

Needs Assessment Application

Welcome to the application pack. If you are launching a project, looking to help improve policy or program decisions or you wish to inform local strategic decision making please consider requesting a needs assessment. A guidance pack accompanies this application pack which provides all the information you need to understand the needs assessment process and principles and it includes a suggested template to show the content you can expect to receive.

To request a needs assessment please complete this application and send to the **Solihull Insight and Intelligence Group (SIIG)**. On receipt of your request the SIIG will assess the application for inclusion in the schedule of required needs assessments and will decide the level of support that can be provided. Should the request be assessed as high priority the SIIG will provide the necessary resources to help you with the assessment. Please see the guidance pack for the principles that will guide the decision making on the level of priority.

Please note that as the requestor for the needs assessment you will be expected to lead a working group of professionals who are able to inform the assessment and you will need to send the product to the SIIG for quality assurance.

All needs assessments should be quality assured via the SIIG to ensure they meet the requirements of the request, to enable it to be signed off before being published and so there is an understanding on what further work may be needed to address any gaps in knowledge.

Solihull Needs Assessment Application Form

Title of proposed needs assessment:

Date:

Is the needs assessment linked to an impending commissioning or business development decision:

Yes No

If No, is there a compelling reason to include this needs assessment into the schedule of required needs assessments?

SECTION 1 – Contact Details:

Name:

Job Title:

Email:

Department:

Telephone Number:

Date:

SECTION 2 – About the assessment:

What is the purpose of the assessment? (*What question(s) do you want answered?*)

Who is the commissioner that will use this needs assessment?

What is the timescale for any related commissioning / business development decision?

Are you considering the opportunity to jointly commission where services are going to be provided on a Birmingham and Solihull footprint?

For example, pharmaceutical needs and sexual health needs assessments. Yes No

Do you already have analytical support to complete the needs assessment? Yes No

If no, what support do you need from the SIIG?

Are there any data sources that you require help to obtain from other colleagues via the SIIG?

Required deadline:

Explanation of deadline:

SECTION 3 – Additional Information:

Please supply any other information that might be useful.

To be completed by the SIIG:

Date Received:

Decision: Yes **Is it to be included in the rolling needs assessment programme?** Yes
 No No

No **Reason:**

Action to be taken:

By Whom:

Date: