

Essex/Southend/Thurrock Joint Strategic Needs Assessment



Data Group – Terms of Reference

1. AIMS

The Joint Strategic Needs Assessment (JSNA) data group is a sub group of the JSNA Steering Group and is responsible for using their particular area of expertise to consider how the JSNA can be updated, and the best way tasks can be shared out between organisations/ areas to support the production of the future JSNA documents.

2. OBJECTIVES

- 2.1 Undertake gap analysis of what data is missing from JSNA1 in relation to the national guidance and requirements for improved planning/commissioning and make recommendations to Steering Group.
- 2.2 Develop protocol/mechanism/responsibility for updating data and make recommendations to Steering Group.
- 2.3 Develop quality standards for new and existing data.
- 2.4 Develop standard format for all contributions to the JSNA document
- 2.5 Collect, review and update the data/provide analysis as per agreed requirements.
- 2.6 Ensure that data protection polices are followed and that no identifiable data is used in JSNA documents.
- 2.7 Produce information to support the specific reports which will be produced annually, (2008- Children and Young People, 2009- Drugs and Alcohol)
- 2.8 Link with and report to the JSNA steering group on work towards delivering the Essex JSNA.

3. MEMBERSHIP

- 3.1 The Information Manager for Adult and Community Services for Southend-on-Sea Council will chair the Group and in his absence the Corporate Analysis Manager for Essex County Council will Chair.

3.2 JSNA Data Group will comprise members from different topic areas who deal with information directly (i.e. information analysts). Core membership for the Data Group should be:

Health	Amy Trindall, NHS West Essex Colin Seward, NHS Mid Essex	Amy.trindall@westessexpct.nhs.uk Colin.seward@midsexpct.nhs.uk
DAAT	Marc Conner, Essex DAAT Glyn Halksworth, Southend DAAT Jim Nicolson, Thurrock DAAT	Marc.connor@essex.gov.uk GlynHalksworth@southend.gov.uk JNicolson@thurrock.gov.uk
Adults, Health and Community Wellbeing	Nicola Mallett, Essex CC Mike Bennett, Southend BC	Nicola.Mallett@essex.gov.uk Mikebennett@southend.gov.uk
Housing	Paul Gayler, EHO Chair	Paul.Gayler@maldon.gov.uk
Crime & Disorder	Ellie Sapsed, Essex CC	Ellie.sapsed@essex.gov.uk
Schools Children & Families	Pippa Everett, Essex CC Alison Jacobs, Thurrock Council Janet McKay	Pippa.everett@essex.gov.uk Aljacobson@thurrock.gov.uk Janetmckay@southend.gov.uk
Economic	Dominique Phelan, Essex CC	Dominique.phelan@essex.gov.uk
Strategic Partnerships	Lynn Marston, Maldon LSP Loretta Sollars, Essex Partnership	Lynn.marston@maldon.gov.uk Loretta.sollars@essex.gov.uk
Public Engagement	Kay Asuni & Stephen Simpkin Public Engagement, Essex CC	Kay.asuni@essex.gov.uk
JSNA Project Team	Duncan Taylor, Essex CC Greg Myddelton, Essex CC	Duncan.taylor@essex.gov.uk Greg.myddelton@essex.gov.uk

3.3 User involvement is vital and the group must ensure user involvement takes place across the spectrum of service development and delivery.

3.4 Membership will be kept under review and where appropriate other relevant organisations will be invited to be represented on a needs basis.

3.5 It is the responsibility of members of the Data group to feed back issues to, and bring issues to the group from their peer and / or relevant partner organisations / individuals.

4. **ROLE OF MEMBERS**

4.1 To attend and contribute knowledge and expertise to the JSNA Data Group held in furtherance of the JSNA for Essex.

4.2 Where necessary, to nominate a suitable representative to attend steering group meetings and represent the views and perspective of their host organisation/department.

4.3 To initiate or take forward specific work to further the delivery of the JSNA.

4.4 To provide feedback and / or comments as required on relevant documents, and data to be developed in furtherance of the JSNA.

4.5 To identify, wherever possible, service and human resource opportunities that will support the production of data for the JSNA.

4.6 Ensure that the voice of any service users that individual steering group members come into contact with are fed into group meetings in order that these can be considered.

5. GOVERNANCE AND ACCOUNTABILITY

- 5.1 The Chair will be responsible for progressing the work of the JSNA data group under the direction of the JSNA Steering group.
- 5.2 The JSNA data group will be accountable to the JSNA Steering group
- 5.3 This group will provide regular reports into the JSNA Steering group and other sub groups as required.

6. MEETING FREQUENCY

- 6.1 This group will meet every two months or more frequently if required by the current work load of the group.

7. CONDUCT OF MEETINGS

- 7.1 Agendas will be prepared in advance of the meeting and any papers relevant to items circulated wherever possible to members at least 3 working days before the meeting.
- 7.2 The following policy will apply in relation to agenda items:
- 7.3 All members of the steering group are encouraged to submit items for the agenda.
- 7.4 Items to be sent to the Chair or nominated representative at least 5 days ahead of meetings (whenever possible).
- 7.5 The Chair reserves the right to prioritise items from the agenda as appropriate
- 7.6 Minutes will be produced together with an action plan. The Chair, and / or nominated representative will ensure an audit trail of action points is maintained through the minutes of the steering group.
- 7.7 Written reports, where appropriate are to accompany agenda requests.
- 7.8 All Data Group members are duty bound to declare an interest where any agenda items concern an issue or organisation that members are involved with or closely associated with.
- 7.9 The Chair will determine standing agenda items.
- 7.10 The JSNA Data Group will be quorate provided 6 of the membership is represented. If any member is unable to attend a meeting, they are requested to send a suitable representative in their place.

These terms of reference will be reviewed annually and adjusted as necessary to remain relevant and pertinent.