

JSNA COMMISSIONING GROUP ACTION LOG

N.B. Late and non-complete items' 'Due Date' will appear in "RED" text

No.	Date	Action	Action Owner	Due Date	Status	Remarks
21	26-Nov-12	Big picture data chapter to be completed for CAMHS needs assessment.	Gareth Wrench	01-Apr-13	Amber	As at 24/01/13: Time line for CAMHS to be circulated. Update as at 22/05: The data required to complete the work is due in by the end of May and work between GW and KH will follow. Update as at 17/07: The required data has been received, work is on-going.
36	13-Mar-13	Speak to 'Colin' at the CSS about their representation at the JSNA Comm Gp	Andy Sharp Simon Tidd	22-May-13	Complete	Update as at 22/05: AS has not progressed this. ST will pick it up but it may be that the CSS is now represented by Helen Dunter
45	22-May-13	Discuss the resourcing of Needs Assessment and other project work (such as the data integration work-stream and communications) with the Strategic Group	Chris Lewington	17-Jul-13	Amber	Update as at 17/07: John Linane has agreed to fund a support/co-ordination role and ST is tasked to speak with him. CL still intends to speak about funding/resourcing research and NA work.
46	22-May-13	Complete a proposal for a project to seek the priorities for the next three years of the JSNA	Chris Lewington Andy Davis	17-Jul-13	Amber	Update as at 17/07: CL and AD have met to discuss this and drawn a proposed plan. This will be written up and circulated following the 17/07 meeting.
48	22-May-13	Update the Commissioning Group on progress on website redesign and relaunch	Simon Tidd Gareth Wrench	17-Jul-13	Complete	
49	22-May-13	Amend the reviewed project prioritisation scoring forms to reflect the changes agreed by the Comm Gp	Simon Tidd	17-Jul-13	Complete	
50	22-May-13	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	Gareth Wrench	17-Jul-13	Complete	Update as at 17/07: Needs Assessment template updated; just needs to go on website.
51	22-May-13	Speak with CCG colleagues about the difficulties that must be overcome in developing data sharing protocols between partners	Chris Lewington	17-Jul-13	Amber	Update as at 17/07: CL has spoken to one of the CCGs about the difficulties we face. Hopefully, the arrival of Belinda on the Group will facilitate further collaboration.
52	22-May-13	Incorporate the resource required to deliver a project in the Prioritisation Scoring Form	Simon Tidd	17-Jul-13	Complete	
53	22-May-13	Speak to John Linane about who is best placed to act as the Project Executive for the Impact of the Welfare Reforms Assessment	Gareth Wrench	17-Jul-13	Complete	Update as at 17/07: John Linane will lead the project with Gareth. Gareth is already meeting with Coventry to co-ordinate the work they already have underway.

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54	22-May-13	Speak to Coventry about the potential for collaboration on the impact of the Welfare Reforms Assessment	Gareth Wrench	17-Jul-13	Complete	
55	22-May-13	Produce a paper for the next Commissioning Group meeting on the use of qualitative data and the software options available	Chris Lewington Andy Davis	17-Jul-13	Complete	Update as at 17/07. No paper was produced but a decision to trial Nvivo (QDA) computer software package on Autism Qualitative data made, see action 60.