



MINUTES OF MEETING
Joint Commissioning Group
Date: 28/1/2011
Princess House

Attendees

Name	Name
Rick Palmer (RP) – DST (Chair)	Sid Guiver (SG) – UFO
Sue Bandcroft (SB) - DST	Marilyn Harrison (MH) – Avon & Somerset Probation Trust
Fran Bellamy (FB) - UFO	Ann Wardle (AW) – Health & Social Care – Supporting People
Richard Chidwick (RC) – NTA	Kath Williams (KW) – DST
Barbara Coleman (BC) – NHS Bristol	Wendy Shearman – DST (minute-taker)
Lyn Evans (LE) – DST Finance	

Apologies

Mike Harris – Avon & Somerset Constabulary	Pete Anderson (PA) - DST
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Minutes and Matters arising from last meeting

The minutes of the meeting held 17 December 2010 were agreed as an accurate record.

Review of action points

- 1) Placement Budgets is an item on today's agenda
- 2) Planned Exits is an item on today's agenda
- 3) Waiting Times is an item on today's agenda
- 4) Waiting Times is an item on today's agenda
- 5) Safeguarding Plan is an item on today's agenda
- 6) Budget Options - JCG to receive firmer proposals in February

Agenda Items

Item No	Agenda Item:	Details
3a)	Budget Update (LE)	LE outlined the Budget Update. DIP: Likely we will have an underspend of £30k, which RP confirmed will be an accrual for legal fees NTA Pooled Treatment Budget: will be drawing down £200k from non-recurring pot, so c/f for next year of £683k Placements Budget: use of £250k Partnership Non-Recurring agreed JCG August 2010 RP thanked LE for the budget review

3b)	Planned Exits (SB)	<p>With the minutes will come an agreed Action Plan. Work is on-going around Planned Exits and we are setting individual targets for each of the organisations to bring us up to the required performance. We are successful in getting problem drug users into treatment but low on numbers of non-problematic (ie not heroin or crack) users into treatment, and that non PDUs have low planned exit rates. We have now completed the work on recording correctly and now need to concentrate on improved performance.</p> <p>Action 1: PA is leading with the NTA on the Planned Exits Action Plan, to be circulated when ready</p>
3c)	Waiting Times (KW)	<ul style="list-style-type: none"> • Work has highlighted there are differences within the treatment system around how waiting times are being recorded. Aileen McLoughlin (AM) is visiting each provider to ascertain how they are recording waiting times and is pulling together information on how to manage people on the waiting list. The most pressing problem is the wait for structured day programme from ARA and BDP. • Waiting Times are not yet on the Risk Register • MH flagged up that this has affected the compliance of offenders who need both the treatment <u>and</u> also the structure, and is part of the DRR requirement. Out of 129 commencements only 50 successful completions. It appears people on the waiting list for SDC are re-offending. MH would like a separate group to monitor it. <p>Action 2: Waiting Times to be incorporated into Risk Register</p> <p>Action 3: Set up a small sub-group, and SB to discuss with Robin Scott</p> <p>Action 4: Bring an Improvement Plan to March JCG for the Criminal Justice block</p>
3d)	Theseus (KW)	<p>Implementation is going well, it is expected that the N3 connection will be up and running for mid-March. There are discussions regarding how the IMPACT IIMS database and Theseus will 'talk' to each other.</p>
3e)	Calendar of Actions (SB)	<p>5.3 Behavioural competency framework implementation: SB to obtain update from PA. Action 5</p> <p>6.3 DRRs: Red. MH confirmed she has the data, SB to report back in March. Action 6</p> <p>7.2 Blood Borne Virus Testing: Red. BC has spoken to the commissioner of the HPA services which do the testing and asked him to accelerate discussions to get this in place. It is in hand and moving forward slowly. SB to bring a short report to March JCG. Action 7</p> <p>SB to become lead officer on this template.</p>
3f)	Performance Management	<p>KW tabled 'Draft Drug Treatment Provider Performance Score Card'</p>

	Framework (KW)	<p>It is a draft of the scorecard we are putting together, and proposing to introduce, to internally monitor the agencies we commission. It will include SLAs (SB and KW have been looking at reviewing SLA targets for each of the areas) and follows all those contracts.</p> <p>Item 6 (Successful Discharges from the Structured Treatment System that don't return in a year) is a new NTA measure, so information will be pulled together to monitor it.</p> <p>RP flagged up the need for definition/guidance notes to accompany the document.</p> <p>One of these scorecards will be for each of the agencies, and a separate one for GP prescribing/shared care.</p> <p>KW confirmed the information will be available following each Quarterly Performance Review.</p> <p>BC would be interested to have shared care information.</p> <p>RP requested that Q1 to Q4 tracking be incorporated ie agreed/time frame/delivered</p> <p>Action 8: To assess Score Card at first meeting 2011/12 financial year (ie March) and to include aggregated information</p>
4.	Placements Budget (SB)	<p>SB outlined paper.</p> <p>Referrals have increased so we need to remember this when setting the budget for next year. The draft budget will be presented at the February meeting.</p> <p>Figure 2/Spend: This is year to date and does not take account of people starting in February or March. BC flagged up need to look at best outcomes.</p> <p>Agreed: Options 1 and 2 –</p> <ol style="list-style-type: none"> 1. Setting the level of budget to £1,200,000 for the 2011/12 Tier 4 budget to bring it into line with the current spend of 2010/11 in residential rehab 2. The value of block contracts for Walsingham House and ARA to be doubled to bring them into line with the current level of use in 2010/11). <p>Action 9: VFM, benchmarking versus outcomes Action 10: Needs Assessment discussion SB/RC Action 11: BC to make enquiries for Public Health trainee to carry out research 2012/13 on successful outcomes.</p>

5.	CAAAD BBV Service-ending the contract (SB)	<p>SB presented the paper which drew attention to CAAAD's core performance in delivering service as commissioned by JCG.</p> <p>SB will work with CAAAD to agree exit plan and discuss with BDP the impact on the community contract.</p> <p>Agreed: To give 3 months notice wef February 2011 (SB)</p>
6.	Alcohol-update paper (BC)	<p>[NB amendment page 3, 3rd paragraph, '2011' should read 2012]</p> <p>This paper is an information update of plans and intentions to get things going or expanding them through QIPP process (Quality, Innovation, Productivity, Prevention) which is designed to produce savings from in-patient services.</p>
7.	<p>Treatment Plan</p> <p>a) Needs Assessment (KW)</p> <p>b) Planning Grids (SB)</p>	<p>KW tabled 'Draft Key Messages emerging from the Needs Assessment'</p> <p>Item no. 3: RC flagged up an opportunity for non-PDUs and what could be seen as successful completions for this group</p> <p>Getting first drafts together. Will be an integrated plan with the Prison. Also recently had some information re female estate and women prisoners ie how many women going into prison from Bristol and if they are returning to Bristol on release. Now need to set proper outcomes. Focus is about turning the system around and delivering a recovery-focused treatment system. MH would like to be involved in the women agenda.</p>
8.	NTA Half-Year Review Feedback	Letter circulated for information, discussions ongoing between NTA and Safer Bristol.
9.	UFO Update (SB)	<p>General comment that UFO attendance at groups is under-reported.</p> <p>Action 12: SB to discuss with Martin Siddorn the possibility of an Annual Report</p>
10.	Safeguarding Plan (SB)	<p>2 documents tabled a) Safeguarding Update paper b) chart of progress to date</p> <p>Agreed & Action 13: Formation of new group, lead officer PA.</p>
11.	Update from Strategic	MH: Despite £1.2m cut, this will not affect Probation's contribution to the Partnership budget, and Probation will also

	Partners	<p>sustain contribution to IMPACT</p> <p>AW: Supporting People will continue to fund to the same level all accommodation and floating support drug and alcohol services for 2011/12</p> <p>SB: busy with Treatment Plan and re-structuring</p> <p>BC: a) there are 4 Public Health white papers out for consultation. BC via WS will provide the links regarding the Commissioning, and Framework white papers. b) PCT budget: 1.5% cut across all PCT budgets. Action 14: SB to note impact on Partnership budget</p>
12.	AOB: Structured Day Care Contract (SB)	<p>SB tabled Structured Day Care Contract Update</p> <p>Agreed:</p> <ul style="list-style-type: none"> • The disaggregation of the current contract and vary existing contracts for 1 year to include structured day care as currently delivered • Support the redesign and re-specification of recovery-focused day services to be included in 2011/12 Treatment Plan

Summary of Action Points		
Action Point	By Whom	By when
Action 1: PA to circulate Planned Exits Action Plan on completion	PA	Next meeting
Action 2: Waiting Times to be incorporated into Risk Register	KW	March
Action 3: Waiting Times: set up a small sub-group, SB to discuss with Robin Scott	SB	Next meeting
Action 4: Waiting Times: bring an Improvement Plan to March JCG for the Criminal Justice block	KW	March
Action 5: Calendar of Actions – behavioural competency framework implementation: obtain an update from PA	SB	Next meeting
Action 6: Calendar of Actions – DRRs: report back in March	SB	March
Action 7: Calendar of Actions – Blood Borne Virus Testing: bring a short report to March JCG	SB	March
Action 8: Performance Management Framework: to assess Score Card and include aggregated information	KW	March
Action 9: Placements Budget: VFM, benchmarking versus outcomes	SB	Next meeting
Action 10: Placements Budget: Needs Assessment discussion	SB/RC	Next meeting
Action 11: Placements Budget: make enquiries for Public Health trainee to carry out research 2012/13 on successful outcomes	BC	Next meeting

Action 12: UFO: discuss the possibility of an Annual Report with Martin Siddorn	SB	Next meeting
Action 13: Safeguarding Plan: form a new group, lead officer PA	PA/SB	Next meeting
Action 14: To note impact of PCT budget on Partnership budget	SB	Next meeting

Next Meeting		
Date	Time	Location
Friday 25th February 2011	9.30am – 12.00pm	Safer Bristol, Princess House