

Joint Strategic Needs Assessment Steering Group Terms of Reference

Version 2.0

1. Purpose:

The Joint Strategic Needs Assessment (JSNA) Steering Group for Birmingham City Council aims to ensure that Birmingham has an accurate and up to date view of the health and wellbeing of the population of Birmingham's children, families, adults, and older people.

By:

- 1) Involving a wide group of stakeholders from adult and children's health and social care in the identification of indicators and interpretation of those indicators.
- 2) Agreeing updates to the JSNA.
- 3) Disseminating the JSNA for the purposes of decision making, action and inspection.

2. Membership

The Membership of the group will include those listed below or their representatives:

- Rebecca Howell-Jones, Assistant Director, Knowledge, Evidence and Governance, Public Health Division, Birmingham City Council
- Diane Partridge, Assistant Director Practice Improvement and Development, Birmingham Children's Trust
- David Fallows, Head of Performance, Business and Commissioning Intelligence, Skills and Education, BCC.
- Maria Gavin, Assistant Director, Quality and Improvement, BCC
- Richard Doidge, Commissioning Manager, BCC
- Marion Gibbon, Assistant Director, Children, Young People & Families, Public Health Division, BCC
- Becky Pollard, Assistant Director, Adults & Older Adults, Public Health Division, BCC
- Helen Harrison, Assistant Director, Healthy Behaviours & Communities, Public Health Division, BCC
- Jenny Riley, Service Lead Knowledge, Public Health Division, BCC
- Luke Heslop, Service Lead Evidence, Public Health Division, BCC
- Richard Smith, Head of Insight, Policy and Strategy, Strategy, Equality and Partnerships, BCC
- Richard Wilson, Chief Analyst, Birmingham Solihull ICB
- Sophie Wilson, BVSC
- Stephanie Bloxham, Head of Health & Social Care, BVSC
- Andy Cave, Healthwatch Birmingham

The meeting will be Chaired by: Rebecca Howell-Jones on behalf of Dr Justin Varney.

The Steering Group requires its members to:

- Agree the sub-group membership for the specific JSNA chapter or report, who will:
 - Agree the scope of the JSNA chapter/report.
 - Agree criteria including indicators for publication.
 - Agree indicators for inclusion.
 - Take ownership of the indicators in the JSNA Dashboard and sign off their interpretation.
- Disseminate the findings of the JSNA in their organisations.
- Attend all meetings, or in exceptional circumstances to arrange for a suitable named delegate to attend in his/her place. In case of delegating, the nominee should be appropriately briefed prior to attending the meeting and able to make decisions on behalf of the organisation they represent.
- Represent the views of their nominating organisation, to keep their nominating organisation informed about progress and to communicate the outcomes of the Steering group meetings to their organisations.
- Ensure that there is prompt progress and delivery by their team or nominating body on any actions and strategies agreed by the group.

3. Meetings

The Steering group will meet every month for 1 hour for the first 6 months and two monthly thereafter. Such other meetings may be held as necessary at the discretion of the Chair or should commissioning decisions drive the agenda.

A forward plan which will be used to develop the agenda for meeting.

The agenda for meetings, agreed by the Chair, and all accompanying papers will be sent to members at least 5 working days before the meeting. Late agenda items and/or papers may be accepted in exceptional circumstances at the discretion of the Chair.

Minutes of all meetings of the Steering group (including a record of attendance and any conflicts of interest) will be approved and circulated within 10 working days and submitted for approval to the next appropriate meeting.

5. Review

These terms of reference will be reviewed annually, taking into account views expressed by relevant partner agencies.