

**MINUTES OF THE
JOINT STRATEGIC NEEDS ASSESSMENT (JSNA)
EXECUTIVE GROUP
WEDNESDAY 30 APRIL 2014, 2-4pm
ROOM 510 – OLD MARKET HOUSE**

Present

Julie Webster, Head Public Health, Wirral Council (CHAIR)
Jane Harvey, Consultant in Public Health, Wirral Council
John Highton, JSNA Programme Lead, Wirral Council
Melanie Maxwell, Associate Medical Director, Wirral University Teaching Hospital
Charlotte Simpson Consultant in Public Health Trainee, Wirral University Teaching Hospital
Annette Roberts, CEO, VCA Wirral
Rob Vickers, Interim Head of Service, Department of Adult Social Services, Wirral Council
Paula Simpson, Head of Quality and Governance, Wirral Community NHS Trust
Iain Stewart, Chief Officer, Wirral CCG

Apologies

Tony Kinsella, Head of Commissioning, Performance and Business Intelligence
Ewen Sim, Medical Director, Wirral Community NHS Trust
Graham Hodgkinson, Director of Adult Social Services, Wirral Council
Julia Hassall, Director of Children's Services, Wirral Council
Kevin MacCallum, Corporate Marketing Manager, Wirral Council
Dr. Mark Green, Wirral Alliance Commissioning Consortium/St Hilary Brow Practice.
Nancy Clarkson, Children & Young People Services, Wirral Council
Sandra Thomas, Department of Adult Social Services, Wirral Council
Damien Boden, Department of Adult Social Services, Wirral Council

No Apologies Sent

Tony Hope, Press/Public Relations Officer, Wirral Council
Val McGee, Directorate Manager, Adult Mental Health Cheshire and Wirral Partnership

In attendance: Elaine Burfield, Senior Admin Officer Public Health Directorate

	Detail	Action
1.	<p>Welcome & Apologies Julie welcomed the group and apologies were noted.</p>	
2.	<p>Minutes/actions of the previous meeting (25 June 2013)</p> <p>Minutes of meeting held on 28 January 2014 were agreed as correct.</p> <p>Rolling Actions Item 2: Item closed Item 3: This has been classed as update to Health and Wellbeing Board Item 5: website landing pages circulated – most popular as expected Item 6: Work in progress Item 8: On meeting agenda Item 9: On meeting agenda Item 10: On meeting agenda Item 11: On meeting agenda</p>	
7.	<p>JSNA Evaluation Plan</p> <p>A discussion took place regarding the range of different responses around the JSNA and how to hold partners to account on how they use the JSNA to ensure they commission the correct way, it was felt the role of the group was to act as champions for the JSNA using it as a self-assessment tool across the partnership.</p>	<p>JH – to change the Evaluation Plan to act as self-assessment form for partners - to re-populate and be reviewed against performance every 6 months</p>
3.	<p>Update on JSNA content refresh process</p> <ul style="list-style-type: none"> • Progress has been made towards completion but has slowed down over past 2 months due to work on Future Councils which had to be undertaken by Public Health and Business Intelligence teams. • Steps taken to develop content as co-author approach with a number of partners/people. • Community Safety content proving hard to have completed but for ongoing requests and contact. 	<p>JH – to discuss with PH colleagues</p> <p>General – JH to circulate drafts of refreshed or new sections</p>
4.	<p>Wirral Pharmaceutical Needs Assessment - relationship to JSNA Executive Group and Health & Wellbeing Board</p> <p>Item deferred to next meeting when all the data will be available.</p>	<p>Jane H to update Exec Group with progress</p>

	Detail	Action
5.	<p>Wirral JSNA Executive Group – Updated ToR (Draft)</p> <p>Exec Group were asked to agree latest ToR - group asked to confirm roles and representatives were correct</p>	<p>Exec Group to confirm representatives in ToR then final version will be circulated</p>
6.	<p>JSNA ‘Call for Information’</p> <p>22 forms returned – with a number of individual submissions. There are no developments out of call for information that warrant a new chapter in the JSNA but may need some more in-depth investigation to find out what Liverpool and Manchester gained from their work and also for those who didn’t contribute did they value the opportunity of being asked to contribute. It needs to be seen as capturing the Health of Wirral not raising expectations but focusing on what we can deliver. JH felt it was worthwhile and would use it again. Group suggested that future use could also/or instead focus on topics rather than a general call for information</p>	<p>JH - Contact individually to reflect on their submissions.</p> <p>JH - Contact Liverpool and Manchester to explore their findings.in relation to Wirral’s</p> <p>General – would use again as targeted approach via specific topics.</p>
8.	<p>JSNA – Managing requests for inclusion in JSNA</p> <p>Generally most areas are experiencing ad hoc requests for new JSNA chapters without a system in place to manage a response and how to deal with things as and when they come in</p>	<p>JH – to use submitted template as and when requests for new content/sections are submitted</p> <p>JH - to complete and submit to Exec Group members for agreement at next meeting or sooner.</p>
9.	<p>JSNA North West Network Update</p> <p>JH attended this meeting on 26/2/14 in Preston and a few things that were discussed were as follows:</p> <ul style="list-style-type: none"> • Data access for all 22 authorities • Changes around Public Health England and NHS • Relations with CSU variable across the North West • Trying to get barriers lifted with regards to data exchange <p>Next meeting in June.</p>	<p>JH – to report back at future JSNA Executive Group meetings</p>
10.	<p>Any Other Business</p>	<p>None was tabled</p>
11.	<p>Date and time of next meeting</p> <p>Thursday 17 July 2014 – 1:30-3:30pm Nightingale Room, Old Market House</p>	

Note: See rolling actions list below

Wirral JSNA Executive Group - Rolling Actions List - 2014

Date	Detail	Outcome
January 2014	Item 2 Julie Webster/Tony Kinsella & other group members to raise issues of under developed JSNA collaboration & co-authorship at key meetings	Closed
	Item 3 JH/TK to offer an abridged version to Health & Wellbeing Board with possibility of presentation to formal meeting in March. JW/TK to consider use at a future HWBB Development Session TK to consider use at or within future Constituencies training session content	Classed as update
	Item 5 JH to check top 20 landing pages on JSNA website and circulate to group for information. Also publish this stats report in next bulletin	Closed
	Item 6 – Jane H to ensure group is updated on progress	Work in progress
	Item 7 - Deferred to a future meeting	
	Item 8 JH to provide Exec Group with criteria and approach to the review of the details provided through this open call	Work in progress
	Item 9 JH to report to future Exec Group on future NW JSNA leads meetings	Work in progress
	Item 10 – Deferred to a future meeting Though JH to review template and submit as a later draft	Work in progress
	Item 11 – JH to recirculate report with a view to partners populating detailed actions for improvement & return to JH JH to submit this completed action plan to next Exec Group meeting	Work in progress
Date	Detail	Outcome

April 2014	Item 3 – JH to circulate draft Climate & Health Section and others as they become available	
	Item 4 – Jane H to update PNA progress at next meeting	
	Item 5 Exec Group - confirm attendees on P.3 of ToR Once confirmed - JH to circulate to group final version of ToR Next review March 2015	
	Item 6 JH to contact those who submitted returns to discuss. JH – to explore findings of Liverpool and Manchester as comparison	
	Item 7 JH to revamp the JSNA Evaluation Form for the group to re-populate (and future use as self-assessment tool with 6 month review of achievements)	
	Item 8 JH to instigate ‘new content’ process as and when required	
July 2014		
October 2014		