attendees	
Name	Name
Rick Palmer (RP) – DST (Chair)	Mike Harris (MH) – Avon & Somerset Constabulary
Pete Anderson (PA) - DST	Mark McNally (MM) – DST (Agenda Item 6)
Pearl Barbosa (PB) – Apprentice, Safer Bristol	Robin Scott (RS) – Avon & Somerset Probation Trust
Richard Chidwick (RC) – NTA	Ann Wardle (AW) – Health & Social Care – Supporting People
Barbara Coleman (BC) – NHS Bristol	Kath Williams (KW) - DST
Lyn Evans (LE) – DST Finance	Wendy Shearman – DST (minute-taker)
Sid Guiver (SG) - UFO	
Apologies	
Sue Bandcroft (SB) - DST	Kevin Lock (KL) –Finance (sub Lyn Evans)
Fran Bellamy (FB) - UFO	Tony Meecham (TM) – HMP Bristol
Marilyn Harrison (MH) – Avon & Somerset Probation Trust (sub Robin Scott)	Catherine Wevill (CW) – H&SC
Minutes and Matters arising from last meeting	
<p>Amendments to be made to the minutes of the meeting held 25 February 2011: Apologies: include Kath Williams 9/RC update: amend to read ‘GOSW function is closing down, Public Health structure is unclear’</p>	
Review of action points	
<ol style="list-style-type: none"> 1) Performance Management Framework: AGREED JCG to discuss Performance Update on a monthly basis for the next few meetings, and then move to quarterly with any additional exception reports to be brought on a monthly basis. 2) Public Health Trainee: BC to update at May JCG. ACTION 1 B/F May JCG 3) UFO, to discuss the possibility of an Annual Report: ACTION 2 B/F May JCG 4) Safeguarding Plan: item on agenda 5) Report on non-recurring funding and proposed spend: ACTION 3 B/F May JCG 6) TOP performance meeting with BDP/NTA/Safer Bristol: meeting has taken place, agenda item 3(c) 7) Discuss who will undertake recording of % new presentations YTD who accepted offer commencing HBV vaccinations: ACTION 4 B/F May JCG 8) Discussion paper and Improvement Plan re dry blood spot testing: ACTION 5 B/F June JCG 9) Circulate Treatment Plan Strategic Report and Executive Summary, together with draft Planning Grids: completed 10) & 11) Re-classify Relapse Prevention Services from Tier 3 to Tier 2, and 	

Discussion Paper on Relapse Prevention Services Proposal-Option 2: item on agenda
 12) Transitional Board TofR and project briefing: BC to send to WS for onward circulation to JCG
 13) Discussion re Finance: item on agenda

Agenda Items		
Item No	Agenda Item:	Details
3a)	Budget Update (LE)	No variations from last period. One pressure £23K overspend, decision to be made outside the meeting.
3b)	Successful Completions (formerly Planned Exits) (PA)	<p>4 issues:</p> <ul style="list-style-type: none"> to examine non-PDU completion profiles review provider client segmentation aim to establish targets for each provider by 5th April aim to improve performance of transfer not in custody by end of second quarter <p>BC commented on a meeting with BDP recently which looked at protocols for segmentation, the drug liaison workers are aware of what they have to do and are comfortable with the process. A letter will shortly be sent to all GP Practices outlining the new model and offering guidance. BC will quickly pick up any Practices who pull out, there may be some short-term financial implications. BC to feedback at May JCG. ACTION 6 B/F May JCG</p>
3c)	TOPS (KW)	<p>[TOPS Update Report previously circulated with agenda]</p> <p>Headlines:</p> <ul style="list-style-type: none"> The January TOPS performance data shows clear improvements have been made to start and exit TOPS Compliance across the treatment system Review TOP Compliance is 'Red' at 57.4% (target is 80%) and needs considerable improvement, BDP and GP Surgeries show significant under-performance in this area. Safer Bristol, NTA and BDP met 18 March and a clear log of actions has been produced to ensure that the March TOPS data demonstrates considerable improvement in the NTA performance reports available in June 2011. Progress against this action plan will be closely monitored by Safer Bristol to achieve 80% Review TOPS Compliance by end June 2011. Action 11 in the paper: Safer Bristol to request that Cyber Media and NTA work together on developing TOPS reports in Theseus to clarify the counting rules. The NTA have been requested to advise on this. BC asked if Theseus is able to flag up if someone is in recovery/stabilisation and needs immediate support. KW to discuss with Jane Peters. ACTION 7
3d)	Performance Management	Covered under Actions.

	Framework (KW)	
3e)	Calendar of Actions (PA)	<p>RP proposed that Calendar of Actions and Performance Framework are presented at JCG quarterly and as one report, with exception reports brought on a monthly basis.</p> <p>AGREED.</p> <ul style="list-style-type: none"> Objectives 3.1 (Care Coordination) and 3.4 (Care Plan Audit): Reports delayed due to sick leave, PA confirmed that restructure will bring more resilience.
4.	Blood Borne Virus Performance Report (KW)	<p>[BBC Performance Report previously circulated with agenda]</p> <p>This paper is a response to Bristol's quarterly performance management summary report produced by the NTA which shows consistent underperformance in BBV Vaccinations, specifically the percentage of new presentations year to date who accepted the offer to commence Hepatitis B vaccinations that actually commence the vaccinations (Section 7.2.2). All agencies are currently under-performing on this measure, with BDP showing the lowest performance at 46% and Salvation Army the highest at 61%. Plan of action is as follows:</p> <ul style="list-style-type: none"> contact each of the agencies directly to highlight poor performance discuss with providers at Treatment Task Group to seek to understand the issues in recording this data direct agencies to Theseus BBV reports once signed off for use continue to monitor this measure on a monthly basis. This measure has been built into the monthly performance score card for Safer Bristol to review for each agency's performance and take appropriate action in the longer term the Safer Bristol restructure shows plans for a half-time post within the Substance Misuse team whose remit will include harm reduction and BBV recording <p>Drug agencies say they will be able to undertake dry blood spotting in Bristol from April, but to be confirmed.</p> <p>ACTION 8: BBV to come to May JCG as part of the Performance Management Framework</p>
5.	Safeguarding Plan (PA)	<p>PA to circulate NTA Q2 Audit paper following this meeting.</p> <ul style="list-style-type: none"> a lead has been identified to take the Plan forward commitment from CYPS and various BCC departments including the CAF team and Safeguarding team the Audit has 30 actions, of which 15 are Red and 15 are Green/Amber Red is around auditing current caseload and data collection processes <p>ACTION 9: B/F May JCG to see what actions are being taken to turn Reds into Green, and then include in</p>

		quarterly Performance and link into Adult Safeguarding scheme
6.	Relapse Prevention Service (MM)	<p>At last month's meeting the JCG agreed to re-classify the 3 relapse prevention services in Bristol (ARAs Relapse Prevention Programme, BDPs Relapse Avoidance Programme and BDPs Boost) from a tier 3 service to a tier 2 service from 1st April 2011.</p> <p>Proposals put forward:</p> <p>a) Re-allocate funding from ARA and BDPs relapse prevention services into ARA and BDPs main structured day care programme. AGREED</p> <p>b) Continue funding the BOOST element of relapse prevention for an additional year (2011/12) with the expectation of a service review being conducted. AGREED</p> <p>c) To be aware that the introduction of SMART in Bristol will play an integral role in the new model for relapse prevention. AGREED. ACTION 10 - bring SMART to a future JCG regarding what it will implement</p> <p>Waiting Times: RP requested this is more objective and to work through targets. MM to circulate figures. ACTION 11</p>
8.	Update from Strategic Partners	<ul style="list-style-type: none"> • RC: Appropriate term to be used for PDUs is now OCUs (Opium Crack Users) and Non OCUs. • PA: Restructuring-awaiting feedback from staff in relation to job paperwork, with intention to go to Job Evaluation Panel in two weeks time and interviews thereafter. • BC: i) To note that PCTs are clustering ie Bristol, North Somerset and South Gloucestershire will be one cluster PCT ie one primary care organisation, possibly from June. ii) transition to Public Health is moving slowly, Drugs and Alcohol will come through Safer Bristol.
9.	Paper for Information - Workforce Audit 2010 Report - Bristol DST (RjC)	<p>PA to ask Raj Carr to ensure training undertaken by each agency is accurately represented ie BDP workers have already undertaken training. ACTION 12</p> <p>Comments on report to PA by 1st April 2011 ACTION 13</p>

Summary of Action Points		
Action Point	By Whom	By when
Action 1: Public Health Trainee update	BC	May JCG
Action 2: Possibility of a UFO Annual Report		May JCG
Action 3: Report on non-recurring funding and proposed spend	SB/CL	May JCG
Action 4: Discuss who will undertake recording of % new presentations YTD who accepted offer commencing HBV vaccinations	SB/KW	May JCG
Action 5: Discussion paper and Improvement Plan re dry blood spot testing	SB	June JCG

Action 6: Update on segmentation/GP Practices	BC	May JCG
Action 7: KW to discuss with Jane Peters Theseus' capability to flag up if someone is in recovery/stabilisation and needs immediate support	KW	Next meeting
Action 8: Update on BBV within Performance Management Framework	KW	May JCG
Action 9: Safeguarding Plan – update on actions undertaken to turn Reds into Greens, and then to be included in quarterly Performance and linked into Adult Safeguarding scheme	PA	May JCG
Action 10: Bring SMART to a future JCG regarding what it will implement	MM	
Action 11: Circulate Waiting Times figures	MM	Next meeting
Action 12: Workforce Audit 2010 Report – RjC to ensure training undertaken by each agency is accurately represented	PA/RjC	Next meeting
Action 13: Workforce Audit 2010 Report - comments requested by PA	All	1 st April 2011

Next Meeting		
Date	Time	Location
Friday 27th May 2011 NB Meeting 29th April 2011 is cancelled	9.30am – 12.00pm	Safer Bristol, Princess House