

Joint Strategic Needs Assessment (JSNA) Stakeholder Challenge Group
Terms of Reference (ToR)
November 2015

Background

A series of consultation events were held with stakeholders in Spring/Summer 2014 to help develop the new approach to the JSNA (also known as the City and Hackney Health and Wellbeing Profile). The plan is to move away from the previous approach of publishing a single annual report to providing regular updates through a dedicated website. The aim is to provide more timely access to the evidence, as well as the flexibility to enable users to access the information they want as and when they need it, in a range of different formats. Stakeholder participation in these consultation events helped us to understand the needs of different user groups and how the JSNA could best meet these.

The purpose of the JSNA Stakeholder Challenge Group

The Stakeholder Challenge Group has been set up to build on the success of these consultation events and ensure continued stakeholder involvement in the focus and direction of the JSNA. The Challenge Group will help to ensure that the JSNA reflects the diversity and depth of the local population and incorporates a rich mix of local intelligence from the communities of Hackney and the City.

Membership

Challenge Group Members can be from the statutory, voluntary or community sector or other organisations, or any patient or community representative group. The Challenge Group will meet annually to help shape the JSNA, at a Strategic Stakeholder Forum (invitations will be open to all stakeholders). Members will provide practical guidance throughout the year on how people use the JSNA and how it can be improved.

Responsibilities

All Members are required to:

- be part of a virtual JSNA Stakeholder Challenge Group network (an email circulation list) as the primary means of communication
- act as a “critical friend” and provide vital insight, challenge and guidance on the focus and direction of the JSNA
- attend the annual JSNA Stakeholder Forum, if possible, which includes a wider network of stakeholders

Ways of working

Virtual network

Opportunities and calls for insight, challenge and guidance will be circulated by email. Members are encouraged to respond to opportunities in which they have expertise or an area of interest.

Meetings

If required additional ad hoc meetings will be arranged, depending on Challenge members' interests and availability for further involvement in the opportunities listed below.

Sharing of information and resources

Every year the plan for the forthcoming year's JSNA topics will be shared with members. All Members will be asked for their thoughts and feedback on sources of local insight, potential case studies and subtopics that could be considered. This feedback will then be discussed with wider stakeholders as part of the annual JSNA Stakeholder Forum. Where appropriate, Challenge Group Members may be invited to co-facilitate and share experiences at the Forum. In this way, Challenge Group input will help to ensure that the JSNA accurately reflects the current health and wellbeing issues facing Hackney and the City of London.

Upcoming opportunities to get involved

- As the new JSNA website progresses through the design and implementation phase, Challenge Group Members can help support its development, testing out its utility and accessibility for all intended user.
- Provide input to the 3 chapters planned for update in 2016 - Children and Young People, Lifestyles & Behaviour and Adult Illness and Disease. This input will include supplying evidence, insight and case studies to inform the content.

Review

ToR to be reviewed yearly.