



MINUTES OF MEETING
Joint Commissioning Group
Date: 30/9/2011
Princess House

Attendees	
Name	Name
Pete Anderson (PA), Acting Chair – Safer Bristol	Mark McNally (MMcN) – Safer Bristol (left 10-30am)
Marilyn Harrison (MaH) – Avon & Somerset Probation Trust	Joe James – UFO
Sue Bandcroft (SB) – Safer Bristol	Rob Logan (RL) – Supporting People Team
Richard Chidwick (RC) – NTA	Paula French (PF) – Mental Health commissioner – H&SC (left 1115hrs) [sub for Catherine Wevill]
Barbara Coleman (BC) – NHS Bristol	Pauline Batchelor (PB) – Finance – Neighbourhoods
Fran Bellamy (FB) - UFO	Helen Pitches (HP) – Safer Bristol MINUTES
Kath Williams (KW) – Safer Bristol (left 1115hrs)	
Apologies	
Tony Meecham – HMP Bristol	Rick Palmer (RP) – Safer Bristol (Chair)
Minutes and Matters arising from last meeting	
The minutes of 29 July 2011 were agreed as a true and accurate record of the meeting.	
Review of action points	
<ol style="list-style-type: none"> 1) Complete 2) Trainee in post – working on Tier 4 effectiveness research – update given. 3) UFO Annual Report: Action 1: b/f agenda item November JCG 4) Update given – BC in continued communication with Health Protection Agency on this. 5) Safeguarding Plan – on agenda. 6) Shared Care segmentation – b/f for Feb 2012 7) Action complete. 8) Complete – on Agenda. 9) Action 2: TM to do paper for November JCG 10) Complete 11) Complete 12) Discuss at TTG 	

- 13) Complete – RT starting work on ensuring services are compliant with new Equalities legislation
 14) Complete
 15) Outcome measures for SMART programme – **Action 3: KW to consider methodology for potential research. Action 4: BC proposal for PhD student.**

Agenda Items		
Item No	Agenda Item:	Details
6.	NOCU Task Group update: Increasing access to treatment services to non opiate users	MMcN presented paper: <ul style="list-style-type: none"> • BC suggestion that BSDAS service be located at the University rather than Colston Fort. • RC – definition of successful completion – self reported (TOP) free from use of initial primary presenting problematic drug. • KW – would be useful to model when we should expect to see improvement in figures as a result of current actions in order to track progress or not. • RC – identifying Non-opiate users currently in treatment and improving their outcomes would improve overall outcomes more speedily than encouraging new clients into new services. • MMcN will incorporate the suggestions into the work on NOCUs
3.	Standing Items: a) Budget Update	a) PB presented financial information: <ul style="list-style-type: none"> • savings as a result of salary savings through restructure process. • forecast to spend Residential Rehab spot purchase budget. • £500k non-recurring fund for non-opiate users tender process – discussion about possible use of 'Payment By Results' – agreed not appropriate with this tender. • SMART implementation – will spend all • commissioned services – will spend all • DIP - will spend all • Underspend from last year identified for unexpected bills that have been received in year. <p>Internal audit looking at commissioning process of services within Safer Bristol. The audit will focus on the drugs commissioning. SB will report back when further information known.</p>

	<p>b) Performance Update</p> <p>i) NTA DOMES Report</p> <p>ii) Exception Reports</p> <p>iii) NTA Audit</p>	<p>b) i) RC presented DOMES report:</p> <ul style="list-style-type: none"> • Bristol doing well against the national average in most domains – particularly well above national average for successful completions (due to high complexity factors of service users). • non – opiate users successful completions – below national average. <p>New VFM guidance for new VFM tool soon to be released by NTA.</p> <p>ii) KW presented local Performance reports:</p> <ul style="list-style-type: none"> • TOPS compliance at 80% - NB this is in line with NTAs targets but not achieving local 90% target. • Hep C – issues with regard to performance in this area need to be addressed. This will be taken forward when the Harm Reduction Officer is appointed. • Services now happy with performance reports <p>iii) RC presented report:</p> <ul style="list-style-type: none"> • Safer Bristol now has ownership of report and can use to inform Needs Assessment and Treatment Plan. • No formal response required by RC • Audit will feed into Needs Assessment • Action 5: RC to circulate final report and SB to produce action plan in response to key findings.
4.	KWADS	<p>HP presented report:</p> <ul style="list-style-type: none"> • MH suggested ensuring links with IMPACT team • Budget breakdown requested • Detail required on outcomes that services are achieving and working towards. • Info requested on demographics and referral location – • Action 6: Above information to be sought by HP and included within next update report <p>JCG agreed to fund until March 2012</p>

5.	Safeguarding Plan Update	Update from SB: <ul style="list-style-type: none"> • Several case reviews in progress at present – will be reviewing Baby Z actions to ensure implementation plan has been actioned by services. • Workforce development/training plan to look at safeguarding needs – Action 7: Involve UFO Women's Groups and Jackie Mathers (PCT Safeguarding Lead) in creation of training plan
7.	Supporting People	SB and RL updated meeting on current discussions and options: <ul style="list-style-type: none"> • Level of SP grant being decided by Cabinet – possible decision 29th September 2011. • Consultation exercise on level of SP grant will be required with key stakeholders. Action 8: Agenda item for November meeting
11.	AOB	NTA – Needs assessment data has been published.

Summary of Action Points		
Action Point	By Whom	By when
Action 1: UFO Annual Report	SB	November JCG
Action 2: Paper on Prison IDTS	SB/TM	November JCG
Action 3: Outcome measures for SMART programme – consider method for research/evaluation of this	KW	November JCG
Action 4: Outcome measures for SMART programme – proposal for PHD study	BC	November JCG
Action 5: RC to circulate final report, SB to produce action plan in response to key findings.	RC/SB	October 2011
Action 6: Carers service update paper with additional Information.	HP	January JCG 2012
Action 7: Involve UFO Women's Groups and Jackie Mathers in creation of training plan	SB	October 2011
Action 8: Supporting People update: Agenda item for November meeting	SB	November JCG
Next Meeting		
Date	Time	Location
Friday 25 th November 2011	9.30am – 12.00pm	Meeting Room 2 (formerly Licensing Room), Safer Bristol, Princess House