

Joint Strategic Needs Assessment (JSNA) Working Group

Terms of Reference

Context

1. The production of a JSNA is a statutory responsibility of all Health and Wellbeing Boards.
2. The JSNA underpins the work of the Health and Wellbeing Board, providing the evidence base for the production of the board's Joint Health and Wellbeing Strategy.
3. It is not defined in statute as to what the JSNA should consist of allowing Health and Wellbeing Boards to develop their own approach.

Purpose:

4. The purpose of the JSNA Working Group is to ensure that the development and delivery of the JSNA is well managed and embedded into local decision making and the development of the Health and Wellbeing Board's Joint Health and Wellbeing Strategy.

Key Responsibilities of the JSNA Working Group

5. The key responsibility of the JSNA Working Group is to develop a web based joint strategic needs assessment for the city that:
 - Provides an evidence based summary of the overall health and wellbeing status of the people of York
 - Provides in-depth intelligence on the main emerging issues for commissioners to address including the status of assets and community resources available to address these issues
 - Provides a long term perspective on the factors influencing the health and wellbeing of the residents of York including emerging challenges to health and wellbeing
 - reflects current good practice and guidance

6. The JSNA Working Group will also be responsible for
- considering applications for in depth topic specific needs assessments and making recommendation to the Health and Wellbeing Board Steering Group
 - raising awareness of the JSNA and how it can best be used
 - involvement in JSNA events and roadshows as and when required; including helping to agree content and purpose

Governance:

7. The JSNA Working Group will directly report to the Health and Wellbeing Board Steering Group, which is a sub-group of the Health and Wellbeing Board.
8. The JSNA Working Group will provide regular updates to the Health and Wellbeing Board Steering Group. At least one member of the JSNA Working Group should attend every meeting of the HWBB Steering Group to report back on progress
9. Sign off on JSNA content (including chapters and topic specific needs assessments) will be through the Health and Wellbeing Board Steering Group who will subsequently present this to the Health and Wellbeing Board.
10. The JSNA Working Group will keep a comprehensive work programme (including timelines)
11. The JSNA Working Group will minute its meeting and keep an action log

Membership:

12. Membership of the JSNA Working Group will be flexible to allow it to be responsive to identified needs. At a minimum it will include:

Position	Organisation	Job Title
Lead Officer	City of York Council	Public Health Specialist Practitioner (Advanced)
Public Health Representative	City of York Council	Public Health Practitioner
Business Intelligence	City of York Council	Senior Business

ANNEX B

Representative		Intelligence Analyst
Business Intelligence Representative	NHS Vale of York Clinical Commissioning Group	Business Intelligence Manager
Strategic Policy Lead	City of York Council	Strategic Support Manager
Strategic Policy Representative	City of York Council	Business Change and Performance Manager
Voluntary Sector Representative	York CVS	TBC
Data Representative	York Teaching Hospital NHS Foundation Trust	TBC
Joint Strategic Intelligence Assessment Representative	North Yorkshire Police	TBC

13. **Frequency of Meetings:** Flexible, according to need but no less than four times a year.

14. Terms of Reference for the JSNA Working Group will be reviewed annually.

Date Agreed: