



**JSNA Commissioning Group**



**Action Notes**

**Wednesday 13<sup>th</sup> March 2013**

**Attendees**

**Chair**

Chris Lewington (Chair) Strategic Commissioning

**Warwickshire County Council**

Andy Davis Observatory  
 Andrew Sharp (AS) Strategic Commissioning  
 Victoria Jones (VJ) Warks' Children and Voluntary Youth Services (WCVYS)  
 Kate Harker (KHa) Strategic Commissioning  
 Kay Reeve (KR) Strategic Commissioning  
 Liz Holt (LH) Learning & Achievement  
 Nick Darwen representing Dan Green (ND) Localities & Partnerships  
 Simon Tidd (ST) Strategic Commissioning

**Other Organisations**

Nick Cadd Stratford District Housing

**Regrets**

**Warwickshire County Council**

Gareth Wrench (GW) Observatory (Public Health)  
 Jenny Butlin-Moran Safeguarding  
 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  
 Kevin Hollis (KHo) Nuneaton & Bedworth Leisure Trust  
 Paul Roberts (PR) N. Warks' Borough Housing  
 Paul Tolley (PT) Warwickshire Community & Voluntary Action (WCAVA)

**Item 2 – Action notes and logs from 24<sup>th</sup> January meeting**

These were both agreed as true records of the 24<sup>th</sup> January meeting with no amendments. The action log was updated for 13<sup>th</sup> March 2013 and forms Annex A to this document.

**Commissioning Group Decisions**

- Actions now marked as 'Complete': 16, 20, 22, 23, 26, 28, 29, 30 and 31.
- Action 16 will close but AD will report any progress on LIS server access as it occurs.

**Actions:**

☆ Meet with Ann Goody to discuss JSNA communications by 22/05.

CL

**Item 3 – Streamlining Data Update**

AS & AD described the work to date to integrate data. There was consensus that this was an on-going and long-term piece of work that should be reported on regularly.

**Commissioning Group Decisions**

- Action 22 will close but 'data integration' will become a standing item on the Comm Gp agenda.

<b>Actions:</b>	
☆ Following on from action 22, a standing item to be added to the agenda for future meetings on ‘data integration’, led by AS & AD.	ST
☆ Invite Mark Payne to contribute to the ‘Data Integration’ agenda item at the next Comm Gp meeting by 22/05.	ST

**Item 4 – Happiness Data Extract**

AD presented an extract from the Quality of Life Survey that focuses on happiness and iterated that unfortunately, the data does not go lower than upper tier authority.

<b>Commissioning Group Decisions</b>	
<ul style="list-style-type: none"> <li>Given the relatively poor happiness scores in Warwickshire and despite concerns from AD on the robustness of the data, and ND on the scale for the responses, we should scope a project to investigate ‘happiness and perceptions of well-being’ further.</li> <li>In appreciation of the scope and multi-lateral nature of JSNA work, more direction on the ways in which we can fund and resource work is required.</li> </ul>	
<b>Actions:</b>	
☆ Scope and produce a project brief for further happiness investigation by 22/05.	AD & ST
☆ Meet and discuss ways to fund work with the JSNA Strategic Group by 22/05.	CL

**Item 5 – ‘Ask Warwickshire’**

AD provided a description of the role and function of Ask Warwickshire, the Consultation Hub and the County-wide Consultation Group.

<b>Commissioning Group Decisions</b>	
<ul style="list-style-type: none"> <li>Ensure all future JSNA consultation activity goes on Ask Warwickshire and promote the service as part of the JSNA Annual Update this year.</li> </ul>	
<b>Actions:</b>	
☆ Circulate the link to the Ask Warwickshire website: <a href="http://askwarks.wordpress.com/">http://askwarks.wordpress.com/</a> .	AD

**Item 6 – Adult Mental Health Consultation Response Summary**

<b>Commissioning Group Decisions</b>
<ul style="list-style-type: none"> <li>Produce user-friendly or easy-read versions of Needs Assessments as standard.</li> </ul>

**Item 7 – Annual Update Review Workshop**

<b>Commissioning Group Decisions</b>	
<ul style="list-style-type: none"> <li>The workshop will take place on 8<sup>th</sup> April and the JSNA Working Group will be invited in addition to the Comm Gp.</li> </ul>	
<b>Actions:</b>	
☆ Meet and discuss the future of JSNA reports and their interfaces with the JSNA Strategic Group by 08/04.	CL

**Item 8 – Work Scoping and Prioritisation**

<b>Commissioning Group Decisions</b>	
<ul style="list-style-type: none"> <li>The <i>Work Approval Process</i> and <i>Project Brief</i> should be put on the JSNA website, accompanied by an example brief.</li> <li>‘Sign off’ or approval of work completed through the JSNA should be the Comm Gp.</li> </ul>	
<b>Actions:</b>	
☆ Amend the <i>Project Brief</i> to reflect the prioritisation questions in the <i>Scoring Matrix</i> .	ST
☆ Complete <i>Project Briefs</i> and <i>Scoring Matrices</i> for existing work by 22/05.	ST & GW
☆ Complete the <i>Work Programme</i> by 22/05.	ST
☆ Put the <i>Work Approval Process</i> and <i>Project Brief</i> on the JSNA website,	ST

accompanied by an example brief by 22/05.

**Item 9 – Any Other Business**

**Item 7 – Date of Next Meeting: 9am - 11am 22<sup>nd</sup> May 2013, Meeting Room 3, Northgate House Conference Centre.**