

Essex/Southend/Thurrock Joint Strategic Needs Assessment



Steering Group – Terms of Reference

Purpose:

The **Local Government and Public Involvement in Health Act** (2007) placed a duty upon upper-tier local authorities and Primary Care Trusts to work together to produce a Joint Strategic Needs Assessment (JSNA) for their local population. The purpose of the Steering Group is to give strategic direction and overall programme management to the JSNA process.

Membership:

Membership of the Steering Group includes both intelligence and commissioning leads from each directorate / organisation that has an interest in the JSNA and a duty to use it. This will ensure both technical development of the JSNA and that it is embedded within commissioning / planning for health and wellbeing.

The Steering Group will be led by the JSNA Lead Officers (see below) or representatives of and the Project Manager. Membership will be constituted from appropriate individuals from:

- Adult Services Commissioning
- Adult Services Performance
- Children's Services Commissioning
- Children's Services Performance
- PCT Commissioning
- PCT Public Health
- Corporate Analysis Team, ECC
- Strategic Partnerships
- Local Involvement Networks (LINKs)

See Appendix for current membership.

Roles and Responsibilities:

- Undertake the statutory function of producing a JSNA in Essex, Southend and Thurrock
- Provide overall guidance and direction to the JSNA on behalf of the responsible Directors
- Coordinate the needs assessment programme within organisations and facilitate the embedding of the JSNA as the prime vehicle for needs assessment

- Oversee the balance of topics with the JSNA on behalf of health and social care communities within Essex/Southend/Thurrock
- Prioritise and co-ordinate the development of intelligence within the JSNA
- Editorial advice and oversight of the JSNA
- Facilitate the embedding of JSNA recommendations within commissioning and delivery
- Ensure adequate technical and managerial input is available
- Liaise with the JSNA Data Group to ensure development of appropriate infrastructure to support the JSNA
- Oversee the updates to the content of the JSNA and ensure effective version control
- Assess the impact and usefulness of the JSNA and undertake actions to maximise this

Project Management:

The Project Management of the JSNA is currently led by the Corporate Analysis Team at Essex County Council.

This project management role includes:

- Managing the JSNA on a day to day basis on behalf of the Steering Group
- Ensuring the implementation of the work plan and reporting progress to the Steering Group
- Developing the accessibility of supporting information and data sources including linking to the JSNA data group
- Ensuring interactive/on-line version remains up-to-date

Governance:

The Steering Group will be responsible for the overall management and development of the JSNA on behalf of the Director of Public Health, Corporate Directors of Children’s Services and Corporate Directors for Adult Social Care.

The Directors will report to the Health and Wellbeing Boards/Partnerships within the three Local Strategic Partnerships (The Essex Partnership, Southend Together, Shaping Thurrock). Each responsible director should identify a senior officer who has organisational responsibility for the JSNA on their behalf (see below). The directors have statutory responsibility for the JSNA.

Senior officers with responsibility for the JSNA (Lead Officers)

Mike Gogarty, Joint Director of Public Health, Essex CC & NHS North East Essex	Primary Care Trusts
Malcolm Newsam, Interim Executive Director of Schools, Children & Families, ECC Paul Greenhalgh, Corporate Director of Children & Learning, Southend BC Malcolm Newsam, Interim Director of Children, Education & Families, Thurrock Council	Children’s Services
Jenny Owen, Executive Director: Adults, Health & Community Wellbeing, Essex CC Simon Leftley, Corporate Director, Adult & Community Services, Southend BC Lorna Payne, Corporate Director Community Well-Being, Thurrock Council	Adult Social Care

These lead officers are responsible for contributing to and influencing the JSNA process to ensure organisational and partnership priorities are reflected with the JSNA work programme.

[The Strategic and Operational Governance Diagram](#)

Frequency:

The Steering Group will meet quarterly.

Sub Groups:

Power to establish sub groups e.g. Data Group or Task & Finish e.g. specific chapters. All groups should have Terms of Reference established and in case of task and finish clear identification of end date/ completion tasks. Membership must always reflect the coverage of JSNA across Essex, Southend and Thurrock.

Partnership Dissolution:

The Partnership will be dissolved if the majority of members vote that they agree that JSNA no longer required or role of Steering Group to be performed by other body.

Appendix:

JSNA Lead Officers:

Mike Gogarty, Director of Public Health, Essex CC/NHS North East Essex

Adult Services Commissioning:

Cathy Mitchell, Strategic Commissioning Director, Essex CC

Roger Harris, Thurrock Council

Jacqui Lansley, Head of Community Strategy & Development, Southend BC

Adult Services Performance

Catherine Cobb, Group Manager Performance & Finance, Southend BC

Children's Services Commissioning

Wendi Ogle-Welbourne, Director for Commissioning, Essex CC

Sue Hadley, Head of Children's Commissioning and Infrastructure, Southend BC

Children's Services Performance

Alison Jacobs, Thurrock Council

TBC, Group Manager Data & Performance, Southend Borough Council

PCT Commissioning

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PCT Public Health

Alison Cowie, Director of Public Health, NHS West Essex

Andrea Atherton, Director of Public Health, NHS South East Essex

Jan Yates, Director of Public Health, NHS Mid Essex

Katherine Gronquist, Director of Public Health, NHS South West Essex

JSNA Data Group

Amy Trindall, Public Health Intelligence Specialist, NHS West Essex

JSNA Project Team

Duncan Taylor, JSNA Project Manager, Essex CC

Strategic Partnerships

Loretta Sollars, Health Partnerships Delivery Manager, Essex CC

Jacqui Lansley, Head of Community Strategy & Development, Southend BC

Local Involvement Networks (LINKs)

Judith Wright, Mid Essex Locality LINK

Margaret O'Connor, South East Essex Locality LINK

Drug & Alcohol Action Team (DAAT)

Ben Hughes, Joint Commissioning Manager, Essex DAAT