

New Action / Task	Person(s) Responsible	Deadline	Milestone	Progress	✓
-------------------	-----------------------	----------	-----------	----------	---

Project Plan



Project Title	Joint Strategic Needs Assessment
Project Sponsor	JSNA Steering Group
Project Manager	Duncan Taylor, Corporate Analysis Manager, ECC (DT) & Greg Myddelton, Strategy and Public Engagement Officer, ECC (GM)
Document Control	Version 7.0 (22 nd June 2010)

Action / Task	Person(s) Responsible	Deadline	Milestone	Progress	✓
---------------	-----------------------	----------	-----------	----------	---

Project Planning					
Project Plan V6.2 published	GM	13 th April '10	Project plan updated & published on EP portal	Completed	✓
Project Plan v.7.0 produced	GM	22 nd June '10	Project plan produced & sent to Steering group	Project plan updated; to be sent to July Steering Group meeting	

New Action / Task	Person(s) Responsible	Deadline	Milestone	Progress	✓
-------------------	-----------------------	----------	-----------	----------	---

Children's Chapter Refresh

Three Local Authorities to liaise over format & strategic datasets that will form the basis of the refreshed JSNA	GM/JM/BV/AJ	31 st May '10	Format & datasets agreed	All authorities agreed a way forward	✓
Datasets to be populated & updated chapter published	GM/JM/BV/AJ	October '10	Refreshed Children's chapter published	Delivery timescale in line with release of latest data	

Drugs & Alcohol Chapter

Substance Misuse Chapter produced by DAATs	E, S & T DAAT	28 th Jan '10	Chapter signed off by Steering Group	Final draft submitted to SG for approval. Some issues raised by SG. With Mike G. & Ben H. for resolution.	
Publish Drugs & Alcohol content on the Essex/Southend/Thurrock LSP websites.	GM	TBC	Published on EP website. GM to liaise with Unitaries re: links to relevant LSP page.	Awaiting outcome of discussions between Mike G & Ben H.	

Learning Disabilities Chapter

Produce first draft of LD Chapter	Francis Ma	28 th Jan '10	Chapter presented to JSNA Steering Group	Draft LD chapter sent to Steering Group, May '10	✓
Production of LD Chapter in line with Scoping Paper agreed by Steering Group	Chris Martin	TBC	Chapter published on EP website		

Mental Health Content

Produce first draft of MH Chapter	P Gaudin	28 th Jan '10	Chapter presented to JSNA Steering Group	Approved at April '10 SG	✓
Completed Mental Health chapter published	GM	1 st June '10	Completed chapter published on EP Portal	Chapter published June '10	✓

New Action / Task	Person(s) Responsible	Deadline	Milestone	Progress	✓
-------------------	-----------------------	----------	-----------	----------	---

Public & Stakeholder Engagement

Engagement with LINKs members	DT/GM	Ongoing	LINKs representation on JSNA SG	LINKs reps invited to attend JSNA SG	✓
-------------------------------	-------	---------	---------------------------------	--------------------------------------	---

Updating & analysing JSNA Core Data set

Produce updates on the demographics chapter	Data Group	Sep '09	Chapter presented to Steering Group for sign off	New Demographics chapter – published Sept 09	✓
Produce updates on the Voice/Public Opinion Chapter	Data Group	Dec '09	Chapter presented to Steering Group for sign off	New Voice chapter – published Dec 09	✓
Produce update to the Local economy Chapter	Data Group	April '10	Chapter presented to Steering Group for sign off	New local economy chapter – published June '10	✓
Produce update to the Health Chapter	Data Group	May '10	Chapter presented to Steering Group for sign off	Draft version presented to April SG	
Produce update to the Adult's Chapter	Data Group	July '10	Chapter presented to Steering Group for sign off	Draft version to be presented to July SG	

Communications

Use existing Essex/Southend/Thurrock LSP communication channels	Steering Group	On-going	On-going		
Enhance JSNA web presence	GM	On-going	Existing JSNA content easily accessible to all partners & general public	GM currently updating Essex partnership portal to ensure all JSNA content is easily accessible	✓
Complete feedback report	DT/GM	21 st June '10	Report completed & published	All feedback / survey results received, report being finalised	
Develop JSNA Communications Strategy	DT	On-going	Communication Strategy agreed by Steering Group	In progress	

New Action / Task	Person(s) Responsible	Deadline	Milestone	Progress	✓
-------------------	-----------------------	----------	-----------	----------	---

ENIMS					
Update Steering Group of Progress	DT	26 th Oct '09	Steering Group updated and way forward agreed	ENIMS progressing with representation from JSNA Data Group	✓
JSNA representation on ENIMS strategic board	DW/DT/GM		JSNA represented in any strategic decisions regarding ENIMS project	JSNA members represented on ENIMS strategic board, & involved in ENIMS day-to-day.	
Regional Liaison					
Attend regional JSNA working Group	DT & AJ	On-going	Feedback to Steering Group on a regular basis	Last meeting – 27/11/09 (GM & AJ attended)	✓

DT – Duncan Taylor, ECC
 GM – Greg Myddelton, ECC
 BV – Bauke van der Meer, ECC
 JM – Jan McKay, Southend UA

AJ – Alison Jacobs, Thurrock UA
 AT – Amy Trindall, NHS WE
 DW – Duncan Wood, ECC
 MG – Mike Gogarty, ECC & NHS NEE

LS – Loretta Sollars, ECC
 Ben H – Ben Hughes, ECC DAAT