



JSNA Commissioning Group



Action Notes

Monday 26th November 2012

Attendees

Chris Lewington (Chair), Andrew Sharp, Andy Davis, Katie Buckle, Jenny Bevan, Tejay De Kretser (representing Nick Darwen), Nick Cadd, Kevin Hollis, Vic Jones, Nicola Lomas (representing Jo Dillon), Paul Roberts (representing Angela Coates), Paul Larcombe (for LIS agenda item).

Item 1 – Welcome & Apologies

Chris Lewington welcomed everybody to the second JSNA Commissioning Group meeting and apologies were given from: Jenny Butlin-Moran, Gareth Wrench, Elizabeth Abbott, Sue Davies, Jo Dillon, Glen Charman (Katie Buckle to now attend), Peter Hatcher, Paul Tolley.

Item 2 – Action notes and logs from 20th September meeting

These were both agreed as true records of the 20th September meeting with no amendments.

Follow up actions:

☆ Numbers to be added to the action log for easy reference.
 ☆ Needs Assessment template to be circulated before January meeting (Needs assessment workshop being held 18th January <http://www.eventbrite.co.uk/event/5012981964>)
 ☆ Consultation Hub link to be shared with members: <https://democratic.warwickshire.gov.uk/theconsultationhub/Default.aspx> along with Renata Conduit's (Corporate Consultation Officer) contact details to send through any upcoming consultations happening in Warwickshire. All partners are encouraged to share consultation information to reduce duplication and encourage joint working. Renataconduit@warwickshire.gov.uk phone: 01926 736124
 Warwickshire Observatory, First Floor, Barrack Street, CV34 4SX (works term time only)

Jenny Bevan

Item 3 – Terms of Reference & Governance Structure

Chris Lewington re-presented the final a copy of the Governance Structure and draft Terms of Reference. Subject to minor amendment proposed by Nick Darwen and approved by Members, these documents were agreed as final.

Commissioning Group Decisions

Terms of Reference - Nick Darwen amends included:

- What is the JSNA? Suggestion that this is explained at the top of the document and that this replaces the 'background' sections.
- Names and Responsibilities of each group should be consistent throughout the document
- Background - change wording of 'decommissioning services that will improve outcomes for Warwickshire's residents'.

- Governance - Powers of each group need to be clear; who each group is accountable to; and who needs to attend for the group to be quorate.
- Responsibilities - I still think these could be a bit clearer (e.g. the commissioning group is responsible for implementing the Commissioning Plan but nobody appears to be responsible for developing or agreeing this plan).

However, Members agreed not to implement recommendations around the membership of the group.

Actions:

- ☆ Terms of Reference to be revised as above.

Elizabeth Abbott

Item 4 – Local Information System (LIS) demonstration

Andy Davis and Paul Larcombe presented to the board a demonstration of the LIS.

Commissioning Group Decisions

- There is a need to understand the degree to which Care First information can be integrated into Instant Atlas.

Actions:

- ☆ Andy Sharp and Andy Davis to progress the investigation of better integrating Care First and Instant Atlas.
- ☆ Andy Davis to follow up the question from Nick Cadd regarding if the population happiness data could be split by District and Borough.
- ☆ Consideration to be given to the potential alignment of Children’s Trust & CYPP and LIS.
- ☆ Report back to Commissioning Group how partners can access the LIS.

Andy Sharp and Andy Davis

Andy Davis
Andy Davis/Paul Larcombe
Andy Davis/Paul Larcombe

Item 5 – Prioritisation of Needs Assessments

Rachel Robinson fed back to the board on the scoping exercise undertaken by Gareth Wrench on priority matrices used by other local authorities. Portsmouth’s was felt to be the best example and this has been circulated with these action notes, along with the email explaining how it had been used.

Chris reminded Members to submit proposals to the work programme in order for them to be included in the forward plan. A final submission date of 31st December was agreed.

Commissioning Group Decisions

- The Group felt this was a useful way of prioritising the work programme.
- The deadline for submission of proposed work to the work programme was agreed as 31st December 2012.

Actions:

- ☆ Gareth to present a proposed Warwickshire priority matrix at next JSNA Commissioning Group meeting – agenda item.
- ☆ Elizabeth Abbott to finalise work programme ready for prioritisation using the matrix. Leisure services and data around how these contribute to health and wellbeing should be added to the work programme.

Gareth Wrench

Elizabeth Abbott

Item 6 – Creating a Shared View of Needs Assessments

Jenny Bevan presented three examples of good needs assessments and their relative strengths and weaknesses. The resourcing, time intensity and purpose of needs assessments were discussed with reference to the future work programme.

Commissioning Group Decisions	
<ul style="list-style-type: none"> It was felt to be helpful grading pieces of work into different ‘grades’ depending on the time/resource required and the purpose for which it would be used. 	
Actions:	
☆ Gareth to have regard to this when proposing the priority matrix.	Gareth Wrench

Item 7 – Update on the 2012/13 JSNA Annual Review

The JSNA Annual Review 2012/13 is currently being updated. Paul Roberts proposed an additional theme of Housing to be included in this year’s review. Discussions around the implications for CCGs led Rachel Robinson to propose circulating a presentation on CCGs and Local Area Teams.

Commissioning Group Decisions	
<ul style="list-style-type: none"> Topics to remain the same for 2012/13. Housing should remain as a thread throughout all relevant pieces of work rather than a separate topic. This is to be revisited in 2013/14 if necessary. 	
Actions:	
☆ JSNA Working Group to complete the Annual Review first draft by 28 th December 2012.	JSNA Working Group Jenny Bevan to circulate & Rachel to update in due course.
☆ Rachel to send Jenny the CCG presentation	

Item 8 – AOB

Jenny Bevan proposed on behalf of Kate Harker a continuation of a piece of work started in 2011 but not completed to fully meet objectives. The ‘big picture’ data analysis chapter of the CAMHs Needs Assessment did not entirely meet the needs of the CAMHs commissioner (Kate) and so Public Health will work with Kate to update the contextual chapter of the CAMHs needs assessment.

Commissioning Group Decisions	
<ul style="list-style-type: none"> The group agreed that in the absence of a finalised work programme, resource could be assigned to finishing this piece of work. 	
Actions:	
☆ Gareth Wrench to liaise with Kate Harker regarding her needs.	Gareth Wrench

**Item 9 – Date of Next Meeting – 11am - 12.30pm 24th January 2013
Building 1, Ground Floor, Conference Room 1, Saltisford Office Park.**

PLEASE NOTE THIS NEW DATE IS A CHANGE FROM THE PROPOSED DATE OF 28TH JANUARY.