



MINUTES OF MEETING
Joint Commissioning Group
Date: 27/5/2011
Princess House

Attendees	
Name	Name
Rick Palmer (RP) – Safer Bristol (Chair)	Mike Harris (MH) – Avon & Somerset Constabulary
Pete Anderson (PA) – Safer Bristol	Marilyn Harrison (MaH) – Avon & Somerset Probation Trust
Sue Bandcroft (SB) – Safer Bristol	Tony Meecham (TM – HMP Bristol
Richard Chidwick (RC) – NTA	Paul Moores (PM) – Safer Bristol – item 5
Barbara Coleman (BC) – NHS Bristol	Russell Thomas (RT) – Safer Bristol – item 7
Fran Bellamy (FB) - UFO	Wendy Shearman – Safer Bristol (minute-taker)
Sid Guiver (SG) - UFO	
Apologies	
Kevin Lock (KL) - Finance	Catherine Wevill (CW) – H&SC ACTION 1: RP to write to Alison Comley re. CW representation on this group
Ann Wardle (AW) – Health & Social Care – Supporting People	Kath Williams (KW) – Safer Bristol
Minutes and Matters arising from last meeting	
The minutes of 25 March 2011 were agreed as a true and accurate record of the meeting.	
Review of action points	
<ol style="list-style-type: none"> 1) Public Health Trainee: BC updated, it is in train and hope to have in place before September. Action completed. ACTION 2 B/F September JCG for update 2) UFO Annual Report: SB has spoken to PM, UFO are working on an Annual Report. Action completed. ACTION 3 B/F agenda item September JCG 3) Report on non-recurring funding and proposed spend: item on agenda 4) & 5) HBV vaccinations/Dry blood spot testing: Some issues around resources. ACTION 4 B/F proposal of the way forward for July JCG 6) Update on segmentation/GP Practices: Action completed, this has led to one practice giving notice. ACTION 5 BC to update July JCG 7) Theseus' capability to flag up if someone is in recovery/stabilisation and needs immediate support: A regular attribute proposed to be used across all services is to be piloted. Action completed. 8) Update on BBV within Performance Management Framework: Completed 9) Safeguarding Plan: Martin Siddorn leading and is engaged with CYPS. Draft revised policy will be ready by end June. ACTION 6 B/F protocol paper July JCG 9) SMART: Item on agenda 10) Circulate Waiting Times figures: ARA have 18 people waiting and 20 people 	

pending. AOB paper 'Service redesign: ARA Structured Day Care and Tier 4 residential rehabilitation services' will be discussed later. BDP did have a waiting list but at last meeting agreed some of the resources will be moved into Structured Day Care and BDP will commence an additional Harm Reduction Structured Day Care. Once AOB paper implemented (tabled under agenda item 11) this issue should start to resolve itself. **ACTION 7 B/F report July JCG**

11) Workforce Audit 2010 Report: Training now included in report. Action completed

12) Workforce Audit 2010 Report – comments requested by PA: Action completed.

ACTION 8 PA to clarify that Report has been circulated to agencies

Agenda Items		
Item No	Agenda Item:	Details
3a)	Budget Update (RP)	This budget report is end of year not Year To Date. No issues to single out. As alcohol not included, BC welcome to bring an annual budget spend to the meeting.
3b)	Performance Update (PA) (i) Bristol Drug Treatment Performance Scorecard, and (ii) End of Year	<p><u>Headlines:</u></p> <ul style="list-style-type: none"> • 3b(i) in addition to the Bristol-wide template, templates have been created for the agencies as it is useful for them to see their performance • 3b(ii) Local Performance Management Summary 2010/11 - good news particularly around successful completions, PDUs and TOPS • Treatment system successful completions [3b(ii) Section 3 and NTA report] - original target was to get into the second quartile, target was 8.5%, and 9.4% has been achieved so there is significant progress into the gold zone • Successful Completions in Agency-Performance against Trajectory [3b(ii) Section 4] – on target, monthly average is slightly above the average • Successful Discharges from the Structured Treatment System [3b(i) Section 5]: well below target. SB requested proxy baseline, ACTION 9 RC to do some benchmarking data • MaH flagged up that criminal justice in effective treatment is not included at the moment, SB commented the data lies in CJIT, Prison and IMPACT, KW is working on this. MaH raised how DRRs are recorded and included in the Scorecard. ACTION 10 PA to co-ordinate a discussion between the relevant people to move this forward • TOPS Compliance – performance against agency trajectory [3b(i) Section 7] - moving significantly in the right direction • Valid Waiting Times [3b(ii) Section 6] – green • Harm reduction and healthcare indicators [3b(ii) Section 7] – above 90% but red as target set at 100% • BC flagged up that Matt Hickman has done a lot of work around HepC and, to share this more widely across Bristol and raise the profile, he has put together an agenda for a two hour session in September including BDP workers, GPs, BCC, NHS, liver consultants, HPA (Isobel Oliver),

	(iii) Exception reports (iv) NTA Audit	<p>etc. Details will be circulated shortly.</p> <p>None</p> <ul style="list-style-type: none"> A discussion will be held outside this meeting <p>ACTION 11 RP to catch up with RC</p>
4.	Non-recurring funding and proposed spend (SB)	<ul style="list-style-type: none"> This paper details the provisional non-recurring funding available and proposes possible use of the funding 2011/12 non-recurring budget total is £1,681,000, the majority of this budget is from underspends in budgets before April 2010 that have been held as a contingency pot to provide a 'buffer' against expected cuts in funding. Fortunately Bristol has received the same level (and in some cases an increase) in the funding, which means the non-recurring budget is available to spend this year. SB outlined the proposed broad allocations SB will discuss with Procurement to ensure Financial Regulations are adhered to <p>AGREED: JCG agreed to support the proposals</p> <p>Re reporting (2) next JCG, significant risk is around proposal for £500k. Need assurance through Procurement that it is do-able. Have to work within Financial Regulations to deliver it. BC raised BDP request for additional funding for Drug Liaison Workers.</p> <p>ACTION 12 BC to bring paper on pressures on Shared Care for July JCG</p>
5.	SMART programme in Bristol (PM)	<ul style="list-style-type: none"> PM gave a presentation on SMART and the planned implementation in Bristol Training likely to be rolled out August and September 2011 TM to explore how it works within Bristol Prison The measure of progress in terms of outcomes will be reflected in the step change in our performance To ensure the quality of the champions/facilitators and to ensure critical mass is coming through, there is a development post within the new Safer Bristol structure and work is embedded within this post to work with providers <p>ACTION 13 update on progress at July JCG</p>
6.	Prison IDTS Update (TM/SB)	<p>The purpose of the paper is to notify JCG about:</p> <ul style="list-style-type: none"> the transfer of funding for substance misuse services in prisons from the Ministry of Justice to the Department of Health from April 2011, and a paper which is being taken to NHS Bristol's Senior Management Team requesting permission to novate the existing contract between the Ministry of Justice and Avon & Wiltshire Partnership Trust (AWP) to NHS Bristol and AWP as soon as possible <p>The PCT (NHS Bristol) will be leading on a piece of work</p>

		jointly with Safer Bristol Partnership to put together a service specification and a time line around how the service will be commissioned in the future. ACTION 14 B/F follow up report for September JCG
7.	2011/12 Treatment Plan (i) Part 1 (SB) (ii) Equalities Impact Assessment (RT)	SB asked that JCG formally sign off Part 1 and reminded everyone about priorities for next year <ul style="list-style-type: none"> • SB to add in value for money • ACTION 15: 2011/12 Treatment Plan Part 1 to go to Safer Bristol Executive Board August 2011 AGREED: RP/MaH to sign off Part 1 [RT tabled Equality Action Plan 2011-12] The purpose of the Briefing Paper is to reach agreement on the proposed equality and diversity actions of the Equalities Action Plan generated by the Equality Impact Assessment of the 2011/12 Treatment Plan <ul style="list-style-type: none"> • With the Treatment Plan and Needs Assessment RT has put together an Equalities Impact Assessment (EqIA) • Drawn together for the first time an EqIA that includes all 8 public sector duty strands (disability, age, pregnancy & maternity, sexual orientation, religion and belief, transgender, ethnicity, and gender) ACTION 16: RT to incorporate the following amendments to the Equality Action Plan: <ol style="list-style-type: none"> i) Page 4 substitute 'Plan to' with 'Improve monitoring ...' ii) 7(ii) 'Who is responsible' column – RT to include names ACTION 17: RT to link up with KW regarding Performance Framework ACTION 18: B/F EqIA to JCG every 4 months to monitor progress (September 2011, January 2012, May 2012 and ongoing) AGREED: <ol style="list-style-type: none"> i) to embed in performance monitoring ii) to attach to Treatment Plan
8.	July 4 th Recovery Conference (SB)	<ul style="list-style-type: none"> • This is to be a recovery-focused, showcase event • Speakers to include: Mark Gilman 'Mr Recovery' (NTA), John Long who is setting up a recovery community in Bristol, Phil Harris, working with Families and Carers expert and Richard Phillips (SMART).
9.	Update from Strategic Partners	MaH: i) New Probation National Standards 2011 have been launched which focus on outcomes. In real terms it means that instead of targeting how many times you see someone, the focus is instead on what the effect is of seeing someone, which is a really positive step. MaH will keep JCG updated.

		<p>ii) MaH spoke about the introduction of Alcohol Treatment Requirement Community Orders and expressed concern about accessing the required level of structured treatment in a timely manner ACTION 19 MaH to bring a paper for information on ATRs to July JCG</p> <p>BC: i) PCT has formed a new cluster of PCTs (Bristol, North Somerset and South Gloucestershire) wef c1/6/11. Deborah Evans has been appointed CX of that cluster, the Chair is the former chair of North Somerset PCT, the directors of the PCT will now be appointed. Each PCT still exists until 2013. For Public Health we are presuming the pause and listening exercise will not stop Public Health coming into the LA. ii) have received a letter from a GP surgery very critical of our current commissioning systems around alcohol services, we have drafted a robust response to be sent out today.</p> <p>RC: current pause causing NTA some delay in transition into Public Health, nothing to report</p>
10.	Dates of future meetings - proposal to move bi-monthly (RP)	<p>AGREED.</p> <p>ACTION 20:</p> <p>i) RC to forward dates of availability of Q1, Q2, Q3 and Q4 data to WS, SB/WS to review schedule and circulate 2011-2013 meetings dates to JCG</p> <p>ii) next meeting will be July</p> <p>iii) retain August JCG which will be a single agenda item meeting on Q1 Performance, duration 1 hour</p>
11.	AOB - Briefing paper on Service Redesign: ARA Structured Day Care and Tier 4 residential rehabilitation services (SB)	<p>(SB tabled Briefing Paper – ACTION 21 WS to circulate with minutes)</p> <p>The purpose of the report is to seek JCG support for the structured day and residential programmes re-design in order to make maximum use of Supporting People funded accommodation, 18 places for Bristol residents and increase the numbers successfully completing treatment, achieving and sustaining recovery and successfully exiting the treatment system drug free.]</p> <p>AGREED TO PROPOSALS FOR :</p> <ul style="list-style-type: none"> • ceasing Tier 4 services • shifting resource into structured day care • working towards shortened length of programme and increasing throughput and numbers successfully completing drug free • no help line

Summary of Action Points		
Action Point	By Whom	By when
Action 1: Write to Alison Comley re Catherine Wevill's 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: HBV vaccinations/Dry blood spot testing - proposal of the way forward	SB/KW	July JCG

Action 5: Update on segmentation/GP practices	BC	July JCG
Action 6: Safeguarding Plan – protocol paper	MS/SB	July JCG
Action 7: Waiting Times - report	SB	July JCG
Action 8: Workforce Audit 2010 Report – clarify report has been circulated to agencies	PA	Next meeting
Action 9: Successful Discharges from the Structured Treatment System – provide SB with some bench-marking data	RC	By next meeting
Action 10: Performance - to co-ordinate a discussion between the relevant people to move forward the inclusion of criminal justice in effective treatment data	PA	By next meeting
Action 11: NTA Audit – catch-up	RP/RC	By next meeting
Action 12: Pressures on Shared Care - paper	BC	July JCG
Action 13: SMART programme in Bristol – update on progress	PM	July JCG
Action 14: Prison IDTS - follow-up report	TM/SB	September JCG
Action 15: 2011/12 Treatment Plan Part 1 to go to Safer Bristol Executive Board August 2011	RP/WS	August 2011
Action 16: Equality Action Plan amendments to be incorporated	RT	ASAP
Action 17: Equalities Impact Assessment - link up with Performance Framework	RT/KW	ASAP
Action 18: B/F Equalities Impact Assessment to JCG every 4 months to monitor progress	RT/SB	JCG 4-monthly agenda item: September JCG January 2012 JCG May 2012 JCG Ongoing
Action 19: ATRs – paper for information	MaH	July JCG
Action 20: Future meeting dates i) 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 ii) retain July JCG, August JCG to be a single agenda item meeting on Q1 Performance, duration 1 hour	RC/SB/WS	By next meeting
Action 21: Circulate Briefing paper on Service Redesign - ARA Structured Day Care and Tier 4 residential rehabilitation services	WS	Circulate with May 2011 Minutes

Next Meeting		
Date	Time	Location
Friday 29th July 2011	9.30am – 12.00pm	Licensing Room, Safer Bristol, Princess House