

HEALTH AND WELLBEING BOARD

17 JUNE 2014

MAINTENANCE, DEVELOPMENT AND GOVERNANCE OF MEDWAY'S JOINT STRATEGIC NEEDS ASSESSMENT

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Summary

The Health and Wellbeing Board has a statutory duty to publish the Joint Strategic Needs Assessment, which informs the development of the Joint Health and Wellbeing Strategy. This paper proposes the governance arrangements required to maintain and develop the JSNA.

1. Budget and Policy Framework

- 1.1 Through the Health and Social Care Act the Government has established the Joint Strategic Needs Assessment (JSNA) as a fundamental part of the planning and commissioning cycle at a local level. Central to this vision is that decisions about services should be made as locally as possible, involving people who use them and communities to the maximum degree. Local authorities and CCGs each have equal and explicit obligations to prepare a JSNA,

The current health, public health and social care environment also includes new Outcomes Frameworks that focus on a number of key domains of health, public health and social care.

2. Background

- 2.1 The government's intentions for Joint Strategic Needs Assessments are ambitious: they are to provide the evidence base of *"all current and future health and social care needs of the entire population"*, be *"more than just a collection of evidence... and be an analysis and narrative"* and provide a *"comprehensive picture of place."*¹ The JSNA is a continuous process that should involve engagement and review.
- 2.2 In Medway's JSNA we aim to provide a comprehensive picture of place by describing **"our people and place"**, **"our health and wellbeing"**, **"our**

community" and **"our programmes and services"**, structured around core elements of the outcomes frameworks. The narrative summary of the JSNA presents the big picture, with more detailed background papers and a data inventory providing detail covering specific topics. It is a web based resource and if printed out the entire content currently runs to around 800 pages.

- 2.3 Medway's JSNA is a "living document" with a new version is released every three months.
- 2.4 The structure and plan for the content of the current JSNA was conceived by representatives of Medway PCT and Medway Council during the transition resulting from the Health and Social Care Act (2012), before the creation of the Health and Wellbeing Board in shadow form. Now that the Health and Wellbeing Board is fully established, it is an appropriate time for it to take over governance and leadership of the JSNA.

3. Proposed governance arrangements

- 3.1 There are five main areas for consideration in the governance and maintenance of the JSNA:

- Updating existing content
- Adding new content
- Archiving old content
- Developing new products
- Engagement

- 3.2 Updating existing content

The current content of the JSNA can be broadly divided into four types:

- narrative summary
- structured background chapters
- data inventory
- other

The narrative summary is around 70 pages when printed out and provides a summary of people and place; health and wellbeing; community assets; programmes and services; and health inequalities. This needs to be updated when the underlying data on which the sections are based are updated.

- 3.3 Adding new content

The current content of the JSNA is largely based on the plan developed before transition, and before the existence of the Health and Wellbeing Board. The HWB and commissioners are likely to need new information, or information presented in new ways, and a process is required to decide what new content is needed and prioritise the development of the new material.

- 3.4 Archiving old content

The JSNA is already the equivalent of around 800 pages of printed material, and there is a danger that as more material is added it will become increasingly difficult to keep it all up-to-date. It would therefore be sensible to consider a mechanism for retiring old content that is not considered useful. The material can be archived and restored again at a later date if needed after

having been reviewed and updated first. A list of archived material can be made available on the website. Alternatively, a new part can be added to the JSNA for older material that is not being maintained. This way it will still be available to those who want to find it; however there is a risk that people will use out-of-date information. A marker can be added to such pages warning the reader.

3.5 Developing new products

The background and proposal above relate to maintaining the website in its current overall form. Going forward new ways of presenting the information, e.g. more PDFs of sections, short summaries, easy read versions, or more interactive approaches may be useful. A longer-term development programme for new ways of presenting the information is needed. This is likely to require considerably more investment than the current maintenance plan for the existing website.

3.6 Engagement

The JSNA guidance states that there *“should be wider engagement, for instance with other agencies such as [...] Police and Crime Commissioners, probation service, Job Centre Plus and schools, as well as the voluntary and community sector who also have a vital role to play.”*² The Board has an agreed Communication and Engagement Strategy which describes the Board’s approach to engaging with the community and partners to gather intelligence to inform the JSNA. Equally it is important that other Boards and partnerships within Medway both contribute to and are sighted on relevant sections of the JSNA.

3.7 Governance arrangements for approval of content

Currently new and updated material is written by subject-matter experts and/or the Public Health Knowledge and Intelligence Team, and uploaded in the subsequent update. As it is the Health and Wellbeing Board’s duty to publish the JSNA the HWB should approve new content before it is uploaded to the JSNA website.

The Joint Commissioning Management Group brings together commissioners of health, public health and social care services and includes five members of the Health and Wellbeing Board. It is proposed that this group has a key role in oversight and leadership of the development and maintenance of the JSNA.

4. Risk implications

- 4.1 There would be a risk to the reputation of the Council and CCG if the JSNA was not relevant and up to date as this is the starting point for commissioning of appropriate services.

5. Financial and legal implications

- 5.1 Section 116 of the Local Government and Public Involvement in Health Act 2007, as

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amended by the Health and Social Care Act 2012, requires that an assessment of relevant need [that is a joint strategic needs assessment] must be prepared in relation to the area of each responsible local authority.

5.2 Subsection 4 states that it is for the responsible authority and each of its partner clinical commissioning groups to prepare any assessment of relevant needs. Subsection 5 states that it is for the responsible authority to publish each assessment of relevant needs.

6. Recommendations

6.1. The Board is asked to confirm the following arrangements to be dealt with by the Joint Commissioning Management Group, with regular updates to the Board:

- There should be a review and update of the JSNA summary section every quarter.
- A cycle of review and updates of the background chapters should be established, spreading the work over one year. (Currently two to three chapters would need to be reviewed and updated each month. Chapters should be reviewed by the primary author(s) of the background chapter).
- A plan should be developed for producing new JSNA content, which will be referred for final agreement by the HWB. (Responsibility for the production of the new content to be determined according to the subject matter)
- Once a year the Joint Commissioning Management Group should review the contents of the JSNA and propose sections that should be archived for agreement by the Health and Wellbeing Board
- A three-year plan should be made for the development of new ways of presenting JSNA information.
- To engage partners in the development of specific chapters as relevant and the implementation of the Board's Communication and Engagement Strategy to enable wider intelligence gathering.
- The Medway Safeguarding Childrens Board will have input to JSNA sections relevant to safeguarding children. Consideration will be given to how input can be gained from adult safeguarding and other partnership boards.
- The Joint Commissioning Management Group approves new or updated content before it is uploaded to the JSNA website. New or updated content will be sent electronically to the members of the HWB at least five calendar days before the scheduled upload date to allow the opportunity for all board members to comment. Updated content will be marked using tracked changes. This process will be independent of the HWB meeting schedule.

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Background papers - none