



**JSNA Commissioning Group**



**Action Notes**

**Wednesday 17<sup>th</sup> July 2013**

**Attendees**

**Chair**

Chris Lewington (CL) Strategic Commissioning, WCC

**Warwickshire County Council**

Andy Davis (AD) Observatory  
 Dan Green (DG) Localities & Partnerships  
 Gavin Halligan-Davis (GHD) Strategic Commissioning  
 Gareth Wrench (GW) Public Health (Observatory)  
 Jenny Butlin-Moran (JBM) Safeguarding  
 Simon Tidd (ST) Strategic Commissioning  
 Victoria Jones (VJ) Works' Children and Voluntary Youth Services (WCVYS)

**Other Organisations**

Belinda Dooley (BD) NHS Arden Commissioning Support Business Intelligence  
 Helen Bunter (HB) NHS Arden Commissioning Support CCGs  
 Nick Cadd (NC) Stratford District Housing as Heads of Housing  
 Paul Roberts (PR) North Warwickshire Borough Housing  
 Paul Tolley (PT) Warwickshire Community & Voluntary Action (WCAVA)

**Regrets**

**Warwickshire County Council**

Becky Hale (BH) Strategic Commissioning  
 Kate Harker (KHa) Strategic Commissioning  
 Liz Holt (LH) Learning & Achievement  
 Peter Hatcher (PH) Early Intervention  
 Rob Wilkes (RW) Strategic Commissioning

**Other Organisations**

Deb Saunders (DS) Warwickshire Healthwatch  
 Gary Hammersley (GH) South Warwickshire Clinical Commissioning Group  
 Jill O'Hagan (JO) Coventry & Rugby Clinical Commissioning Group  
 Katie Buckle (KB) Warwickshire North Clinical Commissioning Group  
 Kevin Hollis (KHo) Nuneaton & Bedworth Leisure Trust

**Item 2 – Action notes and logs from 22<sup>nd</sup> May 2013**

These were both agreed as true records of the 22<sup>nd</sup> May 2013 meeting, with no amendments. The action log was updated for 17<sup>th</sup> July 2013 and forms Annex A to this document.

**Commissioning Group Decisions**

- Actions now marked as 'Complete': 36, 44, 48, 49, 52, 53 and 54.
- The following actions remain open and have been updated, where relevant: 21, 45, 46 and 51.
- The following action is no longer extant but was not completed. This has been 'Closed' and new actions have been created or decisions noted: 55.
- The following actions are now **overdue**: 21, 45, 46 and 51.
- We are to ensure the *Impact of the Welfare Reforms Assessment* incorporates the work from the Communities' team.

**Actions:**

☆ Ensure the CAMHS Needs Assessment (NA) is in the forward plan by 23/09.	KH & GW
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☆ Contact John Linane to source the JSNA co-ordination and support role by 23/09.	ST
☆ Put the adjusted NA template on the website by 23/09.	GW
☆ Produce a position statement on what existing work has been done or is underway on the impact of the welfare reforms by 23/09.	GW
☆ Trial NVivo qualitative data analysis (QDA) computer software package on Autism consultation data by 23/09.	AD & ST
☆ Produce findings from the NVivo trial by 23/09.	AD & ST

### Item 3 – Proposed Project Prioritisation and Approval

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

<p><b>Commissioning Group Decisions</b></p> <ul style="list-style-type: none"> <li>The <i>Drivers of Wellbeing project</i> priority was agreed at 14, although it was rejected at present. Its name was also amended to the <i>Happiness Project</i>. Instead, we will: <ul style="list-style-type: none"> <li>Review the NA template to ensure it adequately considers the inclusion of subjective measures of wellbeing, when addressing other topics.</li> <li>Await the publication of the second year of ONS data to see if the findings are replicated.</li> <li>Include some happiness perceptions questions in the proposed <i>Living in Warwickshire Survey</i>.</li> </ul> </li> <li>The prioritisation and approval of the <i>Delaying Parenthood in Looked After Children (LAC)</i> was deferred until the September meeting, as it was felt the project sponsors were required to be present to justify its prioritisation and answer questions. This was also thought to be required for all future project proposals.</li> <li>The <i>Mental Health Needs Assessment</i> was also deferred to September, as its sponsor, Becky Hale, was not present. In addition, it was felt that due to recent work on the subject area, the scope should be adjusted to only address deficiencies in the existing NA, if they exist.</li> </ul>	
<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>☆ Modify the JSNA NA template to ensure adequate consideration of subjective measures of happiness is mentioned for future NA projects by 23/09.</li> <li>☆ Ensure Project Sponsors are present for the <i>Delaying Parenthood in Looked After Children (LAC)</i> and <i>Mental Health Needs Assessment</i> on 23/09.</li> <li>☆ Ask Becky Hale and Nicola Wright to re-scope the <i>Mental Health Needs Assessment</i> to specifically address the deficiencies in the existing, recent NAs completed on the subject by 23/09.</li> </ul>	
	GW
	ST
	ST

### Item 4 – Work Programme

ST outlined the current JSNA Programme of work consisting of the *Autism Needs Assessment*, *Learning Disabilities Needs Assessment* and the *Impact of the Welfare Reforms Assessment* projects, and the *Data Integration* and *Communications Work-Streams*. ST informed the group that the *Autism NA's* scope had changed and work extended by about a month to the middle of August, with an AMBER status. This had also impacted on the *LD NA* as it required the same resource. Consequently, it also has an AMBER Status and is forecast to be completed late, in the middle of Dec. The *Impact of the Welfare Reforms Assessment* has a GREEN status but has no fixed deadline. The two Work-Streams are covered below.

### Item 5 – Data Integration

AD described the activity currently underway, consisting of a consultation with Commissioners, led by Rob Mantell to ascertain their self-service data requirements and preferences; and the development of an Dementia LIS report as a 'proof of concept'. All activity has a GREEN status.

### Item 6 – Website and Communications

GW and ST outlined the improved communications support the JSNA was receiving from Jack Linstead in WCC. GW described the distribution and communications support to the release of the 2013 JSNA Annual Update but highlighted the low numbers of direct mail recipients opening or reading it. ST described the forthcoming work on Health and Wellbeing related web platforms.

**Commissioning Group Decisions**

- Future Annual Updates should include some summary information at District/Borough and Clinical Commissioning Group geographies.

**Item 7 – JSNA Research Governance**

ST described the ambiguity JSNA research faces in which governance framework to go through, if any is required on top of the Comm Gp’s approval, outlined in the Working Group’s paper.

**Actions:**

- ☆ CL to meet with John Linane and Hugh Disley to agree the JSNA research governance approach by 23/09. CL

**Item 8 – JSNA University Collaboration**

ST provided an outline of his paper on the potential of JSNA collaboration with local academics and their institutions.

**Commissioning Group Decisions**

- The Group agreed that we should further established links with academic institutions and approved the recommendations below.

**Actions:**

- ☆ Produce a mapping of existing JSNA partner academic links by 13/11. ST
- ☆ Produce a paper on the current JSNA Academic Collaboration by 17/01/14. ST
- ☆ Produce a summary of the JSNA’s research programme in a format suitable for dissemination to academics by 13/11. ST
- ☆ Attend a Behavioural Science Group meeting at WBS by 13/11. ST
- ☆ Speak to Professor Gardiner from WBS about regional economic forecasting by 13/11. AD
- ☆ Meet with Professor Stewart-Brown from Warwick Medical School by 13/11. ST
- ☆ Put Academic Collaboration on the agenda for November’s JSNA Comm Gp Meeting by 13/10. ST

**Item 9 – HWB Community Engagement**

There was no time for this paper and issue to be addressed adequately at this meeting.

**Commissioning Group Decisions**

- The Group agreed to add this as a higher priority agenda item for the next meeting and incorporate the findings from the NVivo trial and the engagement around the JSNA themes seeking project currently being scoped.

**Actions:**

- ☆ Put HWB Engagement on the agenda for September’s JSNA Comm Gp Meeting by 23/08. ST

**Item 8 – Any Other Business**

**Actions:**

- ☆ Add Peter Lister to the membership of the JSNA Commissioning Group by 18/07. ST
- ☆ Put the resourcing of JSNA work on the agenda for September’s JSNA Comm Gp Meeting by 23/08. ST

**Item 9 – Date of Next Meeting: 2pm – 3.30pm, Wednesday 23rd September 2013, Northgate House Conference Centre, 1st Floor, Meeting Room 5**