

MILTON KEYNES DRUG ACTION TEAM

Partnership Standards for DATs – Core Activities

Self-Assessment 2002 / 2003

Organisational Arrangements

Purpose

The Standard is designed to provide a basis for understanding the processes and effectiveness of arrangements at local level concerned with delivery of the National Drugs Strategy.

Method

Three MK DAT members met to discuss the **organisational arrangements** of the present DAT. As a result of discussion, an improvement plan was established, and presented to the Chair for approval. Recommendations were made to the full DAT meeting on December 2nd 2002. Changes were implemented thereafter.

6.1.1 Structure

Structure: The organisation of the DAT, which may include task and work groups, established and reviewed on a regular basis by the Chair and Co-ordinator to ensure that it delivers the DAT plan in the most cost effective way (reference paragraph 6.4.1)

Although the DAT is established, in accordance with the MK DAT Constitution, in the light of recent changes, the group felt that a full review should be carried out to ensure that the DAT has the ability to deliver the DAT plan and the National Drug Strategy on a local level.

6.1.2 DAT Meeting

The DAT holds regular review meetings to sanction new programmes and review progress in fulfilling its collective responsibility for delivering the National Drugs Strategy in the DAT Area (reference paragraph 6.3.4). Attendance at this meeting includes senior local representatives of all agencies that plan or

commission relevant services in the DAT Area (reference Section 7.6 and footnote 7). These meetings are minuted (reference paragraph 7.2.1)

The DAT meets regularly, five times a year, and is well attended. However, it was felt that representation of some member agencies was not at a sufficiently senior level, therefore some spheres vital to the DAT planning and implementation procedure, were not engaged.

6.1.3 Officers – DAT Chair

Each DAT appoints a Chair and, if necessary, a Deputy, by agreed local procedures.

The DAT has an appointed Chair and Vice-Chair in accordance with the Constitution; however, their principal roles and responsibilities are not clearly stated or understood by the DAT members.

6.1.4 Officers – DAT Co-ordinator

Each DAT appoints a Co-ordinator and, if justified and affordable, other DAT Officers.

The DAT is very fortunate in having an excellent DAT Co-ordinator; however, her areas of responsibility have increased immensely over the last eighteen months. We believe that the current and future role is beyond the capacity of one person. Serious consideration needs to be given to expanding the infrastructure capacity of the DAT, in order to support and enhance the ability of the DAT to carry out its core business.

6.1.5 DAT Members

The principal role of DAT Members is to work in partnership with others, sharing resources and commitments on behalf of the organisations that they represent. This is done with the shared goal of achieving the National Drugs Strategy and its related national and community goals (reference Section 7.6)

Many of the DAT members are engaged with the DAT and its functions. Never the less, it is felt that some are not fully conversant with the principal role and accompanying responsibility of DAT membership. This needs addressing as a matter of urgency.

6.1.6 Joint Working

The DAT shows clear progress towards establishing greater integration between its component members in the form of shared resources, activities and commitments. Included within this will be 'joint commissioning' (see Definition and paragraph 6.3.3) of services between agencies and the creation of 'pooled budgets' (see Definition).

Joint Commissioning of services between agencies and the management of the pooled budget is being effectively implemented. There is also evidence of clear progress to establishing greater integration in the form of shared resources, activities and commitments.

Chris Vallance DAT Co-ordinator
John Reeve DAT Vice Chair TVP
Geoff Snelson MKC DAT member
Ian Robinson DPAS

November 2002

MILTON KEYNES DRUG ACTION TEAM

Partnership Standards for DATs – Core Activities

Self-Assessment 2002 / 2003

Proposed Milton Keynes DAT Improvement Plan 2003

6.1 Organisational Arrangements

To address the areas of weaknesses as identified in the assessment report, in accordance with the Partnership Standard for DATs, the following actions are recommended for consideration by Milton Keynes Drug Action Team:

Recommendation One:

- 6.1.1 Structure,
- 6.1.2 DAT Meeting,

That a DAT working / focus group be established to carry out a full review of the structure, organisation, function and membership of the DAT, and the DRG's. This review will include the expansion of the DAT infrastructure. The results and recommendations to be presented discussed and agreed at a half day DAT event to be held before the next DAT meeting (February 3 2003).

Recommendation Two:

- 6.1.3 Officers – DAT Chair
- 6.1.4. Officers – DAT Co-ordinator
- 6.1.5 DAT Members

Once the revised structure has been agreed, the principal roles and responsibilities of the Chair, Vice Chair, Co-ordinator and DAT members to be produced and communicated to all members of the DAT structure and key stakeholders.

Chris Vallance	DAT Co-ordinator
John Reeve	DAT Vice Chair TVP
Geoff Snelson	MKC DAT member
Ian Robinson	DPAS

November 2002

MILTON KEYNES DRUG ACTION TEAM

Partnership Standards for DATs – Core Activities

Self Assessment 2002 / 2003

Presentation to full Dat meeting February 3rd 2003

Organisational Arrangements

Recommendation 1

That a DAT working / focus group be established to carry out a full review of the structure, organisation, function and membership of the DAT, and the DRG's. This review will include the expansion of the DAT infrastructure. The results and recommendations to be presented discussed and agreed at a half day DAT event to be held before the next DAT meeting (February 3 2003).

(Working group: Kate, John, Geoff, Kevin, Susie, Chris, and Ian)

Progress:

It has been impossible to convene a meeting on a date to suit all people named in the focus group. Kate Page, Susie Yapp, and Chris Vallance met for two days, joined by Ian Robinson and Paul Sutton on day two, to review the DAT structure. Discussions also took place with John Reeve separately.

These results are presented for discussion and approval at the DAT meeting today.

Statement of Purpose:

Milton Keynes Drug Action Team aims to ensure effective partnership responses are developed and delivered to tackle drug misuse issues for Milton Keynes residents. Working strategically to deliver the Government recently reviewed 1998 10-year strategy *Tackling Drugs*.

We acknowledge that drug issues are complex and multi faceted. This requires agencies to work in partnership, using evidence-based approaches, and ensure best value within our work.

1. DRUG STRATEGY BOARD

(Replacing the current Drug Action Team)

Membership: the most senior officers of the core DAT partner agencies (5) and appropriate others.

Area Commander	John Reeve
Chief Executive MKC	John Best
Gov. Woodhill	Steve Turner
Chief Executive Prob.	Bruce Davidson
Chief Executive PCT	Barbara
Council Leader	Isobel Wilson
P H Consultant	Nick Hicks
Chair SPIT	Kate Page
DAT manager	Chris Vallance
DPAS	

Purpose: To strategically drive the Milton Keynes DAT agenda within their own organisations, by ensuring that their agency is fully informed of the MK DAT plans, and the DAT priorities, targets, planning and reporting cycles are fully integrated into agencies own planning mechanisms.

To ensure that MK DAT strategy is suitably reflected in the core business of the individual members organisation.

To commit to protect their mainstream provision in drug services, prevent disinvestments and move towards the development of pooled mainstream budgets at a suitable point in the future.

Meetings:

a. As the Drug Strategy Board:

Twice yearly

March – sanction the implementation of new programmes of work. (Closed meeting)

September – review the progress of specified initiatives. (Open to public)

b. With internal agency members:

(who may or may not be members within the overall DAT structure).

Twice yearly

- to lead other members of their agency in fulfilling their collective role of delivering the National Drugs Strategy in the community;
- to facilitate the development, within the individual agency, of a shared vision and commitment to drugs strategy implementation;
- to create, sustain and develop the organisational capacity within their agency to deliver the National Drugs Strategy goals;
- to facilitate and intervene at high level to support the necessary practical arrangements for joint working and to remove any organisational blockages;

c. With the Substance Planning and Implementation Team agency member:

Members will be required to produce a brief written update (not just SPIT minutes) giving an overview of individual agency issues that arise within the SPIT.

A paper is currently being produced, to inform the Drug Strategy Board of the benefit of the DAT within each individual organisation, and setting out practical expectations of the Board members. (Recommendation 2)

Terms of reference will be drawn up and agreed in due course.

2. SUBSTANCE PLANNING AND IMPLEMENTATION TEAM

Membership: Senior operational members of local partner agencies and other relevant organisations.

Chair	Kate Page
TVP	Superintendent
Woodhill Prison	Kevin Corcoran
PCT	Mike Chew
Children's' Services	Paul Sutton
Community Development	John Cove
MKC	Geoff Snelson
Probation	Maxine Myatt
CDRP	Richard
Solly	
Overview Comm.	Irene Henderson
DAT Commissioner	Susie Yapp
DAT Manager	Chris Vallance
Public Health Consultant	Vasco Fernandes
Head of Housing	
LMC Chair	
Barwatch	
Providers Forum	
Voluntary Sector	
A. N. Others	

- Purpose:**
- To strategically drive the DAT agenda throughout the Milton Keynes area.
 - To advise and steer the Drug Strategy Board on all matters relating to drug service provision in MK.
 - To ensure that the operational information and data requirements to complete the planning and monitoring process are made available to the MK Drug Strategy Board.
 - To oversee and monitor the work of the DAT Operation Teams.
 - To ensure that respective individual agency members of the Drug Strategy Board are regularly kept informed of the work of the Substance Planning and Implementation Team.

- Meetings:**
- a. **As the Planning and Implementation Team**
 - Bi-monthly**
Dates for current DAT meetings will remain for this Team.
 - b. **With internal agency members**
(who may or may not be members within the overall DAT structure).
 - Twice yearly**
(as determined by the Drug Strategy Board member)
 - c. **With agency Drug Strategy Board member**
(This will not involve **all** members of the Planning Team)
 - Bi-monthly**
Members will be required to produce a brief written update (not just SPIT minutes) giving an overview of individual agency issues that arise within the Substance Planning and Implementation Team.
 - d. **Monitoring Operational Team activities**

(This will not involve **all** members of the Planning Team)

Bi-monthly

(informal update from Operational Team Chair)

A paper is currently being developed to inform Substance Planning and Implementation Team members of the practical expectations. (Recommendation 2)

Terms of reference will be drawn up and agreed in due course.

1. DRUG OPERATION TEAMS

TREATMENT

YOUNG PEOPLE

COMMUNITIES

***SUPPLY**

DATA & INFORMATION

***ALCOHOL**

Membership: Appropriate partner agency workers.
DAT Manager
DAT Commissioner (where appropriate)

Purpose: To effectively deliver the MK DAT agenda throughout the local area.

To produce the relevant plan and Annual return information (co-ordinated by the DAT manager).**

To regularly inform the Substance Planning and Implementation Team of current trends needs, issues arising within the MK drug scene.

Meetings:

Monthly / bi-monthly

Dates of current DRG meetings will remain for the Operation Teams.

The Chairs of the Operation Teams will not sit on the Substance Planning and Implementation Team. However, they will be required to produce a brief written update (not just minutes) giving an overview of individual agency issues that arise within the Teams, and issues that need to be taken to the Planning and Implementation Team. This update, and any necessary discussion will go to the SPIT member monitoring the particular Operation Team. **This will be someone from the same agency as the Chair in most cases.** The SPIT member will not be expected to regularly attend Operation Team members, although occasional 'visits' will help to raise the profile and ensure DAT recognition of the work being undertaken.

The Planning and Implementation Team will direct Operational Teams on new and current work issues within the DAT strategy, design operational plans and instruct commissioning.

Current DRG's need to consider the suitability of the membership and the Chair, in view of the proposed re-structure.

***Supply Team**

Will be predominately Police led, in light of the Government purge to tackle the supply of drugs. Other members will include those working within the Criminal Justice System.

***Alcohol Team**

In the absence of a national alcohol strategy, alcohol will be integrated into the work of the DAT in partnership with the CDRP, recognising no additional funds have yet been made available. The DAT Manager will chair the Alcohol Operation Team initially, (also a CDRP member) to ensure close inter-partnership links between DAT and CDRP members.

**** Annual Planning Cycle**

Operational Teams will be expected to produce the DAT Annual Plan relevant to their particular Aim of the National Strategy. The Plans will be co-ordinated by the DAT Manager.

Half day meetings for each Operation Team will be held during the planning cycle, assuming that Home Office requirements for returns does not alter.

Treatment: Led by Susie Yapp

Thursday 20th November 2003

Thursday 11th December 2003

Availability: Led by Chris Vallance

Wednesday 10th December 2003

Wednesday 14th January 2004

Communities: Led by Chris Vallance

Friday 12th December 2003

Friday 16th January 200

Young People: Led by Chris Vallance

Tuesday 10th February 2004

Tuesday 16th March 2004

Annual Return (Data Team): Led by Chris Vallance

Thursday 12th February 2004

Thursday 18th March 2004

2. JOINT COMMISSIONING

ADULTS

Membership:	Susie Yapp	DAT Commissioner
	Dave Lewis	TVP
	David Walls	Probation
	Mike Chew	PCT
	Kevin Corcoran	Prison

**Alistair Gibbons
Chair
Chris Vallance**

**Social Services
Data Operation Team
DAT Manager**

YOUNG PEOPLE

To piggyback MK Young Peoples' & Children's' Planning Group and link to the DAT via the Young People's Operation Team.