

Structure and Local Governance Arrangements For Warwickshire JSNA

What is the Joint Strategic Needs Assessment (JSNA)?

The JSNA provides a framework to examine all the factors that impact on the health and wellbeing of Warwickshire's population including economic, education, housing and environmental factors. This information enables the prioritising of resources and the commissioning of services that will improve outcomes for Warwickshire's residents. The JSNA is the process by which the current and future health and well-being needs of Warwickshire's population are identified.

In Warwickshire, the JSNA has been undertaken jointly between the Director of Public Health and the Strategic Director for People Group. The JSNA is a statutory document and the process by which the current and future health and well-being needs of Warwickshire's population are identified. Therefore, the JSNA is now produced in partnership across Health and Social Care in Warwickshire with the strategic direction remaining with the Director of Public Health and the Strategic Director for People Group.

Health & Well-Being Board

The Health & Well Being Board is statutorily responsible for developing joint Health and Well Being Strategies based on the assessment of need outlined in Warwickshire's JSNA

JSNA Strategic Group

The Strategic Group has the responsibility for ensuring that the JSNA is embedded in local decision making and signing off significant JSNA. The membership of the group includes the Joint Director of Public Health, Strategic Director for People Group and Head of Strategic Commissioning. The group meet quarterly and feeds directly into the Health & Wellbeing Board. The Terms of Reference (TOR) for this group are included in Appendix A.

JSNA Commissioning Group

The JSNA Commissioning Group is responsible for the preparation and delivery of the JSNA and its components. It is responsible for commissioning decisions using the JSNA Analysis and for the setting of current and future editorial priorities. The group provides the link between the Strategic Group and the JSNA Working Group

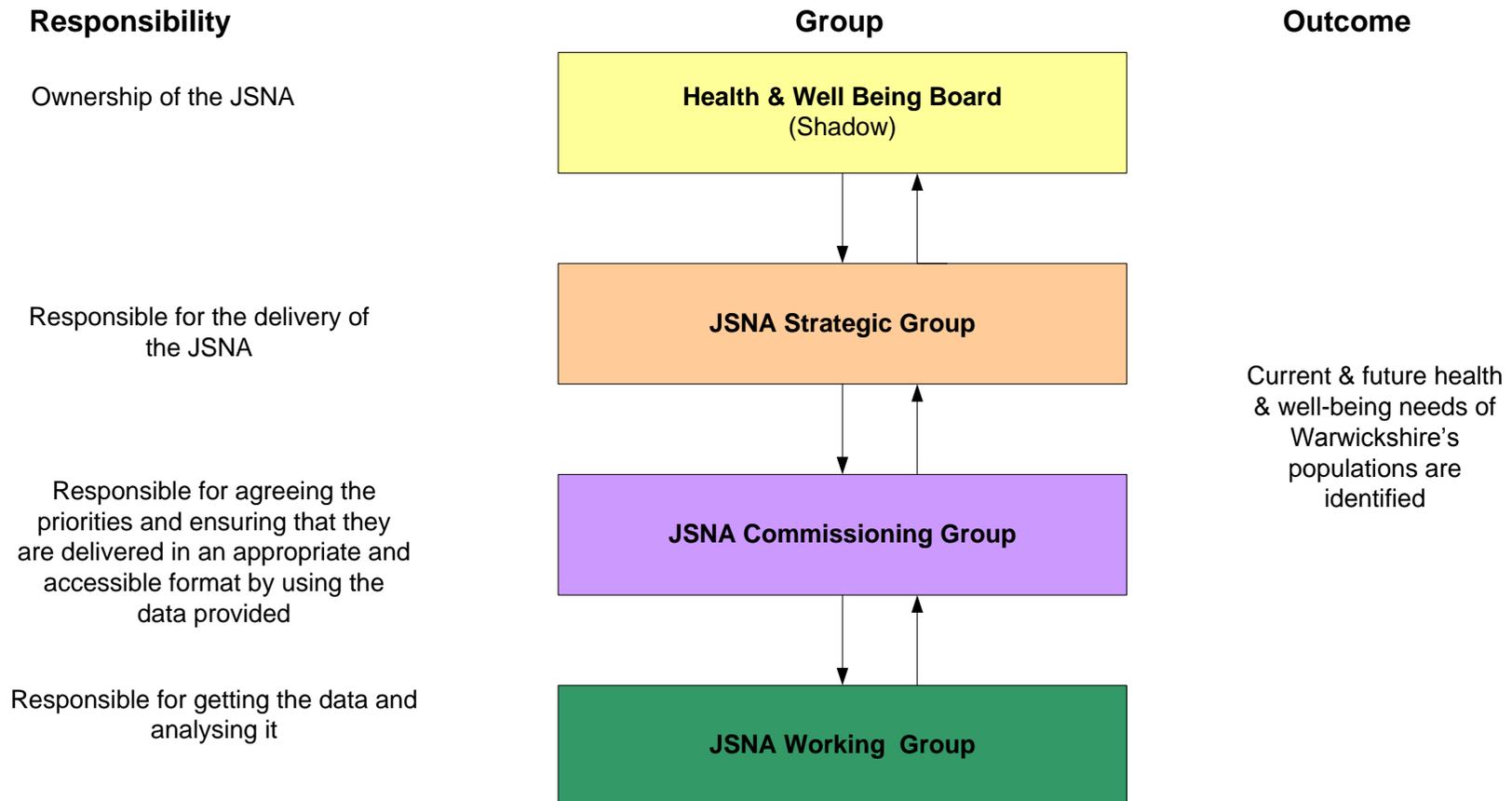
Membership of the group covers a wide range of partners, and includes representatives from both the health and local authorities and other agencies. The group will meet on a bi monthly basis and a core representative group from public health, local authorities and voluntary sector will attend for the group to be quorate. The Terms of Reference (TOR) for this group are included in Appendix B

JSNA Working Group

The JSNA Commissioning Group is supported by the JSNA Working Group. The Working Group on behalf of the Commissioning Group is responsible for the overall management and development of the JSNA. The Group will provide guidance, assist in the identifying of priorities and lead in the production and development of Warwickshire's JSNA.

Membership of the Working Group includes research, intelligence, consultation and commissioning representatives covering a wide range of partners as required and subject to commissioning priorities. The group will meet on a monthly basis and a core representative group from public health, WCC and the voluntary sector will attend for the group to be quorate. The Terms of Reference (TOR) for this group are included in Appendix C.

Governance Arrangements



Appendix A

JSNA Strategic Group – Terms of Reference

Purpose of Group

To provide leadership, strategic guidance, identify clear priorities, and champion the ownership of Warwickshire's Joint Strategic Needs Assessment (JSNA).

Responsibilities of the Strategic Group

- Provide the strategic leadership in the delivery of the Joint Strategic Needs Assessment for Warwickshire
- Discharge the statutory function to undertake a JSNA in Warwickshire
- Champion the ownership of Warwickshire's JSNA at the Warwickshire Health & Well-Being Board
- Provide strategic advice and guidance to both the Health & Well-Being Board and also the JSNA Commissioning Group
- Provide overall guidance and direction to the JSNA, including the setting and agreement of clear priorities resulting from the analysis
- Ensure the implementation of the JSNA Commissioning Programme and report progress on both outputs and outcomes to the Health & Well-Being Board
- Agree the future strategic direction of the work.

Governance

The JSNA is a statutory document produced in partnership across Health and Social Care. In Warwickshire, the JSNA has been undertaken jointly between the Director of Public Health and the Strategic Director for People Group.

The JSNA Strategic Group is responsible for the overall ownership and delivery of the JSNA to ensure that it becomes the robust evidence base for future commissioning and planning decisions for health and wellbeing in Warwickshire and will champion the JSNA at Warwickshire's Health & Well-Being Board.

The JSNA Strategic Group is responsible to the Health & Wellbeing Board.

Membership

- Director of Public Health, Warwickshire
- Strategic Director of People Group, Warwickshire County Council
- Head of Strategic Commissioning, Warwickshire County Council

Subject to invitation only, request Members of the JSNA Commissioning Group and or the JSNA Working Group to attend meetings

Meetings

The Strategic Group shall meet on a quarterly basis.

Appendix B

JSNA Commissioning Group – Terms of Reference

Purpose of Group

To identify clear commissioning and editorial priorities for Warwickshire's Joint Strategic Needs Assessment (JSNA).

Responsibilities of the Commissioning Group

- Ensure that the JSNA is used to underpin commissioning, decommissioning and investment decision making in Warwickshire
- Provide guidance and direction to the JSNA, including the setting and agreement of clear priorities for Warwickshire
- Prioritise, agree and implement the setting of current and future priorities for the annual work programme as developed by the JSNA Working Group
- Provide advice and guidance to the JSNA Strategic Group
- Lead the evaluation of the JSNA in Warwickshire
- Ensure the implementation of the JSNA Commissioning Plan and report progress on both outputs and outcomes to the JSNA Strategic Group
- Agree the future direction of the work.
- Approve JSNA Needs Assessments

Governance

The JSNA Commissioning Group is responsible for commissioning decisions using the JSNA analysis and for the setting of current and future editorial priorities. It provides the link between the Strategic Group and the JSNA Working Group. The group will include a range of partners in shaping the priorities for JSNA in Warwickshire and will lead on the evaluation of its success.

The JSNA Commissioning Group is responsible to the JSNA Strategic Group

Membership

Membership of the Commissioning group will include senior representatives from both the health and local authorities, and other agencies where appropriate, who have responsibility for commissioning decision making. All members will ensure that the JSNA is used in future commissioning and planning decisions for health and wellbeing in Warwickshire. All Group members shall nominate a substitute to attend meetings in their absence.

However, the following Members or their representatives must attend each meeting:-

- Head of Strategic Commissioning, Warwickshire County Council (Chair)
- Head of Warwickshire Observatory
- Public Health Consultant

Meetings

The Commissioning Group shall meet on a bi monthly basis and last 2 hours and will be serviced by Warwickshire County Council. Wherever possible, agenda and papers will be circulated seven days prior to a meeting. Action notes will be recorded and written up as soon as possible after the meetings and circulated to all Members within a week after the meeting

Appendix C

JSNA Working Group – Terms of Reference

Purpose of Group

To provide guidance, identify priorities and lead in the production and development of Warwickshire's Joint Strategic Needs Assessment (JSNA) and to ensure that it is embedded within future commissioning and planning decisions for health and wellbeing.

Responsibilities of the Working Group

- Discharge the statutory function to undertake a JSNA in Warwickshire
- Prioritise and coordinate the development of intelligence within the JSNA
- Provide overall guidance and direction to the JSNA on behalf of the responsible Directors
- Provide technical advice and expertise to the JSNA Commissioning Group
- Advise the JSNA Commissioning Group to ensure adequate technical and managerial input is available
- Produce a detailed work programme to take forward and develop Warwickshire's JSNA to be agreed by the JSNA Commissioning Group
- Ensure the implementation of the work programme and report progress to the Commissioning Group
- Provide advice on the key components and methodologies of needs assessments
- Facilitate the embedding of JSNA recommendations within commissioning, planning and delivery
- Liaise and link with the Local Information System (LIS) Partnership 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
- Coordinate and oversee consultation activity on the JSNA to ensure local people, relevant groups and professionals are engaged in the process
- Provide editorial advice and oversight of the JSNA
- Evaluation of the JSNA to feed into future iterations of it

Governance

The Working Group is responsible for the overall management and development of the JSNA on behalf of the Director of Public Health, Strategic Director of People Group. The Working Group will regularly report to the JSNA Commissioning Group who will in turn report to the JSNA Strategic Group.

The JSNA Working Group is responsible to the JSNA Commissioning Group.

Membership

Membership of the Working Group will comprise of representatives from Warwickshire County Council, NHS Warwickshire and other agencies within Warwickshire involved in carrying out research, consultation and needs assessments across the health and social care sectors and a core representative group from public health, WCC and the voluntary sector will attend for the group to be quorate

Meetings

The Working Group to meet on a monthly basis and serviced by NHS Warwickshire, through the Public Health Intelligence Manager. Wherever possible, agenda and papers will be circulated seven days prior to a meeting. Group members shall nominate a substitute to attend meetings in their absence and minutes of meetings will be recorded and written up as soon as possible after the meetings. The Chair of the Group shall be the Public Health Intelligence Manager at NHS Warwickshire.