

**PUBLIC BOARD MEETING HELD ON 16 MARCH 2010 AT 11.45AM
DEVON SUITE, GRAND CONNAUGHT ROOMS, 61-65 GREAT QUEEN ST,
LONDON WC2B 5DA,**

MINUTES

Present:	Baroness Doreen Massey	Chair
	Alison Comley	Non Executive Director
	Tony Cooke	Non Executive Director
	Adrian Evans	Non Executive Director
	Gill Laver	Non Executive Director
	Peter McDermott	Non Executive Director
	Dr Gabriel Scally	Non Executive Director
	David Chater	Ex-officio Member
	Lori Chilton	Ex-officio Member
	David Oliver	Ex-officio Member (on behalf of Mandie Campbell)
	Chris Heffer	Observer, Department of Health
	John McCracken	Observer, Department of Health
	Paul Hayes	Executive Director, Chief Executive
	Jon Hibbs	Executive Director, Director of Communications
	Stephen Hodges	Executive Director, Director of Corporate Services
	Rosanna O'Connor	Executive Director, Director of Delivery
	Felixia Edwin	Secretariat

1. Declaration of Interest

1.1 Declarations of interest were received from the following members:

- Tony Cooke Asst. Director, Commissioning and Strategic Development, NHS Kirklees
- Alison Comley Service Director, Safer Bristol
- Adrian Evans Non Executive Director of SPODA and the National Probation Service Derbyshire
- Gill Laver Non Executive Director, West Midlands Strategic Health Authority

2. Apologies

2.1 Apologies were received from the following non-executive directors, ex-officio members and observers of the Board:

- Andy Buck
- Kate Davies OBE
- Brendan Finegan
- Mandie Campbell

3. Minutes of the last meeting and matters arising

3.1 The minutes of the meeting held on 15 December 2009 were AGREED as an accurate record by the Board, and signed by the Chair.

3.2 There were no matters arising.

4.1 Chief Executive's report (BD 1/2010/118)

4.1.1 Accountability

The drug treatment system and the NTA have been subjected to systematic scrutiny via a number of different processes since the last Board meeting. These were as follows:

- The National Audit Office (NAO) – enquiry into drug treatment;
- The Institute for Government – identified the NTA and the Pooled Treatment Budget as innovative and effective responses to the challenges presented to government by cross cutting agendas;
- The Home Affairs Select Committee – concluded that “it is clear that provision of community-based treatment had vastly improved from a very poor situation in 2002”;
- DrugScope – reviewed the Young People's treatment system;
- Department of Health – currently reviewing the role of all Arms Length Bodies (ALBs)

The NAO review had now concluded. The report following the review had shown that drug treatment was being well delivered. The NTA Chief Executive and staff had put an immense amount to work into the NAO review, and a note of thanks will be emailed to all staff by the Chair, on behalf of the Board.

Action: Chair

It was noted the comments received from the reviews were extremely useful. The appendix from the DrugScope report will be circulated to Board members, for information.

Action: Paul Hayes

4.1.2 Stakeholder engagement

The organisation continued to have dialogue with stakeholders and it was evident that they also wanted to engage more with the NTA than before, and this was very helpful.

4.1.3 Reintegration

There was a better structure in place to engage with the issues at Whitehall level.

4.1.4 Budget

Due to a reduction in the NTA's core budget, the organisation would need to be more efficient on how it deploys resources. Not only would Grant in Aid (GIA) funding face cuts, but there was also a reduction in funding for the Drug Intervention Programme (DIP).

4.2 System change pilot update (BD 1/2010/119)

4.2.1 The pilots were proceeding. The demanding timetable meant that emerging outcomes would be delayed.

4.2.2 Evaluation

Any initial findings were too early to report on, however an update would be given at the next meeting in July 2010.

Action: Rosanna O'Connor

4.3 Performance report (BD 1/2010/120)

4.3.1 The following was reported to members:

- Regional teams will increasingly be focusing on improving successful treatment completions. 23 under performing partnerships have been identified for support;
- Figures on variation in costs (unit costs) using the 2010/2011 treatment plan will be available at the next meeting. A report on unit costs would also be submitted to the Board;

Action: Rosanna O'Connor

Individual queries would be addressed by the Director of Delivery outside of this meeting.

4.4 Local intelligence on substance misuse

4.4.1 An update was given by NTA Non Executive members on local contacts perceptions with reference to the future of drug treatment.

4.5 Treatment in prisons presentation

4.5.1 Board members were introduced to Nino Maddelena, the NTA Criminal Justice & Reintegration Manager, who gave a presentation on treatment in prisons, which was welcomed by the Board.

4.5.2 The NTA Chair commented that she had recently visited Eastwood Park Prison in Gloucestershire. At the time of the visit, rebuild works were taking place for a drug treatment / healthcare centre. Currently there were a number of capital works taking place to assist in upgrading healthcare in prisons. Much of the implementation of healthcare had slowed down due to building works.

The Chair informed members that by the time of the next Board meeting, the second (prisons) review by Lord Kamlesh Patel should be available.

4.6 National audit office review (BD 1/2010/121)

4.6.1 This item was discussed in item 4.1.1 (Chief Executive's report BD 1/2010/118).

4.7 Organisational structure (BD 1/2010/122)

4.7.1 The Board noted the report on the NTA's organisational structure since following the organisational review. The Board agreed to invite the Heads of Delivery to the next Board dinner in July 2010.

Action: Rosanna O'Connor

4.8 Audit & risk committee (BD 1/2010/123)

4.8.1 The following significant items were noted:

- The Scheme of Delegation had been revised to take into account staff changes, particularly since the organisational review. The revised scheme of delegation was **ACCEPTED** by the Board;
- Tenders for the provision of Internal Audit and Local Counterfraud services had gone out to potential providers. Five potential providers had submitted tenders, and following the evaluation exercise two providers were invited to interview. The Audit & Risk Committee recommended the tender be awarded to RSM Tenon, subject to Board approval. Initial approval was sought via 'Chair's Action' due to the timescale of the next Board meeting and the end date of the existing contract. However, final approval was sought from the Board.

The Board **APPROVED** the recommendation to award the Internal Audit contract to RSM Tenon.

Action: Stephen Hodges

- Internal audits had also taken place in three of the NTA regional offices (South East, North West and East of England). Some issues had been raised, however, the Audit & Risk Committee were assured that these would be rectified.

4.9 HR committee (BD 1/2010/124)

4.9.1 The Board noted that a committee meeting had taken place earlier today, and was asked to note:

- Structural review redundancies: As a consequence of the organisational restructuring a further three redundancies were identified. The redundancy costs were agreed by the Committee subject to Board approval.

The redundancies were **APPROVED** by the Board.

Action: Stephen Hodges

4.10 Budget 2009 / 2010 (BD 1/2010/125)

4.10.1 Period 10 was projecting an underspend in the budget due to non-pay expenditure not being fully spent. Overall expenditure on non-pay was also showing an underspend but had improved compared to Period 9.

It was noted the NTA could carry forward operating income but not GIA.

4.11 Budget 2010 / 2011 (BD 1/2010/126)

4.11.1 The report outlined how the NTA planned to manage the budget for 2010/2011. The following was also noted:

- There was a reduction in Grant in Aid (GIA) of 5%;
- Over the last three years, the NTA GIA budget had been reduced (in real terms) by 10%;
- The NTA would look to reduce costs further by:
 - Scrutinising recruitment – when vacancies arise SMT would determine which posts need to be appointed to. Where possible recruitment will also be delayed;
 - Reductions built into the budget across a number of areas e.g. travel, conference expenses, and consultancies;
- A number of budgets within operating income had not been finalised. The NTA anticipate the budget figures to be finalised within the next week or so;

5. Any other business

5.1. The Board agreed the following agenda items for the next meeting:

- Alcohol
- Children and families
- System change pilot follow-up
- Unit costs
- A presentation, which will be based on issues within Sunderland. The Chair and Rosanna O'Connor to discuss further.

**Action: Chair / Rosanna O'Connor/
Felixia Edwin**

5.2 Board Away Day

The Board agreed to postpone the away day until after the General Election, and arrange in mid June 2010.

Action: All

6. Any other business

6.1 There was none.

7. Next meeting

7.1 The next meeting will take place on Tuesday 6 July 2010 at 10.30am, in the Marriott Sunderland Hotel, Queens Parade, Seaburn, Sunderland SR6 8DB

7.2 Future meeting dates 2010:

- 4 & 5 October: The Royal Hotel, 170 Ferensway, Kingston-upon-Hull HU1 3UF
- 13 & 14 December: Skipton House, London SE1 6LH

The meeting ended at 1.30pm

CHAIR

DRAFT