

## Joint Strategic Needs Assessment (JSNA) Steering Group

27<sup>th</sup> July 2015

Rm 5.4, 15 Marylebone Road

### Minutes

In attendance	
Daniela Valdés (DV) (chair)	Head of Planning and Governance, CLCCG
Stuart Lines (SL)	Deputy Director of Public Health
Meenara Islam (MI)	Principal Policy Officer, Westminster City Council
Jessica Nyman (JN)	JSNA Manager, Public Health
Steve Bywater (SB)	Interim Policy Manager, Children's Services
Mark Jarvis (MJ)	Company Secretary, Hammersmith & Fulham CCG
Shelley Gittens (SG)	Public Health Performance Manager
Angela Spence (ASp)	Kensington and Chelsea Social Council
Angela McCall (AM) (minutes)	Business Support Officer, Public Health
<b>Apologies:</b> Angeleca Silversides, Mike Rogers, Bridgitte Moess, Lisa Cavanagh, Colin Brodie	

Item	Action
<b>1. Welcome and introductions</b>	
<b>2. Minutes of last meeting and matters arising</b>  SL met with Samar Pankanti (3 CCGs Public Health lead) last week and Samar is now invited to JSNA Steering Group meetings to strengthen the CCG links.  Current attendance list to be reviewed to ensure that the meeting is pitched at the right level – DV.  SL informed that the 3 Cabinet Members are concerned that the join up needs strengthening for the group and Health and Wellbeing Boards and CCGs.  JN is going to the Hammersmith & Fulham CCG and West London CCG Governing Body Seminar and the Central London CCG Transformational Redesign Group to present on the JSNA and current work programme, and it	   DV to check quorum.  AMc to let the H&WBB chairs have these minutes. JN

<p>is hoped to be a regular feature.</p>	
<p><b>3. Overview of JSNA Project Plan</b></p> <ul style="list-style-type: none"> <li> <p>• <b>Dementia JSNA sign-off</b>  This is about to be published after the next round of HWB meetings in September and will be presented by Lisa Cavanagh and Colin Brodie. This will be presented in parallel to the NWL Dementia Strategy for agreement of publication in September/early October. A local strategy for dementia is being created.</p> <p>LBHF have decommissioned a memory clinic service and are recommissioning. MJ queried how this joined up with this JSNA.  This prompted discussion around how the JSNAs informed commissioning decisions.  MJ and DV advised that CCGs are pulling together their prospectus (commissioning intentions) for the following year. These will need to ‘fit’ with the work of this steering group.</p> </li> <li> <p>• <b>Childhood Obesity JSNA</b>  This report is being redrafted, and a second draft will be circulated to wider stakeholders. It will go to the November H&amp;WBB.</p> <p>SL advised that H&amp;F CCG Governing Body had expressed an interest in understanding referral pathways into the PH commissioned services better.</p> </li> <li> <p>• <b>End of Life Care JSNA</b>  The data analysis has been shared with the End of Life Care Steering Group for comments. Interviews are currently taking place with stakeholders such as clinical leads and providers of End of Life Care services.</p> </li> <li> <p>• <b>Housing: health and disability related housing needs</b>  This is finally underway after a prolonged scoping stage. The Task &amp; Finish Group is being put together. Lead is Selina Douglas (ASC).</p> </li> <li> <p>• <b>Evidence Hub</b>  SL is looking into back fill for TJ’s position so he can focus on building the Evidence Hub. A prototype will be delivered on the JSNA portal including a supplement to the Childhood Obesity JSNA, and the JSNA Highlight Reports for each borough.</p> </li> <li> <p>• <b>Westminster Needs Modelling project</b>  This project aims to develop a range of projections of need of the population in Westminster over the medium and long term. The projections will be informed by data relating to the demographic profile and disease profile of</p> </li> </ul>	<p>PH childhood obesity programme manager to be advised</p>

<p>Westminster, including changes caused by long-term housing, regeneration and infrastructure plans. The final product is due to be presented to the Health and Wellbeing Board in March 2016. This is being led by SL, AR and MI.</p> <p><b>Risks and issues</b></p> <ul style="list-style-type: none"> <li>• Capacity of public health intelligence team</li> <li>• Governance of processes across the 3 boroughs</li> </ul>	
<p><b>4. Engagement and alignment with Health and Wellbeing Boards/CCGs</b> Discussion around the communication of knowledge and the findings of JSNAs that have been produced, and whether they are actually reaching the right people and informing commissioning decisions.</p> <p>MJ commented that CCG priorities are shaped by the 5 Year Forward View, which could be included in prioritising and informing future JSNAs.</p> <p>This group has been given delegated authority to make decisions on behalf of the H&amp;WBB. As the JSNA Steering Group is a sub-committee of the Health and Wellbeing Board, they should be regularly reviewed at the HWB. Additionally, minutes need to reflect and escalate issues up to the HWBs. SL advised that minutes will now routinely be sent to HWBB chairs.</p> <p>CCGs to present at the next JSNA Steering Group meeting and discuss the commissioning process and what are the key stumbling blocks that are faced at the moment. This will enable greater understanding about the systems and processes that take place within the CCG, therefore council teams will have a better understanding.</p> <p>It was agreed that the decision to rotate the chair between CCG and council helps to share ownership, so DV will continue for the time being.</p>	<p>DV / MJ to organise</p> <p>JN to add to the next agenda.</p>
<p><b>5. JSNA Impact and Review (2013/14 programme – for information)</b></p> <p>ASp raised the importance of monitoring the impact of JSNAs and commissioning / strategy decisions and them being reported on a regular basis.</p> <p>SL advised that the HWBB Chairs were keen to understand this and that a summary was being prepared. However, the review of the whole commissioning cycle is outside the capacity of the Public Health team so other options would need to be considered. On this note, MJ remarked it was unclear how the TB JSNA had been taken forward in terms of commissioning services.</p> <p>Lesson learnt process to be reviewed for one of the areas within the impact paper.</p>	<p>JN - Invite a past project lead to discuss lessons learned at next meeting</p> <p>JN to put MJ in contact with JSNA writer</p>

<p><b>6. AOB Date of next meeting</b></p> <p>Public Health and CCGs Memorandum of Understanding – Samar and Matthew Bazeley are discussing this with SL.</p> <p>Angelica Silversides sent her apologies though registered her interest in contributing to the housing project.</p> <p>Public health / Local Authority colleagues are invited to hot desk at the CCG offices when coming for meetings, SL advised that the MoU discussions will help with this arrangement, colleagues are invited to contact DV for this to be arranged on a regular basis.</p> <p><b>Date of next meeting will be Wednesday 30<sup>th</sup> September at 2pm at 15 Marylebone Road.</b></p>	<p>Copy of minutes to Samar</p> <p>DV to arrange for seating for the PH team to work at Marylebone Road on the date of the next meeting or an ad hoc basis.</p> <p>DV to continue chairmanship</p>