

Commissioning Group

13th November 2013

JSNA Project Output Approval Process

Summary

This paper briefly describes the current problems with the approval of the products of JSNA projects and recommends a solution to address them.

Recommendation for the JSNA Commissioning Group:

That the JSNA Commissioning Group (Comm Gp) agrees that JSNA projects' outputs can be approved for publication by the following method:

- In addition to the quality review methods employed by each project, each project will have a nominated JSNA Comm Gp member who will represent the Comm Gp at the quality review of the final draft of projects' principal outputs.*
- They will sign off the projects' outputs on behalf of the JSNA Commissioning Group.*
- The outputs will then be distributed to the Comm Gp for comment within a two week period, outside of Comm Gp meetings.*
- Those comments will be collected and addressed by the project team, any alterations made and lessons and recommendations captured for the project's closing report.*
- The outputs will then be sent to the JSNA Strategic Group, informing them they will be published at a future date, no less than two weeks away.*

1 Background

Prior to the current JSNA governance structures, projects were initiated and their outputs approved in a variety of ways. Under the current arrangements, we try to review and approve projects' 'products' or 'outputs' prior to distribution through:

- Project specific governance arrangements that usually include quality reviews and approvals involving the Project Board. Then:
- A review and approval by all members of the JSNA Comm Gp.

This causes the following problems:

- Projects under the JSNA banner are scoped by the project team with the projects' sponsor. This scope is recorded in the projects' documentation and its outputs deliver against that scope. This group also approves the projects' outputs. When multiple people from outside a project review its outputs, they do so from their own perspective and evaluate it against criteria that it was never meant to deliver against, sometimes after a significant period of time has elapsed (over 12 months for the CAMHS Needs Assessment).
- There are currently 25 members of the JSNA Comm Gp. Invariably they do not all have the time to review and approve every product and attempts to do so take significant amounts of time for project teams, who have already had projects approved by their individual projects' governance arrangements. This delays publication of useful information for commissioners.

2 Conclusion

A change to the approval method that applies to JSNA project outputs is needed and this paper makes a recommendation for the Comm Gp's approval.