

Joint Strategic Needs Assessment Leadership Group

Purpose

The purpose of the Joint Strategic Needs Assessment (JSNA) Leadership Group is to provide strategic oversight and governance of the JSNA process and products on behalf of partners involved in the health, resilience and safety of Lancashire residents.

Terms of Reference

The group will comprise strategic leads or directors of a range of key partners from across Lancashire-12.

The group may consider additional representatives as appropriate.

Membership

Suggested membership is as follows:

- Director of Public Health and Wellbeing, Lancashire County Council
- Director of Corporate Commissioning, Lancashire County Council
- Clinical Commissioning Group representative
- Lancashire Children's Trust Partnership Board representative
- Third Sector representative
- Lancashire Police and Crime Commissioner or representative
- Elected Member Lancashire County Council
- District council representative
- Director of adults' services or representative
- Director of childrens' services or representative
- Community Safety Partnership representative
- Lancashire Fire and Rescue Service representative
- Healthwatch representative
- Any other member considered appropriate by the Lancashire Health and Wellbeing Board

The chair is to be nominated and agreed by the group on an annual basis.

Support

- JSNA Manager, Lancashire County Council (LCC)
- Information, Intelligence, Quality and Performance Manager, LCC
- Head of Business Intelligence, LCC

Supporting officers will provide information and advice about the JSNA to the leaders as required. The JSNA manager will be responsible for the production of the annual report to the leadership group.

Roles and Responsibilities

The role of the JSNA leadership group is to:

1. steer the future strategic direction of the Lancashire JSNA and the services it delivers;
2. consider the options for the annual programme of work to be delivered by the JSNA team and agree the annual thematic JSNAs and/or other projects for the September to August project year;
3. nominate a sponsor for each thematic JSNA;
4. review the performance of the JSNA by monitoring outcomes of projects previously delivered, their effectiveness and impact on commissioning and outcomes for citizens;
5. sign off and promote reports resulting from the annual work programme and ensure these are considered when revising the joint health and wellbeing strategy;
6. act as JSNA champions in their respective services, organisations and partnerships;
7. regularly report to the Health and Wellbeing Board on development, delivery and outcomes of the JSNA as part of the board's statutory duty for the JSNA; and
8. ensure that there is active engagement of key stakeholders on strategic priorities.

Meetings and other communication

The group shall meet twice a year (in March/April and July/August) each year as a minimum and there shall be a progress update meeting between the JSNA team and the project sponsors in January.

Any emerging priorities to be incorporated into the JSNA work programme between meetings should be discussed and agreed by email, subject to the capacity of the JSNA team.

At Leadership Group meetings, the JSNA team will provide reports on:

- JSNA activity;
- the impact of JSNA activity;
- the progress of JSNA projects; and
- proposals for new JSNA projects.

An annual report will be made available at the meeting at the end of the financial year to be submitted to the Health and Wellbeing Board for consideration.

Revision

This document should be reviewed regularly and any revisions should be agreed by the group.