



**JSNA Commissioning Group**



**Action Notes**

**Wednesday 22<sup>nd</sup> May 2013**

**Attendees**

**Chair**

Chris Lewington (CL) Strategic Commissioning, WCC

**Warwickshire County Council**

Andrew Sharp (AS)	Strategic Commissioning
Andy Davis (AD)	Observatory
Becky Hale (BH)	Strategic Commissioning
Dan Green (DG)	Localities & Partnerships
Gareth Wrench (GW)	Observatory (Public Health)
Kate Harker (KHa)	Strategic Commissioning
Liz Holt (LH)	Learning & Achievement
Makbul Kasli (MK) representing Jenny Butlin-Moran	Safeguarding
Simon Tidd (ST)	Strategic Commissioning
Victoria Jones (VJ)	Warks' Children and Voluntary Youth Services (WCVYS)

**Other Organisations**

Gary Hammersley (GH) representing Anna Burns	South Warwickshire Clinical Commissioning Group
Katie Buckle (KB)	Warwickshire North Clinical Commissioning Group
Nick Cadd (NC)	Stratford District Housing
Paul Roberts (PR)	North Warwickshire Borough Housing
Paul Tolley (PT)	Warwickshire Community & Voluntary Action (WCAVA)
Ruth Hallett (RH) representing Jill O'Hagan	Coventry & Rugby Clinical Commissioning Group

**Regrets**

**Warwickshire County Council**

Peter Hatcher	Early Intervention
Rob Wilkes	Strategic Commissioning

**Other Organisations**

Deb Saunders	Warwickshire Healthwatch
Jameel Malik	Warwick District Housing
Kevin Hollis (KHo)	Nuneaton & Bedworth Leisure Trust

**Item 2 – Action notes and logs from 13<sup>th</sup> March 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 22<sup>nd</sup> May 2013 and forms Annex A to this document.

**Commissioning Group Decisions**

- Actions now marked as 'Complete': 9, 25, 27, 39, 41, 42, 43 and 44.
- The following actions remain open and have been updated, where relevant: 21 and 36.
- The following action is no longer extant but was not completed. This has been 'Closed' and new actions have been created or decisions noted: 37.
- The following actions are now **overdue**: 21 and 36.

**Actions:**

<p>☞ Discuss the resourcing of Needs Assessment and other project work (such as the data integration work-stream and communications) with the Strategic Group by 17/07.</p>	CL
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**Item 3 – Data Integration**

AD described the scoping of the Social Care Data Integration Pilot Project, which was covered in further detail under Item 6. However, there was consensus that this more than a Social Care issue and that the project should become a wider work-stream and will continue to be reported on regularly.

**Commissioning Group Decisions**

- The Data infrastructure work shall become a work-stream and remain a standing item on the Commissioning Group agenda.

**Item 4 – Annual Update**

CL and ST described the production of the 2013 JSNA Annual Update. This has now been approved by the Strategic Group and is going to the HWB on 11<sup>th</sup> June.

**Commissioning Group Decisions**

- There was recognition of the need to set the next iteration of themes, topic and priorities for the JSNA beyond 2014 but also that we are in a better place to do so. There was consensus that this should be done in consultation with stakeholders and the public and the results should align with the requirements of commissioners.

**Actions:**

<p>☞ Complete a proposal for a project to seek the priorities for the next three years of the JSNA by 17/07.</p>	CL, AD & ST ST
<p>☞ Distribute the final version of the Annual Update by 22/05</p>	

**Item 5 – Website and Communications**

GW and ST presented for discussion the proposal for the amalgamation of health and wellbeing related websites and pages, under a health and wellbeing landing page. The proposal was unanimously supported.

**Commissioning Group Decisions**

- The proposal was unanimously approved and is approved. There is no requirement for the approval to be sought from the Strategic Group or HWB.
- The re-launch should be tied into the release of the Annual Update and the new HWB.

**Actions:**

<p>☞ Update the Commissioning Group on progress on website redesign and relaunch by 17/07</p>	ST & GW
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**Item 6 – Project Prioritisation and Approval**

GW and ST presented the four projects’ briefs and prioritisation scores, scoped and prioritised by the JSNA working Group to date, for review and approval.

**Commissioning Group Decisions**

- The *Autism Needs Assessment* was approved and its priority adjusted from 22 to 26. Amanda Burn who works for BH will continue to be the Project Executive.
- The *Learning Disabilities Needs Assessment* was approved and its priority adjusted from 21 to 23. BH was nominated to be the Project Executive.
- The *Social Care Data Integration Pilot Project* was approved but transformed into a work-stream to continue to drive the integration of data from all stakeholders. Its priority was adjusted from 19

to 21. However, there was recognition of the inadequacy of the prioritisation process to accommodate supporting ‘infrastructure’ projects. AD was nominated to be the Executive for this work-stream. The work-stream would continue to be resourced as long as it did not adversely impact the delivery of core needs assessment work.

- The *Impact of the Welfare Reforms Assessment* was approved and deemed to be the Commissioning Group’s **highest priority**. Its priority was adjusted from 19 to 30. The Project Executive is expected to be a Public Health Consultant yet to be nominated by John Linane.
- It was decided that the resource requirement (either financial or human) required to deliver projects needed to be more effectively captured, both at project start-up and in delivery. ST will track project costs.

**Actions:**

☞ Amend the project <i>scoring forms</i> to reflect the Commissioning Group’s changes by 17/07.	ST
☞ Ensure the distinctions between needs and unmet needs and their underlying causes, including problems with the current process are adequately addressed in our current Needs Assessment template by 17/07.	GW
☞ Speak with CCG colleagues about the difficulties that must be overcome in developing data sharing protocols between partners by 17/07.	CL
☞ Incorporate the resource required to deliver a project in the <i>Prioritisation Scoring Form</i> by 17/07.	ST
☞ Speak to John Linane about who is best placed to act as the Project Executive for the <i>Impact of the Welfare Reforms Assessment</i> by 17/07	GW
☞ Speak to Coventry about the potential for collaboration on the <i>Impact of the Welfare Reforms Assessment</i> by 17/07	GW

**Item 7 – Work Programme**

ST gave a very brief overview of options for how the Commissioning Group could be provided with progress updates on the JSNA Work Programme.

**Commissioning Group Decisions**

- The visual representation of the Work Programme provided by MS Project’s timeline was preferred as the means of communicating progress.
- It was decided that highlight reports for projects were not required and that reporting to the Commissioning Group should be by exception only.

**Item 8 – Any Other Business**

<b>Actions:</b>	
☞ Produce a paper for the next Commissioning Group meeting on the use of qualitative data and the software options available by 17/07	CL & AD

**Item 9 – Date of Next Meeting: 9am - 11am, Wednesday 17<sup>th</sup> July 2013, Conference Room 2, Building 1, Ground Floor, Saltisford Office Park.**