



**JSNA Commissioning Group**



**Action Notes**

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

**Item 1 – Welcome and apologies**

**Attendees:**

**Chair**

Chris Lewington (CL) Strategic Commissioning, WCC

**Warwickshire County Council**

Andy Davis (AD) Observatory  
 Gareth Wrench (GW) Public Health (Observatory)  
 Jenny Butlin-Moran (JBM) Safeguarding  
 Kate Harker (KHa) Strategic Commissioning  
 Lesley Tregear (LT) Youth Justice Service  
 Simon Tidd (ST) Strategic Commissioning  
 Rachel Robinson (RR) Public Health  
 Victoria Jones (VJ) Warks' Children and Voluntary Youth Services (WCVYS)

**Partner Organisations**

Deb Saunders (DS) Warwickshire Healthwatch  
 Gary Hammersley (GH) South Warwickshire Clinical Commissioning Group  
 Helen Bunter (HB) NHS Arden Commissioning Support CCGs  
 Jill O'Hagan (JO) Coventry & Rugby Clinical Commissioning Group  
 Paul Tolley (PT) Warwickshire Community & Voluntary Action (WCAVA)

**Apologies:**

**Warwickshire County Council**

Becky Hale (BH) Strategic Commissioning  
 Dan Green (DG) Localities & Partnerships  
 Peter Hatcher (PH) Early Intervention  
 Peter Lister (PL) Strategic Commissioning  
 Rob Wilkes (RW) Strategic Commissioning

**Partner Organisations**

Belinda Dooley (BD) NHS Arden Commissioning Support Intelligence  
 Kevin Hollis (KHo) Nuneaton & Bedworth Leisure Trust  
 Nick Cadd (NC) Stratford District Housing as Heads of Housing  
 Paul Roberts (PR) North Warwickshire Borough Housing

**Item 2 – Action notes and log from 23<sup>rd</sup> September 2013**

These were both agreed as true records of the 23<sup>rd</sup> September 2013 meeting, with no amendments. The action log was updated for 13<sup>th</sup> November 2013 and forms Annex A to this document.

**Commissioning Group Decisions**

- Actions now marked as 'Complete': 65, 67, 68, 70, 75, 77, 78, 80, 81, 83, 84, 85, 86, 88, 90, 92, 93 and 94.
- The following actions remain open and have been updated, where relevant: 58, 62, 66, 79, 87, 89 and 91.
- The following actions are no longer extant but were not completed. These have been 'Closed' and new actions have been created or decisions noted: 46, 59, 69, 76 and 82.
- The following actions are now **overdue**: 58, 62, 79, 87, 89 and 91.
- The Comm Gp decided to produce a progress report to go to the HWB every six-months.

**Actions:**

☆ 95: From action 69, update Comm Gp on the headline findings from the purchased AD

economic forecast data by 31/01/14 .	
☆ 96: Following action 76, develop a person spec for a programme support and admin role and take to CL by 31/01/14	ST & GW
☆ 97: Following action 46, develop plan of work for <i>Annual Update and Review</i> projects by 31/01/14	RR, GW & ST
☆ 98: Produce a six month progress report to go to the HWB, via the Comm Gp by 31/01/14	RR
☆ 99: Produce a visualisation (possibly gantt chart) showing planning activity across all HWB partners as an annex for the report in action 98 by 31/01/14.	ST
☆ 100: Following action 59, produce a proposal for the required resource to support the <i>Impact of the Welfare Reforms</i> project by 31/01/14	GW & RR
☆ 101: Distribute current version of the <i>Impact of the Welfare Reforms</i> project position statement to the Comm Gp by 31/01/14	GW
☆ 102: Following action 87, make WCC corporate consultation arrangements the primary agenda item for the Jan Comm Gp meeting by 31/01/14.	ST

### Item 3 – CAMHS and ASD NA reports approval

CL presented the findings from the approval process and a discussion followed.

<b>Commissioning Group Decisions</b>	
<ul style="list-style-type: none"> <li>The Comm Gp approved the CAMHS and ASD NA reports for distribution.</li> <li>The Comm Gp endorsed the recommendation to amend their approval procedure to that described in the <i>JSNA Project Output Approval Process</i> paper submitted to them.</li> <li>The Comm Gp decided to include an Equality Impact Assessment with the final output of all future JSNA project reports.</li> </ul>	
<b>Actions:</b>	
☆ 103: Distribute and publicise the revised CAMHS NA and ASD NA reports by 31/01/14	ST

### Item 4 – Data integration work stream

AD described the initial findings of the consultation with Commissioners to ascertain their self-service data requirements and preferences; and the technical difficulties experienced with the linking of Care First and the LIS as a 'proof of concept'. All activity has a GREEN status.

<b>Commissioning Group Decisions</b>	
<ul style="list-style-type: none"> <li>The Comm Gp decided to extend the Data Visualisation Survey for another week to get the input from more members of the Comm Gp.</li> <li>The Comm Gp supported the proposal to conduct focus groups to explore the utility of types of self-service data tools and suggested further training may be of use.</li> </ul>	
<b>Actions:</b>	
☆ 104: Resend the Data Visualisation Survey to the Comm Gp by 15/01/14.	ST
☆ 105: Arrange focus groups to continue the consultation process by 31/01/14	AD

### Item 5 – Website and communications work stream

ST displayed the current website and outlined the work still underway.

<b>Commissioning Group Decisions</b>	
<ul style="list-style-type: none"> <li>The Comm Gp approved of the new website and asked that the work to produce it be included in the progress report for action 98.</li> </ul>	

### Item 6 – Work Programme

There was no time to cover the work programme verbally. However, for information, detail is included here:

- Data Integration work stream* – The work-streams are covered separately. Status: **GREEN**.

- *Communications work stream* – The work-streams are covered separately. Status: **GREEN**.
- *Revised CAMHS Needs Assessment* – **Complete** and approved.
- *Autism Needs Assessment* – **Complete** and approved.
- *Learning Disabilities Needs Assessment* – In delivery stages; status: **AMBER** due it being forecast to finish later than initially planned, as a result of the extension of the Autism project.
- *Child Sexual Exploitation in Warwickshire project* – In delivery stages; status **GREEN**.
- *Impact of the Welfare Reforms Assessment* – In delivery stages; status: **AMBER** due it currently being inadequately resourced.
- *Delaying Parenthood in Looked After Children (LAC) project* – In initiation stages, status: **AMBER** due it awaiting new PH trainee consultant allocation in Dec/Jan.

**Item 7 – JSNA academic collaboration**

ST outlined the findings of the academic links survey and the work still underway to feed the report described in action 66.

<b>Commissioning Group Decisions</b>	
<ul style="list-style-type: none"> <li>• The Comm Gp decided to extend the Academic Links Survey for another week to get the input from more members of the Comm Gp.</li> </ul>	
<b>Actions:</b>	
☆ 106: Resend the Academic Links Survey to the Comm Gp by 15/01/14.	ST

**Item 8 – The year so far**

CL led a brief discussion on the topic and membership of the Comm Gp.

<b>Commissioning Group Decisions</b>	
<ul style="list-style-type: none"> <li>• The Comm Gp decided to postpone the discussion to Jan with the planned report in action 98 being an input into that discussion.</li> <li>• The Comm Gp decided to remove Peter Lister and Rob Wilkes from its membership.</li> <li>• The Comm Gp decided to review the membership and governance of the Working Group in a separate meeting.</li> </ul>	
<b>Actions:</b>	
☆ 107: Arrange a meeting to discuss the Working Group governance with CL, RR, GW and ST by 31/01/14.	ST

**Item 8 – Any other business**

There was a brief discussion about the frequency and dates for 2014's Comm Gp meetings.

<b>Commissioning Group Decisions</b>	
<ul style="list-style-type: none"> <li>• The Comm Gp decided to arrange next year's regular meetings continuing bi-monthly, avoiding Wednesday mornings.</li> <li>• The Comm Gp decided that additional meetings for specific purposes could be arranged in addition to these.</li> </ul>	
<b>Actions:</b>	
☆ 108: Arrange next year's regular Commissioning Group meetings by 31/01/14.	ST

**Item 9 – Date of Next Meeting: TBC**