

Joint strategic needs assessment (JSNA) leadership group

Minutes of meeting 3pm 8 August 2016, County Hall

Present	
Sakthi Karunanithi (chair)	Director of public health and wellbeing, LCC
Mike Kirby (deputy chair)	Director of corporate commissioning, LCC
Angela Allen (deputising for Sarah Swindley)	CEO, Families Health and Well Being Consortium
Steve Freeman (deputising for Angela Harrison)	Chief finance officer, office of the police and crime commissioner
Gemma Jones	JSNA manager, LCC
CC Tony Martin	Cabinet member for adult and community services, LCC
Tony Morrissey (deputising for Linda Clegg)	Deputy director of children's services, LCC
Tony Pounder	Director of adult services, LCC
Christina Shorrock (deputising for ACC Mark Bates)	Early action, Lancashire Constabulary
Donna Gadsby (minute taking)	JSNA research officer, LCC
Apologies	
Mark Bates	Assistant chief constable, Lancashire Constabulary
Linda Clegg	Interim director of children's services, LCC
Gary Hall	Chief executive, Chorley Borough Council
Angela Harrison	CEO, OPCC
Sarah Swindley	CEO, Lancashire Women's Centre
Mike Walker	Information, intelligence, quality and performance manager, LCC

1	Welcome, introduction and apologies	Action
SK welcomed everyone to the meeting, the group introduced themselves to the other members and apologies were noted as above.		No action
2	The Lancashire JSNA	Action
<p>GJ presented a brief overview of the JSNA in Lancashire: what it is, the process that it follows and the current position regarding governance. GJ also advised the leadership group would be responsible for a two-way relationship with the health and wellbeing board (HWB) in respect to governance, identifying work streams and other requirements. SK confirmed the statutory requirement of the JSNA.</p> <p>TP asked how people use the JSNA for commissioning. MK queried whether it was a cycle of data, linked to outcomes. GJ confirmed that use of the JSNA was monitored to see who accessed the content and it wasn't just one static document, but an ongoing process that fits into the commissioning cycle.</p> <p>SK added that it should be bedded into the commissioning process and used for horizon scanning, rather than stakeholders sitting on the available intelligence and not putting it into practise.</p> <p>TMn asked whether the JSNA findings are implemented and do they make a difference. GJ advised that stakeholders are using the data and intelligence in many projects, which should have quantifiable outcomes, while SK added that the impact(s) should be measurable.</p> <p>TMy suggested that meeting the needs of the population and applying resources should be based on JSNA evidence rather than anecdotal evidence.</p> <p>SK noted connecting the JSNA to public services could ensure it is used; even with the health and wellbeing board behind the JSNA process, it doesn't mean it is used. SK suggested that different boards have different perspectives, and this could be a way to strengthen the JSNA by getting them on board. GJ confirmed that at the early stage of a thematic JSNA the different partners and representatives are invited to be involved.</p> <p>AA commented that there is sometimes a gap between a JSNA and what is actually commissioned, as it can be difficult to influence the</p>		

	<p>commissioning process. SK and TP agreed links between the JSNA research and commissioning need to be established, citing the use of falls data.</p> <p>SK suggested that the appointment of a clinical commissioning group representative to the group, could help address some of the issues raised.</p>	<p>GJ to recruit a CCG member</p>
3	Appointment of chair and deputy chair	Action
	<p>SK outlined the future chairing responsibilities and arrangements for the JSNA leadership group. SK was proposed and accepted as chair; MK was proposed and accepted as deputy chair.</p>	<p>No action</p>
4	Revision of the terms of reference	Action
	<p>GJ outlined the terms of reference and advised any revisions or changes would need to be resubmitted to the health and wellbeing board (HWB) for approval. SK invited comments in response.</p> <p>AA informed the group that there were potential third sector representative changes and this would become more apparent in time. For now, 'Third Sector Lancashire' representative is to be changed to simply 'third sector representative'.</p> <p>TMn advised that any elected member could be a representative on the leadership group, not necessarily the cabinet member for adult and community services. MK noted he was not on the membership list; this was an administrative error and MK was confirmed as a member.</p> <p>SK mentioned that alongside CCG representation there should be a fire and rescue member on the leadership group.</p> <p>There was a discussion on a housing/registered social landlord representation, but it was felt this may conflict with the terms of reference. GJ confirmed that there are housing/RSL on the JSNA contact database, who have been involved in past projects. It was agreed that their involvement on a topic specific basis was appropriate.</p> <p>AA noted that Blackburn with Darwen have representation from Healthwatch (HW) and Blackburn College, SK clarified that the original JSNA leadership group membership was chosen by the HWB and did not include educational establishments. Furthermore,</p>	<p>GJ to amend ToR and resubmit to HWB.</p> <p>GJ to recruit CGG and fire & rescue members</p> <p>GJ to recruit a Healthwatch member.</p>

	<p>there would be considerable complications in choosing a representative from the education sector in Lancashire. There was unanimous support for Healthwatch involvement.</p> <p>No further comments or changes were identified or suggested.</p>	
5	JSNA annual report and forward plan	Action
	<p>GJ gave a brief overview of the JSNA progress over the previous 12 months, covering the thematic JSNAs, data/support requests, training and briefings, the annual showcase, and the migration to the new website Lancashire Insight (LI).</p> <p>GJ asked members whether the information is useful in the current format. It was accepted the report provided context, but no suggestions were made for changing the format.</p>	No actions
6	2016/17 work programme	Action
	<p>GJ outlined the two thematic JSNA projects, suggested by the JSNA stakeholders, which have been approved by the HWB for the 2016/17 work programme: the working-age population JSNA and the neighbourhoods intelligence project. Both link into the six shifts JSNA, living well and other areas. The leadership group discussed the content of the two thematic JSNAs and made suggestions for content, which were duly noted.</p> <p>GJ asked for project sponsors for the thematic JSNAs. MK agreed to be the project sponsor for the neighbourhoods intelligence project. There was a discussion around the working-age JSNA, SF suggested the sponsor should be someone to whom it would be meaningful and TP suggested tying it to a role (potentially outside the leadership group).</p> <p>AA advised that she would not be able to commit to project sponsor for the working-age JSNA, as she was attending the leadership group in a deputy capacity, but would discuss it with Sarah Swindley as she may be more suited to the role. GJ agreed to follow this up with Sarah.</p> <p>SK noted that the two thematic JSNAs would need to be linked to other projects and activities.</p>	<p>JSNA team to review suggestions for content</p> <p>JSNA team to brief MK on the role and provide project outline.</p> <p>GJ to contact SS</p>
7	Linking JSNA to the Lancashire South Cumbria change programme and the public services reform of the CA	Action

	<p>SK suggested the Lancashire change programme board should link with the JSNA. The bringing together of the three HWBs across Lancashire, and a combined authority/function could support this. It was noted that it is too early to comment on how these changes may or may not play out in respect of the JSNA.</p> <p>SK asked other group members to raise awareness of the JSNA and also highlight any other intelligence groups that could feed into the JSNA. MK suggested the leadership group could be involved in other groups and shape their work to utilise the JSNA.</p>	<p>All: consider links that can be made and appropriate intelligence groups that could feed in to the JSNA.</p> <p>SK to raise the issue at the CCB meeting on 9 August 2016</p>
8	Any other business	Action
	<p>GJ advised the leadership group that the JSNA team has been asked to support an eye health needs assessment across Lancashire-12 and Blackburn with Darwen. It was agreed this was OK as the work was being supported but not led by the JSNA team and a multi-agency agreement was not required.</p> <p>SK reiterated the role of the leadership group in raising awareness of Lancashire Insight and the JSNA in the decision making process and other input they may have into different groups.</p> <p>No other business was raised.</p> <p>SK thanked people for their attendance and the meeting closed at 4pm</p>	<p>All: leadership group to raise awareness of JSNA/LI.</p>
9	Date/time/place of next meeting	Action
	<p>GJ confirmed the next meeting will be in March 2017. GJ suggested some continuation planning around the meeting in respect of any role changes or reorganisations that may occur between now and March 2017.</p>	<p>GJ to liaise with Adele Pearce to organise the meeting.</p>