



## JSNA Commissioning Group



### Action Notes

Thursday 20<sup>th</sup> September 2012

#### Attendees

Chris Lewington (Chair), Andrew Sharp, Rob Wilkes, Liz Holt, Peter Hatcher, Jenny Butlin-Moran, Andy Davis, Jenny Bevan, Howard Tomlin, Nick Darwin, Lisa Mowe, Elizabeth Abbott, Steve Shanahan, Kevin Hollis, Anna Burns, Gareth Wrench, Vic Jones, Nicola Lomas (representing Jo Dillon), Paul Roberts, Paul Tolley,

#### Item 1 – Welcome & Introductions

Andy Davis welcomed everybody for attending the first JSNA Commissioning Group and invited all attendees to give a brief overview as to:-

- What their expectations were of the JSNA
- What as individuals they could contribute to the JSNA

Note: A record of these introductions has been made and are available on request

#### Item 2 – Apologies

Chris Lewington (first half meeting only), Rachel Robinson, Sue Davies, Jo Dillon, Nick Cadd, Glen Charman,

#### Item 3 – Terms of Reference & Governance Structure

Andy Davis presented to the Group a copy of the Governance Structure, draft Terms of Reference and Meeting pack including Highlight Reports and Action Logs. Group Members gave their feedback and proposed a number of amendments to the documentation.

#### Commissioning Group Decisions

##### Terms of Reference

- The Commissioning Group were in agreement that a number of the responsibilities in the draft Terms of Reference of the Commissioning Group would need to be amended before they could be formally approved to ensure clearer linkages with the Strategic Group and the Working Group. In particular the provision of additional resources to the working group and the rephrasing of Public Health to be more inclusive.

##### Action Notes

- Commissioning Group agreed the proposed layout and content of Action Notes

##### Action Log

- Commissioning Group agreed the proposed layout and content of the Action log

##### JSNA Commissioning Group Highlight Report

- Commissioning Group agreed the proposed layout and content of the Highlighted Report and requested that a consultation section be included at the bottom of the report for a record of who has been engaged with.

##### Draft Meeting Schedule

- It was agreed that the Commissioning Group would meet on a bi-monthly basis and that the draft schedule of meetings be rewritten to include the quarterly meeting dates of the Strategic Group.

<b>Actions:</b> <ul style="list-style-type: none"> <li>☆ Terms of Reference to be revised to soften the responsibility of the Commissioning Group to provide resources and to rephrase public health as being a separate organisation to the county council</li> <li>☆ JSNA Commissioning Group highlight report to include a section on consultation</li> <li>☆ Revised draft meeting schedule including the Strategic Group to be circulated with the Action Notes and a proposed date for next meeting</li> </ul>	Elizabeth Abbott
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#### Item 4 – Priority Setting & Future Priorities for Needs Assessments

Jenny Bevan presented to the board a draft template for producing needs assessments and commented that collectively there was a need for better co-ordination of requests for needs assessments and that the Commissioning Group should take responsibility for the programme of work for the Working Group.

Chris Lewington presented to the Group the draft Work Programme that Group Members had contributed to in advance of the meeting and challenged whether or not the programme covered all areas that impact on all Members or whether there were any gaps

<b>Commissioning Group Decisions</b> <b>JSNA Needs Assessment Template</b> <ul style="list-style-type: none"> <li>• Commissioning Group agreed that the template does add value as it provides a consistent approach therefore can be used to make decisions. However, it would be useful to highlight where the information is lacking or low.</li> <li>• Group also decided that within the template, links need to be made that are wider than the JSNA when assessing the impacts. There is a need to be more holistic in our needs assessments and to ensure appropriate dialogue where links are made. Can no longer be about referencing but also has to be included.</li> <li>• Group decided that the Needs assessment templates also need to state the source of the data especially in light of Freedom of Information requests</li> </ul> <b>JSNA Priority Setting</b> <ul style="list-style-type: none"> <li>• Group agreed the need to have some guidance on priority setting and welcomed the development of a more formal approach to setting priorities including the use of a priorities matrix and a more detailed understanding of population profile and budget financial information would be required</li> </ul>	
<b>Actions:</b> <ul style="list-style-type: none"> <li>☆ Members of the Commissioning Group to provide Elizabeth Abbott with any outstanding items they would like to have included on the Draft Work Programme</li> <li>☆ Draft Guidance and approach to prioritising the Work Programme to be developed and added as an agenda item for the next Commissioning Group meeting</li> <li>☆ Population Profile Information and Presentation using LIS to be arranged by the Warwickshire Observatory. The inclusion of Budget / Financial information to be deferred until April 2013</li> </ul>	<div>Commissioning Group</div> <div>Gareth Wrench / Elizabeth Abbott</div> <div>Andy Davis</div>

#### Item 5 – Public Engagement

Public Engagement with Community Forums during Winter 2011/ Spring 2012 had highlighted a number of top priorities for residents of Warwickshire and the top three were Health, Housing and the Voluntary Sector. The Commissioning Group considered how

data is currently used for social marketing purposes and how it can be used to influence people to use our services

Andy Davis reported to the Group that there is already a Joint Consultation Hub and piloting “Ask Warwickshire” and asked the Group whether the Hub was a potential option in holding the information that we already have

#### Commissioning Group Decisions

- Group agreed that as a collective, they need to be highlighting any consultation and engagement they are carrying out with a view to sharing it more widely and sharing it in relevant needs assessments.
- Group agreed that if the Joint Consultation Hub was not a suitable vehicle for holding all the Consultation data then a proposal would be put to JSNA Strategic Group outlining a Comprehensive Public Engagement Exercise and asking for their support

#### Actions:

- ☆ Commissioning Group Members are to provide details on relevant consultation / engagement activities that could be held on the Joint Consultation Hub at the next meeting and this to be an agenda item

Commissioning Group

### Item 6 – Local Information System (LIS) Development

Andy Davis reported to the group that Warwickshire was in the process of developing further the Local Information System and that the Commissioning Group’s request for Population profiles could be used to demonstrate the capability of the new LIS system

#### Actions:

- ☆ Warwickshire Observatory to give a presentation to the Commissioning Group demonstrating the level and type of information available focusing on the Commissioning Groups request for information about population profiles

Andy Davis

### Item 7 – Communication with Key Stakeholders

Lisa Mowe informed the Commissioning Group that there was already in place a health and well-being communication strategy and therefore, asked whether the group felt the need for a separate communication strategy given that the action plan was already reported to the Health & Well Being Board

#### Commissioning Group Decisions

Commissioning Group agreed that there was not a requirement to have a separate JSNA Communication Strategy but a separate Action Plan was to be produced

#### Actions:

- ☆ JSNA Communications Action Plan to be developed and presented to the Commissioning Group later on in the year. To be a forward plan item post January 2013.

Communications Sub Working Group

### Item 8 – A.O.B

- County Wide Voluntary & Community Sector Health & Social Care Forum to meet on the 6<sup>th</sup> December
- County Wide Children Sector Health & Social Care Forum are also due to meet (DtbC)

### Item 9 – Date of Next Meeting – 26<sup>th</sup> November 2012