



MINUTES OF MEETING
Joint Commissioning Group
Date: 29/7/2011
Princess House

Attendees

Name	Name
Rick Palmer (RP) – Safer Bristol (Chair)	Robin Scott (RS) A&S Probation Trust
Pete Anderson (PA) – Safer Bristol	Ann Wardle (AW) – Health & Social Care – Supporting People
Sue Bandcroft (SB) – Safer Bristol	
Richard Chidwick (RC) – NTA	
Barbara Coleman (BC) – NHS Bristol	
Fran Bellamy (FB) - UFO	Veronica Shorttle– Safer Bristol (minute-taker)
Kath Williams (KW) – Safer Bristol	

Apologies

Sid Guiver (SG) – UFO	Catherine Wevill (CW) – H&SC
Tony Meecham – HMP Bristol	Marilyn Harrison (MaH) – Avon & Somerset Probation Trust
Mike Harris (MH) Avon & Somerset Constabulary	

Minutes and Matters arising from last meeting

The minutes of 27 May 2011 were agreed as a true and accurate record of the meeting.

Review of action points

- 1) Representation on this group by Catherine Wevill, RP followed up, Alison Comley will discuss with Netta Meadows, Service Manager Strategic Planning & Commissioning HSC. C/F next meeting. **Action 1RP**
- 2) Public Health Trainee: **ACTION 2 B/F September JCG for update from BC**
- 3) UFO Annual Report: **ACTION 3 B/F agenda item September JCG**
- 4) HBV vaccinations on agenda in performance update by KW. BC to meet with Health Protection Agency to discuss dry blood spot testing and if lab can do tests, in Bristol rather than send to Collingdale **Action 4 BC** update.
- 5) Segmentation/GP practices, every surgery has gone through process of streaming clients only one practice not agreed, BC visiting today. C/f for 6 months time, bring back update report.
- 6) Safeguarding Plan, priorities within CYPS has delayed progress on the protocol, **Action 5 PA B/F September agenda**. Childcare scheme now started.
- 7) Action complete. Agenda item 5.
- 8) Workforce Audit 2010 report – completed.
- 9) Successful Discharges from Structured Treatment System – completed.
- 10) Performance – to include criminal justice in effective treatment data, KW/PA met with Michael Dunn to look at CJIT data in theseus. SB Prisons will be included in NDTMS from the beginning of April next year, therefore this will impact on data on

continuity of care when more clients go to leave prison. Benji Tonge appointed CJIT Manager.

- 11) NTA Audit – agenda item 3
- 12) Transitional funding for Shared Care – agenda item 4
- 13) SMART – agenda item 8
- 14) Prison IDTS – follow up report **Action 6 TM/SB September JCG.**
- 15) 2011/12 Treatment Plan Part 1 to go to Safer Bristol executive Board August 11
- 16) Equalities Snapshot report – agenda item 6.
- 17) Equalities Impact Assessment – KW met with RT to discuss monitoring diversity and agreed set of reports to be run from theseus. Completed.
- 18) B/F Equalities Impact Assessment to JCG every 4 months to monitor progress. 4-monthly agenda item: September JCGG, Jan 2012, May 2012 ongoing.
- 19) ATRs – agenda item 7.
- 20) Availability of Q1, Q2,Q3,Q4 data – RC to forward dates to WS, **Action 7 RC.**
- 21) Circulate briefing paper – ARA Structured Day Care – completed.

Agenda Items		
Item No	Agenda Item:	Details
3a)	Budget Update (PB)	Paper presented by SB. Non-recurring budget risks around legal costs for CJIT contract.
3b(i)	Bristol Drug Treatment Performance Score Card	<p>KW talked through the Q1 Partnership report. It was agreed that it would be useful to look at the IMPACT cohort engaged in structured treatment, outside of the performance overview.</p> <p>Agency expectation of successful completions differs from the overall treatment system exits and the NTA have been have asked to provide more detail on these client records to review what's happening</p> <p>TOPS compliance shows a sustained improvement.</p> <p>KW flagged that with changes in the recording of waiting times the Q3 data may show increased waits for treatment.</p> <p>Further work is needed to improve hepatitis vaccinations. It was agreed that this will be a key piece of work for the Harm Reduction Officer once recruited. Action 8 RC check with NTA report.</p>
3b(ii)	Key Priorities for 2011/12 Adult Drug Treatment Plan	<p>Paper tabled and progress against priorities in Treatment Plan was given RAG colour rating.</p> <p><u>Priority</u></p> <ol style="list-style-type: none"> 1. A lot of services still are in transition, plans agreed but not yet fully operational, BSDAS delivery not yet in place. Rated amber 2. PA targets set – not yet significant improvement.

		<p>RP good to know where we are – bench mark. Rated Amber.</p> <ol style="list-style-type: none"> 3. Low numbers of NOCUSs slight improvement 4.7% now 5.2% no target for end of year. SB The task group has agreed a number of interventions to improve performance. MMcN is exploring use of surveys to see what sort of help is needed. Rated amber. Action 8 SB report to September JCG on NOCU Task Group. Item 3 / 4 of plan are linked. 4. Rated amber. 5. New model – successful? Rated amber. 6. SB working with providers to redesign service including length of programmes and develop service specification. . Amber 7. Compliance not reached 100% but good progress. Rated amber. 8. Breaking the Cycle no information available: Rated red. Action 9 TM update to September JCG. 9. Residential rehab work ongoing, ARA detail to be ironed out by 1/8/11.SB budget for next years cuts not confirmed, RP budget cuts influence confidence levels. SB take away SP looking at working with housing associations/private landlords. Rated amber. 10. Rated red. 11. Rated red.
3b (iii)	Exception Reports NTA Audit	<p>Presentation from RC on presenting his initial findings of the audit he has been working on. The final report will go to the NTA 19/08/11, JCG to agree action plan to implement recommendation. Action 10 RC Send out presentation to group.</p>
4.	Transitional Funding for Shared Care- Proposal.	<p>Paper by BC asking for funding for a DLW post in BDP to carry out STARS assessments, TOP reviews, streaming and provide support/training to GPs in the use of Theseus. BC concerned if post not funded there will be a problem with statistics. SB issue of how will they then manage after the post has finished? When a GP agrees to see a patient forms have already been filled in. KW GPs review TOPs how to get into stream if not already in STAR/TOPs. Action 11 SB delegate to SB to discuss with BDP and authorised by JCG to agree funding of job if necessary.</p>
5.	Waiting Times report	<p>Paper presented by SB, official figures show that it is ok but anecdotal evidence suggests there are problems, we know this could be a recording issue. The proposals were discussed as priorities and agreed by the JCG members. It was noted that when the changes are implemented this will have an impact on our waiting times figures. KW Suggested reviewing the impact on equalities characteristics equality impact assessment use screening tool.</p>

		Action 12 SB To complete high level equalities impact assessment.
6.	Diversity and Equality Snapshot Audit 2010 Report	Report produced by RT, all agencies were asked to join. Overall a BME over represented in treatment system. BC report is a starting point to show fulfilling responsibilities. Action 13 RT to report to TTG. RP confidence levels around this piece of work – what happens to it? Meeting noted contents.
7.	Alcohol Treatment Requirements - update	Presented by RS on behalf of Marilyn Harrison. Aim of paper to update JCG on progress of ATRs in Bristol. Progress was noted, the request to prioritise ATR clients had been agreed in agenda item 5.
8.	SMART programme update	The SMART Recovery UK (SRUK) Model is progressing fast and very positive, Richard Phillips, Head of SMART UK, always refers to the Bristol Model, in national presentations so this is good publicity for Bristol. Two SMART Group sessions on the 25/8/11 are fully booked. Action 14 SB set another date. RP In the next six months report we would want to see how the project impacts on our outcomes. BC Is there a way to evaluate programme? Action 15 RC Look at outcomes post discharge.
9.	Update from Strategic Partners	BC The new PCT cluster (Bristol, S.Glos & N.Somerset) have made more appointments at director level: Commissioning and Delivery - Louise Tranmer Commissioning and OD - Roger Pedley Strategic Planning - David Tappin Deborah Hayman – Interim Director of Quality and Governance Mark Orchard - Director of Finance Madeleins Vaughan - Director of Human Resources Dr Andrew Havers - Medical Director 3 local directors - for Bristol - Jill Shepherd RS Impact IOM conference ACC John Long gave a presentation. C.I. Steve Blackburn Police is taking on Mike Harris's role on behalf of Avon & Somerset Constabulary. RP Impact phase 2 dangerous offenders included in cohort.
11.	AOB	Gateway letter –Commissioning prison based substance misuse services 2011/12 – JCG agreed to carry on with timetable agreed at May JCG with Kate Pearce from NHS Bristol leading.

Summary of Action Points

Action Point	By Whom	By when
Action 1: RP waiting to hear back from Netta Meadows about representation on this group.	RP	By next meeting
Action 2: Public Health Trainee update	BC	September JCG
Action 3: UFO Annual Report – agenda item	PM/SB	September JCG
Action 4: Dry blood spot testing - update	BC	September JCG

Action 5: Safeguarding Plan – protocol paper	PA	September JCG
Action 6: Prison IDTS – follow up report	TM/SB	September JCG
Action 7: RC to forward dates to WS of availability of Q1, Q2, Q3 and Q4 data, SB/WS to review schedule and circulate 2012/13 meeting dates to JCG.	RC	September JCG
Action 8: SB report to September JCG on NOCU Task Group.	SB	September JCG
Action 9: Adult Treatment Plan, Breaking the Cycle no information rated red, TM to update.	TM	September JCG
Action 10: NTA audit presentation RC to send out.	RC	By next meeting
Action 11: Funding of DLW post in BDP, SB to follow up and action.	SB	Bfore next meeting
Action 12:Waiting Times Report – High Level Equalities Impact Assessment SB to follow up	SB	September JCG
Action 13: Diversity and Equality Snapshot Audit 2010 Report, RT to take to TTG	RT	Next TTG Mtg
Action 14: SMART Programme training set another date.	SB	ASAP
Action 15:SMART Recovery RC to look at outcomes post discharge	RC	September JCG
Next Meeting		
Date	Time	Location
Friday 26th August 2011 NB: If the data publication is delayed from NTA then meeting will be cancelled.	9.30am – 11.00pm single issue item on Q1 Performance	Licensing Room, Safer Bristol, Princess House

