

# JOINT STRATEGIC NEEDS ASSESSMENT

## Steering Group

### Notes of meeting held on 22 June 2011

**Present:** Jenny Hacker (chair), David Claydon, Cynthia Davis, Janet Grant, Sadia Halim, Fatima Koroma, Lee Lewis, David Morris, Steve Morton, Maria Nawrocka, David Osborne, Claudette Parchment, Terri Saich, Jenny Williams, Fiona Assaly (notes)

**Apologies:** Fouzia Basit, Eileen Callaghan/Barbara Jesson, Alison Critchley, Dipti Gandhi, Sharon Godman, Jo Gough, Dominick Mennie, Hannah Miller, Minal Patel, Brenda Scanlan

Action/decision	By whom?	By when?
<b>Item 1 Introductions, apologies and welcome to first meeting</b>		
Jenny Hacker reminded the group that their individual 'wishes' for this year's JSNA from the first meeting had been recorded, and proposed that they start the next meeting in July by reviewing these, to see if they were being addressed.	FA to add to agenda for July	20 July
<b>Item 2 Notes of previous meeting held on 25 May 2011</b>		
<p>These were agreed as an accurate record</p> <p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>• Overview chapter – David Claydon/Iain Kennedy/David Osborne working on this. Brief update on today's agenda, David Claydon to report back in more detail at the next meeting</li> <li>• Links with the repeat abortions group – Sadia to update this meeting. Jenny Hacker/Ellen Schwartz had discussed the timing of the work already started. They had agreed that the existing group will cover high level work and that the JSNA will fit into this</li> <li>• Process - Jenny, David Claydon and Sharon Godman had met to discuss (agenda item 6)</li> <li>• Governance and membership – to be covered under agenda item 3</li> <li>• Suggested topics – it was agreed to remove some items from the list which were not topics in themselves, eg, JSNA champions, asset mapping</li> <li>• Proforma – Jenny and Bernadette had produced a proforma (agenda item 4)</li> <li>• Equalities impact assessment – Jenny has now received training and an EIA will be built into the new process</li> </ul>	DC	20 July
<b>Item 3 Revised terms of reference/membership</b>		
<ul style="list-style-type: none"> <li>• The group agreed revisions to items 1 Background, 2 Aims and 3 Responsibilities</li> <li>• 4 Governance – it was agreed that reporting would take into account the decision making processes of the responsible statutory authorities (ie, annually to the PCT management team and the council's management team and cabinet). It was also agreed that regular reports would be made to the shadow HWBB to ensure inclusion of JSNA</li> </ul>		

<p>priorities in the health and wellbeing strategy</p> <ul style="list-style-type: none"> <li>• 5 Membership - <ul style="list-style-type: none"> <li>○ Jenny reported that NHS Croydon Head of Commissioning had joined the group, was on leave but should be at the next meeting.</li> <li>○ It was hoped there would be a representative of the C4C GP consortium at the next meeting</li> <li>○ Other representation was discussed and the group felt it was imperative for a representative from SLAM to be part of the group. Jenny to contact Steve Davidson</li> <li>○ The group also agreed that a representative from the former community side should be invited. Cynthia to provide a name</li> <li>○ It was agreed that the London Ambulance Service could be invited to be part of one of the working groups where appropriate, rather than as a core member of the steering group</li> </ul> </li> <li>• 6 Frequency of meetings – it was agreed to meet monthly for the time being (although the August meeting may be cancelled), moving to bi-monthly meetings later on</li> <li>• <b>The group agreed the revised terms of reference</b></li> </ul>	<p>JH</p> <p>CD</p>	<p>Early July</p> <p>Early July</p>
<p><b>Item 4 Prioritisation process for ‘deep dive’ topics</b></p>		
<ul style="list-style-type: none"> <li>• Jenny asked for comments on the draft prioritisation proforma which will be completed by new topic proposers. Amongst other suggestions were the following: <ul style="list-style-type: none"> <li>○ Include box for contact details</li> <li>○ More background information to guide the reader</li> <li>○ Carers need to be included in the section on seriousness of the impact on individuals</li> <li>○ Scale of the problem –debate over absolute numbers to indicate scale or rate to show comparison</li> <li>○ Equalities section needs rethinking to incorporate seriousness of the impact as well as numbers of groups affected</li> <li>○ Priorities section needs rethinking and need to prompt for evidence of how we know the topic is a priority for individual stakeholders</li> <li>○ Economics – change to value for money and include whether savings be made</li> </ul> </li> <li>• It was agreed that members would reflect on some of the more difficult aspects of the form and feed ideas back to Jenny</li> <li>• Jenny will amend the proforma and bring it back to the next meeting</li> </ul>	<p>ALL</p> <p>JH</p>	<p>Early July</p> <p>20.07.11</p>
<p><b>Item 5 Scoring of received proposals for ‘deep dive’ topics</b></p>		
<ul style="list-style-type: none"> <li>• Two completed forms were considered, a retrospective form for the repeat abortions chapter, and a new form for autism. Comments included: <p><b>Autism</b></p> <ul style="list-style-type: none"> <li>○ There was a need to ensure the proposer was aware that there was a children’s autism strategy. Clarity was needed regarding whether the proposal was for children’s and adults. Stage 1 background information – to be refined to encourage proposers to be more specific</li> <li>○ The proposer had indicated that no previous needs</li> </ul> </li> </ul>		

<p>assessment had been carried out. Steve pointed out that the JSNA looked at learning disability two years ago.</p> <ul style="list-style-type: none"> <li>○ There was a major debate on whether the 1 in 100 figure should be scored as medium or low scale. A vote suggested that it should be low.</li> <li>○ Equalities section needed more information</li> <li>○ Priorities section needed more information</li> <li>○ Economics section needed more information</li> </ul> <p>This was a very useful exercise in further refining how the prioritisation form would be used. Not possible to produce a definitive score for the form as yet.</p> <p><b>Repeat abortions</b></p> <ul style="list-style-type: none"> <li>○ Similar discussion took place around the completed repeat abortion proforma</li> <li>○ Discussion over how to quantify costs and potential savings. Claudette stated that the QIPP team could assist with this</li> </ul>		
<b>Item 6 Draft project plan for 'deep dive' projects</b>		
<ul style="list-style-type: none"> <li>● Jenny introduced the draft project for the individual chapters. Once topics are identified, the working groups would be steered through the process (EIA, data sources, presenting data, literature, etc) in an attempt to address some of the lessons learned from last year and prevent them</li> <li>● Key individuals have already been approached with regards to providing short 'briefing' sessions on specific topic areas.</li> <li>● Suggested additions to the flow chart: move evaluation further up; the need for costs and value for money outcomes; communications</li> <li>● Steve raised the issue of quality assurance. As well as developing briefing sessions for each topic working group, Jenny said that the topic lead would be required to bring reports back to the group at regular intervals. In addition, those responsible for the briefing could take ongoing responsibility for monitoring the quality of their specific area</li> <li>● Editing could also be involved, but may need to be in house due to budget constraints</li> <li>● <b>The process was approved by the group</b></li> </ul>	JH	20.07.11
<b>Item 7 Update on progress with JSNA overview chapter</b>		
<p>David Claydon reported that the group had met twice (David Claydon, David Osborne, Iain Kennedy)</p> <ul style="list-style-type: none"> <li>● The structure of the chapter had been discussed and how best to bring together spending and outcomes and how to highlight differences throughout the borough</li> <li>● The initial proposal is around a life cycle model</li> <li>● Meetings have been set up with commissioners and services (Iain)</li> <li>● The core dataset has been discussed and which indicators are no longer required or which gaps needed to be filled. It was agreed that the framework from the Marmot review would be used</li> <li>● This will be presented in more detail at the next meeting</li> </ul>	DC	20.07.11

<p>Links to the Health and Wellbeing Strategy were discussed</p> <ul style="list-style-type: none"> <li>• Steve Morton reported that the framework which will be used for the health and wellbeing strategy is likely to be based on four draft shared priorities: <ul style="list-style-type: none"> <li>1. improve health and wellbeing</li> <li>2. promote greater independence</li> <li>3. provide integrated, safe, high quality services</li> <li>4. ensure a positive experience of care</li> </ul> </li> <li>• The overview chapter will be the needs assessment for the health and wellbeing strategy and will indicate where commissioners need to focus their attention. It is important to come up with the best strategy for the borough</li> <li>• The steer from NHS SW London is to look at clinical areas but it was agreed this would receive their approval</li> </ul>		
<b>Item 8 Update on repeat abortions chapter</b>		
<ul style="list-style-type: none"> <li>• Jenny thanked Sadia Halim for attending to update the group on progress so far in producing a repeat abortions strategy as part of the sexual health strategy</li> <li>• There is a core group working towards a first draft with the help of wider consultation with Croydon Voluntary Action and Croydon Health Services. Part of the strategy is the needs assessment and the two focus groups are trying to discover why there is a priority in Croydon</li> <li>• The expert think tank focus group is seeking to identify barriers and needs not identified</li> <li>• The deadline for the sub-chapter is the end of July</li> <li>• Sadia was asked to prepare a project plan to present at the next meeting</li> </ul>	SH	11.07.11
<b>Item 9 AOB</b>		
<ul style="list-style-type: none"> <li>• There was no other business</li> </ul>		
<b>Item 10 Date of next meeting</b>		
<ul style="list-style-type: none"> <li>• <b><u>Wednesday, 20 July from 2.00-4.00pm, Room 9.02, Taberner House</u></b></li> </ul>		