

Joint Health and Wellbeing Strategy / Joint Strategic Needs Assessment Steering Board

TERMS OF REFERENCE

Purpose:

The Joint Health and Wellbeing Strategy (JHWS) / Joint Strategic Needs Assessment (JSNA) Steering Board is responsible for developing the JSNA and the JHWS and for assuring the Health and Wellbeing Board that the strategy is being implemented and delivering improvements in the health and wellbeing of the population.

The steering board is accountable for the management of the JHWS/ JSNA process, ensuring that JHWS/ JSNA products meet the needs of the Health and Wellbeing Board including Clinical Commissioning Groups and that its use is embedded in strategic commissioning for health and social care.

Key responsibilities:

- Ensure that the JHWS and JSNA is driven by the Health and Wellbeing Board and encompasses the full breadth of research and evidence that is required to underpin commissioning
- Ensure that the Joint Health and Wellbeing Strategy is developed in parallel with the JSNA and reflects the needs identified in the JSNA
- Ensure that the JHWS and JSNA reflects current guidance
- Be responsible for the development of an annual report for the Health and Wellbeing Board
- Be responsible for monitoring the action plans of the key health and social care drivers and providing assurance to the HWB that the collective action plans will deliver the key objectives of the JHWS
- To measure progress against the key outcomes identified in the JHWS through the HWB performance report on a quarterly basis, with operational delivery led by the sub groups and their respective action plans. Ensure that the JSNA/ JHWS is fully embedded in commissioning across all partners responsible for the health and wellbeing of the population
- Ensure that the JSNA/ JHWS is developed to support the Health and Wellbeing Boards responsibilities around Health and Social Care Integration.
- To develop a pharmaceutical needs assessment in accordance with national guidance

Governance:

The JHWS/ JSNA Steering Board will be publically accountable for the delivery of the JHWS and the JSNA through the Health and Wellbeing Board. The Health and Wellbeing Board will receive reports on progress as appropriate.

JSNA Steering Board membership:

| Position | Organisation |
|---|---|
| Director / Deputy Director of Public Health (Chair) | Leicestershire County Council |
| Assistant Director– Adults and Communities | Leicestershire County Council |
| Assistant Director - Children and Family Services | Leicestershire County Council |
| CCG representation (*2) | West Leicestershire, East Leicestershire and Rutland |
| NHS Provider Services | University Hospitals Leicester / Leicestershire Partnership Trust |
| District Council Representation (*2) | District and borough council |
| Voluntary Action Leicestershire | Voluntary Action Leicestershire |
| HealthWatch | Health Watch Leicestershire |

NB: Membership will be reviewed regularly and may be extended by agreement of the Steering Board members

Officers in support:

| Position | Organisation |
|---|-------------------------------|
| Public Health Intelligence - Chief Executives | Leicestershire County Council |
| Planning and Commissioning – Adults and Communities | Leicestershire County Council |
| Planning and Commissioning - Children and Family Services | Leicestershire County Council |
| Research and Information | Leicestershire County Council |
| Performance | Leicestershire County Council |
| PA to Director of Public Health | Leicestershire County Council |

Frequency of meetings: At least every three months

Support arrangements:

- Linked to chair for facilitating meetings and minute taking
- The Project team will continue to meet and update the JSNA Steering Board

Terms of reference for the Steering Board will be reviewed annually.