

Strategic Analysis Steering Group (SASG)

Terms of Reference

Background

The Joint Strategic Needs Assessment (JSNA) is the comprehensive assessment of the current and future health and social care needs of Southampton residents, with a focus on improving the health and wellbeing of the local community and to reduce inequalities. The JSNA should inform the development of the Joint Health and Wellbeing Strategy, as well as CCG, NHS England and local authority plans for the commissioning of services. The responsibility for producing the JSNA falls on the health and wellbeing board and therefore the local authority and the CCG have an equal and joint responsibility in this regard.

The Intelligence and Strategic Analysis team in Southampton City Council lead on the development and maintenance of the JSNA. In addition to the JSNA, the team are responsible for delivering a range of other assessments and strategic analysis, such as those relating to community safety (for the Safe City Partnership) and economic development (for SCC and Southampton Connect). This has driven a move towards the development of a more holistic Single Needs Assessment (SNA) for Southampton which will inform and support evidence based decision making across the city. The Health and Wellbeing Board and the Safe City Partnership have agreed this approach.

Overarching aim

The overall aim of the Strategic Analysis Steering Group (SASG) is to ensure that the Southampton SNA is fit for purpose, accurately reflects the needs of the local population and provides an evidence base on which key strategies and commissioning plans can be built. The group will help set the strategic direction of the SNA and other strategic analysis, identify priority knowledge gaps, and agree a clear work plan based on the needs of users and the priorities of SCC, the CCG, ICU and other partners.

Group objectives

- Provide a mechanism to ensure a more strategic approach to strategic analysis work in the city, directed by the needs of users and the priorities of SCC, the CCG, ICU and other partners.
- To advise and develop a process to support the preparation of a comprehensive, well researched, well considered and robust SNA, building on expertise of all partnership stakeholders.
- Shape the direction of the Southampton Single Needs Assessment (SNA), ensuring the JSNA and other statutory assessments are fit for purpose and support evidence based decision making (including commissioning decisions and strategy development).
- Agree a work programme of strategic analysis based on strategic and commissioning priorities as well as user needs; developing a prioritisation framework if required.
- To provide assurance to the HWB, Council CMT and CCG exec that the SNA (JSNA) process is robust and fulfils the statutory function.

- Provide a forum for sharing planned or ongoing analysis and needs assessment work in respective areas and to ensure it informs and feeds into the SNA for Southampton.
- Help promote evidence based decision making and ensure that the Southampton Single Needs Assessment (SNA) is fully embedded in commissioning across all partners responsible for the health and wellbeing of the population
- Identify and allocate resource as appropriate for prioritised needs analysis work (i.e. topic experts / SpR practitioner leads etc)
- Provide a forum to agree and set priorities for the CCG Public Health 'Core Offer' in terms of Public Health Intelligence support.

Membership

Representation is needed from Southampton City Council (public health, adult social care, children's and families, strategy, planning and partnerships), NHS Southampton CCG and Southampton ICU as statutory partners. Other stakeholders may be invited to attend for the purpose of providing additional intelligence and/or advice to the group. The group will be chaired by the Service Lead for Intelligence and Strategic Analysis.

In particular, members of the group will:

- Have an understanding of the strategic priorities for their area
- Be a champion for their area, both in terms of communicating their current and upcoming priorities to drive SNA development, and in terms of championing the use of the SNA in their area for evidence based decision making
- Help agree priorities for the SNA and subsequent programme of work.
- Be aware of current and planned analysis and needs assessment work in their area and feed this back to the group
- Ensure the full range of stakeholders are involved including the identification of key contributors such as topic experts and authors.
- Be able to commit resources to help develop the SNA (i.e. staff time, enabling access to data and analysis etc).
- Provide assurance to their organisation / area that the SNA is fit for purpose.

Frequency of meetings

The group will meet as required. It is initially envisaged that the group will need to meet quarterly with the possibility of some virtual meetings.

Accountability and reporting

- The group is accountable to the Health & Wellbeing Board for delivering the JSNA and the Safe City Partnership for the Strategic Assessment. Both will receive reports on progress as required.
- Priorities will also be reported to the Joint Commissioning Board (JCB) as required.

Last reviewed April 2018