

Appendix 1.

Brent Joint Strategic Needs Assessment Steering Group Terms of reference

Purpose

To direct and oversee the ongoing updating, production of and dissemination of the Brent Joint Strategic Needs Assessment (JSNA), on behalf of the Health and Wellbeing Board.

Context

The Health and Social Care Act 2012 amended the Local Government and Public Involvement in Health Act 2007 to introduce duties and powers for Health and Wellbeing boards in relation to Joint Strategic Needs Assessments and Joint Health and Wellbeing Strategies.

The JSNA is an assessment of the current and future projected health and care needs of the local population. These are needs that could be reasonably be met by the local authority, the local Clinical Commissioning Group (CCG) and NHS England.

The JSNA uses variety of data sources and in addition to quantitative data may include service user information and views fed in by community participation.

Objectives

The working group will:

- Agree an annual work plan with milestones
- Collaboratively agree on the scope of the JSNA and identify where responsibility for producing and obtaining sign off of the various chapters
- Identify gaps in the current JSNA where new chapters are required
- Identify where new or updated information is available which should be included in the JSNA
- Obtain and analyse any data required to fill gaps or update the JSNA. This may involve primary data collection from services or community consultation or the use of official statistics
- Oversee the production of the JSNA and ensure relevant sign off by Brent Council and CCG
- Ensure that the refreshed JSNA is accessible and that it links with other data sources/evidence on the Council, CCG and Health Watch website
- Lead in the dissemination and awareness of the JSNA to internal and external stakeholders.

Membership

Note CCG members to be reviewed following re-organisation of NWL CCGs

Consultant in Public Health: Co-Chair

CCG Deputy Managing Director: Co-Chair

Core

Customer Insight Manager

Public Health Specialist

Analyst. Performance, Insight and Improvement

Head of Commissioning, Contracting and Market Management, ASC

Business Intelligence / GIS team

Head of Forward Planning, Performance and Partnerships, CYP

Performance Manager, CYP

HealthWatch

CCG Analyst

Additional members to attend as required for their areas of specialism

Housing nomination

Highways nomination

Community Protection nominations

Regeneration, Growth and Employment nomination(s)

Frequency of meetings and quorum

The working group will meet at least bimonthly

A minimum of four core members, or their deputies, will be needed to reach a quorum. In addition, both the CCG and the Council will need to be represented.

Governance

The working group will through the Director of Public Health update the Health and Wellbeing board.

Approval of completed products will be done via the CCG and Council governance processes.