

SET Drug & Alcohol Partnership

Approved SETDAP Minutes

Date, 27th April 2023 – 10:00-12:00

Author, Gemma Louth (GL), Secretariat (Business Support Officer, Thurrock Council)

Membership

Attended	Lucy Wightman (LW) Chair – Director of Public Health, Essex County Council Krishna Ramkhelawon (KR) Vice Chair – Director of Public Health, Southend City Council Ben Hughes (BH) – Head of Wellbeing and Public Health, Essex County Council David Messam (DM) – Head of Probation Delivery Unit - Essex North, HM Prison & Probation Service Dr Jo Broadbent (JB) – Director of Public Health, Thurrock Council Greg Myddelton (GM) – Strategic Head of Partnerships and Delivery, Essex Police Fire Crime Commission Helen Forster (HF) – Strategic Lead – Public Health, Thurrock Council Jeff Banks (JB) – Director of Strategic Partnerships, MSE ICS Laurence Hickmott (LH) – Programme Director, Essex Recovery Foundation Martin Lucas (ML) – Head of South Essex PDU, HM Prison & Probation Service Michelle Cunningham (MC) – Thurrock Community Safety Partnership Manager, Thurrock Council Philip Gregory (PG) – Senior Public Health Programme Manager, Thurrock Council Richard Meads (RM) – Service Manager, Children’s Services, Southend City Council Sharna Allen (SA) – Lead Commissioner for Prevention, Southend City Council Shaun Cook (SC) – Senior Analyst, Essex County Council
Apologies	Clare Moore (CM) – Strategic Lead, YOS & Prevention, Thurrock Council Dave Cope (DC) – Essex Service Lead, Department for Work & Pensions Ian Tomkins (IT) – Partnerships & Health Equity, Herts and West Essex ICB Jamie Pennycott (JP) – Drug & Alcohol Commissioning Officer, Southend City Council Laura Taylor-Green (LTG) – Director, North East Essex Alliance Paul Secker (PS) – Director of Safeguarding & Quality Assurance, Essex County Council Peter Devlin (PD) – Director of Adult Services for Mental Health, Essex County Council
Non-Attendance	Benedict Leigh (BL) – Caroline McCarron (CM) – Assistant Director, NHS Alliance
Guests	None

1. Welcome, introductions and apologies

Members were welcomed, introductions and apologies were noted.

2. Group Purpose, function recap and new arrangements

LW summarised the purpose of the group, Southend, Essex and Thurrock have joined together to form the SETDAP board (Southend, Essex & Thurrock Drug and Alcohol Partnership). This will allow the three Local Authorities to combine expertise and pull together plans around the newly implemented 10-year national combatting drug and alcohol strategy.

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The purpose, principles, aims and objectives from the three separate local authorities national drug strategy have been combined and have identified the three streams that need to address tackling supply, building treatment, and reducing demand; each of the three streams draw heavily on the principles that are addressed in the national drug strategy. Roles and responsibilities for members of this partnership have been clearly defined in the joint Terms of Reference. The Meeting will be chaired by the nominated Senior Responsible Officer (SRO). The Three DPHs KR, JB and LW have agreed between them that there is a process by which each DPH will hold the Chair for a year with a with another SRO being a vice chair on an annual rotation. LW will chair for the first year.

Secretariate will be provided by the Business Support officer from Thurrock, who will work with Partnership leads BH, SA, and HF to coordinate papers and delivery of actions through associated workstreams. Partnership leads will also agree agendas with the residing chair.

SC from Essex County Council will provide data coordination on behalf of all three local authorities.

LH from the Essex Recovery Foundation will provide the lived experience on behalf of all three local authorities.

Local Operational groups within the three local authorities will remain in place and will feed back on progress via the Partnership Leads to SETDAP.

3. New Terms of Reference change requests

BH presented the draft Terms of Reference. The following changes are to be made to the joint terms of reference; all have been agreed by the present members:

- KR requested that the partnership board be renamed to Southend, Essex & Thurrock Drug & Alcohol Partnership Board (SETDAP), with Southend, Essex and Thurrock being specifically abbreviated to SET
- To amend ToR to specify that the meeting is to be hosted and led by the chair of the meeting, to reduce the need for changing annually
- If Thurrock are unable to supply Secretariat, the chair of the meeting will identify a resource within their local authority

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- Where relevant, wording to be changed to reporting to ‘respective Health & Wellbeing Boards’
- Combine paragraphs on page 6 regarding drug and alcohol strategy’s, to highlight a high-level strategy
- Quoracy was agreed to include at a minimum, the three SROs or their selected representatives, Police, Probation & NHS members
- Each Local Authority will continue to run local operational groups

4. Proposed governance and decision making

SA presented a paper on the proposed governance arrangements. The following changes to governance and decision-making arrangements have been proposed, all have been agreed by the present members:

- Essex Recovery Foundation will support with embedding user engagement into priority development
- Task & Finish groups to report locally and will feed shared decisions up via operational groups, which will in turn report up to the SETDAP for oversight and ratification
- Additional local decision making will require a partnership lead plus operational members to ensure that shared objectives are met, and budgets are maximised
- Operational groups to meet at least two weeks before the SETDAP
- Request to align three local authorities operational group ToR to one singular version to allow for reporting and financial sharing, (whilst allowing for local variations)
- Shared data and reporting lead to be taken on by SC & LH
- Partnership Leads to support Chair when collating agenda
- Standing agenda items will be required to allow for local updates
- SET highlight report with local recommendations / roadblocks to be compiled by Partnership leads and shared at each meeting
- Agreed that a SET highlight report will also be shared with to individual Health and Wellbeing Boards, Community Safety Boards / Partnerships, Violence & Vulnerability Board, Safer Essex Partnership, Domestic Abuse partnership, etc. (full list to be compiled) with appendices added with key local information noted

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- To collate a central list of who attends the above noted boards, to ensure that papers are distributed, and updates are given when required

JB highlighted that it is important to note that Thurrock Council are currently under a Section 114 Expenditure control process and Government directions, requiring additional financial scrutiny. This will have an impact on processes for decision making around delivery and spend.

5. Outcome Framework, local data and target setting

SC delivered a presentation given to members detailing core local trend data. To note, this presentation is for internal use only and not to be shared.

- Request to have individual targets as a dotted line on graphs to show performance vs targets
- A National update as to how data is collated will start around August/ September 2023 to reflect service users showing substantial progress if they qualify for any of the following categories during the reporting period, thus showing programme effectiveness:
 - Successful completion of treatment in the latest reporting period
 - Service users no longer using their problem substances reported and are still in treatment
 - Substantial reduction in reported substance use when entering treatment
- SET data will also continue to be reported to the board using the original reporting method for a short time, to allow for a history, and for the new reporting method to be built
- Group requested to include court mandated treatment data, drug testing on arrest and crime data, Organised Crime Groups and Closure of County lines in presentation
- To also include Alcohol metrics (including Alcohol Liaison Service data)

6. Allocation of 2023/24 Budgets and opportunities

- OHID allocations are indicative for 2022-2024 following the Dame Carol Black report, with funds being confirmed annually
- Local authorities to share planning templates with board members for 2023/26
- Partnership leads to meet with LH to plan community insights for 2023/24 planning

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Forward Planning – Item to be brought to next board to review and discuss gaps around harm reduction / recommendations for needs assessments and future planning (2024/25)

7. AOB

- KR to be Vice-chair supporting LW in year 1
- KR highlighted that Southend would need to gain approval for arrangements via SETDAP through local Health and Wellbeing Board Governance
- Refreshed ToR and refreshed Outcome Framework, local data and target to be sent with draft minutes (GL)
- BH requested that members approved a joint letter to requesting a more streamlined approach to government reporting and timelines. Group agreed, and Chair and Vice-Chair to sign letter. BH to circulate draft letter for comment
- Copy of joint letter to also sent to the Director of Addiction and Inclusion - OHID, Rosanna O'Connor. Copied to Aliko Ahmed, Regional Director of Public Health