



**JSNA Commissioning Group**



**Action Notes**

**Thursday 24<sup>th</sup> January 2013**

**Attendees**

**Chair**

Chris Lewington (Chair) Strategic Commissioning

**Warwickshire County Council**

Andrew Sharp (AS)	Strategic Commissioning
Elizabeth Abbot (EA)	Service Improvement & Change Management
Gareth Wrench (GW)	Observatory (Public Health)
Helen Smith (representing Vic Jones) (HS)	Warks' Children and Voluntary Youth Services (WCVYS)
Jenny Bevan (JJB)	Strategic Commissioning
Kate Harker (KHa)	Strategic Commissioning
Kay Reeve (KR)	Strategic Commissioning
Liz Holt (LH)	Learning & Achievement
Simon Tidd (ST)	Strategic Commissioning

**Other Organisations**

Kevin Hollis (KHo)	Nuneaton & Bedworth Leisure Trust
Paul Roberts (PR)	N. Warks' Borough Housing
Paul Tolley (PT)	Warwickshire Community & Voluntary Action (WCAVA)

**Regrets**

**Warwickshire County Council**

Andy Davis	Observatory
Jenny Butlin-Moran	Safeguarding
Nick Darwen	Localities & Partnerships
Nicola Lomas	Strategic Commissioning
Peter Hatcher	Early Intervention
Rob Wilkes	Strategic Commissioning

**Clinical Commissioning Groups**

Anna Burns	South Warwickshire Clinical Commissioning Group
Katie Buckle	Warwickshire North Clinical Commissioning Group
Sue Davies	Coventry & Rugby Clinical Commissioning Group

**Other Organisations**

Jameel Malik	Warwick District Housing
Nick Cadd	Stratford District Housing

**Item 2 – Action notes and logs from 26<sup>th</sup> November meeting**

These were both agreed as true records of the 26<sup>th</sup> November meeting with no amendments. The action log was updated for 24<sup>th</sup> January 2013 and forms Annex A to this document.

**Commissioning Group Decisions**

- Actions now marked as 'Complete': 1, 2, 10, 11, 12, 13, 14, 15, 17, 18, 19.
- Actions 2 & 12 remain a standing requirement: Comm Gp members should endeavour to forward plan consultation and engagement and provide relevant details, for those that could be held on the Joint Consultation Hub, to Renata Conduit.
- Following GW's update on actions 13 & 15 it was decided that a general principle of reducing proliferation and duplication of data, whilst acknowledging differing requirements and security concerns, should be pursued and an action (22) created to further investigate the practicalities.

<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>☆ Following on from action 2 an item to be added to the agenda for next meeting for 'Ask Warwickshire'.</li> <li>☆ Actions 13 &amp; 15 are consolidated into Item 22 for AD, AS, LH &amp; ST to investigate and report on how we can streamline and integrate public facing and internal routes to data and an item added to next meeting's agenda.</li> <li>☆ Following action 14, the observatory is asked to present an extract of the happiness data at district/borough level for the next meeting.</li> </ul>	<p>ST</p> <p>AD, AS, LH &amp; ST</p> <p>AD</p>
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**Item 3 – Update on the 2012/13 JSNA Annual Update**

JJB, GW, EA & ST highlighted concerns over the naming, perceived purpose of the document and commissioners' buy in to it and the current outcomes in it.

<p><b>Commissioning Group Decisions</b></p> <ul style="list-style-type: none"> <li>• In recognition that there needs to be a common vocabulary used locally the following names were given to documents: <ul style="list-style-type: none"> <li>○ <b>The JSNA Report</b> - A document to address our statutory requirements and set priorities and outcomes, currently produced every three years and due in May 2015.</li> <li>○ <b>The JSNA Annual Update</b> - An update of the Warwickshire JSNA context, its products, its place in Warwickshire commissioning, any significant pieces of work and a review of the themes (currently 10) and associated outcomes.</li> </ul> </li> <li>• A workshop to review the existing themes and outcomes, with a wider commissioning audience to be conducted before the 2012/13 Update is published.</li> <li>• A further 're-launch' event to potentially follow in late summer, to include communications team involvement .</li> </ul>	
<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>☆ Complete a working draft of the 2012/13 Update for the 'Review Workshop' with a first draft to follow by the end of Apr.</li> <li>☆ Arrange the 'Review Workshop', ideally for a date in Mar.</li> <li>☆ Engage with the County Council communications team regarding the marketing of the document and a potential 're-launch' event.</li> </ul>	<p>ST &amp; GW</p> <p>ST &amp; GW</p> <p>ST &amp; GW</p>

**Item 4 – Prioritisation of Needs Assessments**

GW presented the proposed prioritisation matrix.

<p><b>Commissioning Group Decisions</b></p> <ul style="list-style-type: none"> <li>• Further development of the initial screening questions and scoping process and documents to include the trigger for the work, the timeframe and resource areas.</li> <li>• KHa and GW will apply the matrix to some existing and required work to test its utility and the matrix will then be refined.</li> <li>• The refined process and products will be re-issued to the board prior to the next meeting.</li> <li>• The development of a project scope and its prioritisation screening will be an iterative process, with users supported by the JSNA team</li> </ul>	
<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>☆ Test and refine the prioritisation matrix on on-going and proposed pieces of work.</li> <li>☆ Complete scoping and prioritisation on LD required work</li> <li>☆ Develop and refine the initial screening and scoping documents.</li> <li>☆ Re-issue refined prioritisation process and products to the board and to JSNA website.</li> </ul>	<p>GW &amp; KA</p> <p>CL</p> <p>AS &amp; ST</p> <p>ST &amp; GW</p>

**Item 5 – Work Programme Update**

EA provided an update on the draft work programme.

<p><b>Commissioning Group Decisions</b></p> <ul style="list-style-type: none"> <li>• There was recognition that there may be items of work that have not been submitted for inclusion</li> </ul>
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in the programme to date, including an LD piece of work CL requires. These will be included in future through the usual application of the prioritisation process.

<b>Actions:</b> ☆ Complete scoping and prioritisation on LD required work	CL
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**Item 6 – Information for Reference**

The updated and final Terms of Reference (ToRs) and the current Needs Assessment Template were distributed.

**Commissioning Group Decisions**

- Members of the commissioning group have 3 weeks to comment on the final ToRs and Needs Assessment template before they are deemed as accepted subject to the amendments below.

<b>Actions:</b> ☆ Add social care and well-being to mentions of health to reflect the scope of our work	ST
☆ Add housing status to one of the variables to be considered when determining the representation of different groups	ST

**Item 6 – Any Other Business**

The group were informed of the creation of Healthwatch and its status as a new legal entity from 1<sup>st</sup> Apr 13.

**Item 7 – Date of Next Meeting: 9am - 11am 13<sup>th</sup> March 2013, Meeting Room 4, Northgate House Conference Centre.**