

**LEICESTERSHIRE HEALTH AND WELLBEING BOARD: 25
JANUARY 2018**

REPORT OF THE DIRECTOR OF PUBLIC HEALTH

JOINT STRATEGIC NEEDS ASSESSMENT 2018

Purpose of Report

1. The purpose of this report is to highlight the responsibility of the Health and Wellbeing Board to publish a Joint Strategic Needs Assessment (JSNA), the timescale to do so, and the proposed governance structure to enable production of the JSNA.

Links to the local Health and Care System

2. The local authority and clinical commissioning groups (CCGs) have equal and joint statutory responsibility to prepare a Joint Strategic Needs Assessment (JSNA) for Leicestershire, through the Health and Wellbeing Board. The Health and Social Care Act 2012 amended the Local Government and Public Involvement in Health Act 2007 to introduce duties and powers for Health and Wellbeing Boards in relation to JSNAs.
3. JSNAs are a continuous process and are an integral part of CCG and local authority commissioning cycles. Health and Wellbeing Boards need to decide for themselves when to update or refresh JSNAs or undertake a fresh process to ensure that they are able to inform local commissioning plans over time.

Recommendations

4. The Health and Wellbeing Board is requested:
 - i. to note this report;
 - ii. to approve the delegation of the assurance role to the Integration Executive;
 - iii. approve the proposal to form a JSNA reference group and the draft terms of reference for the JSNA reference group;
 - iv. to receive further reports on progress of the JSNA

Policy Framework and Previous Decisions

5. Leicester, Leicestershire and Rutland's Sustainability and Transformation Plan (STP) sets out a vision for the future of health and care services. It focuses on ensuring that consistently quality services are delivered which are easier for local people to access. Where possible, it is important that the JSNA is used evidence base for the STP.

6. The last JSNA for Leicestershire was produced in 2015 and can be accessed at: <http://www.lsr-online.org/leicestershire-2015-jsna.html>

Background

7. The purpose of the JSNA is to improve the health and wellbeing of the local community and reduce inequalities for all ages. It should be viewed as a continuous process of strategic assessment and planning with the aim to develop local evidence-based priorities for commissioning which will improve the public's health and reduce inequalities.
8. It is proposed the JSNA will be published in subject-specific chapters throughout a three-year time period on an iterative basis, in line with CCG and local authority commissioning cycles. The JSNA chapters will be aligned to Leicestershire County Council's Strategic Outcomes Framework. The outputs of JSNA will be:
- Subject-specific chapters of an assessment of current and future health and social care needs.
 - Infographic summary of each chapter
 - A data dashboard that is updated on a quarterly basis to allow users to self-serve high level data requests
9. The JSNA will be used to help to determine what actions the local authority, the local NHS and other partners need to take to meet health and social care needs, and to address the wider determinants that impact on health and wellbeing.
10. The local authority, CCGs and NHS England's plans for commissioning services will be expected to be informed by the JSNA. Where plans are not in line with the JSNA, the local authority, CCGs and NHS England must be able to explain why.
11. The JSNA is a statutory document that is used by many organisations to provide evidence for changes to the commissioning of local services. As such, if any organisation receives a legal challenge to the services they commission based on the JSNA, the local authority could also be part of that legal challenge. It is essential that the process that is followed meets the legislation that is set out and that the JSNA is a robust document.

Governance

12. As many of the relationships required for the JSNA in Leicestershire are wide – involving representation from NHS England, CCGs, Leicestershire Partnership Trust, University Hospitals of Leicester, District Councils and the voluntary sector - a JSNA Reference Group will be established. This Reference Group will support JSNA work across the Health and Wellbeing Board.

13. Draft terms of reference and membership for the JSNA Reference Group are attached as Appendix A.
14. It is proposed that the Reference Group will provide a status report on a quarterly basis to the Integration Executive. The Integration Executive will provide assurance to the Health and Wellbeing Board that the JSNA is an accurate reflection of the needs of the population and has been developed using robust processes.

Consultation/Patient and Public Involvement

15. An engagement plan has been proposed to promote the initiation of a new JSNA cycle to the County Council and wider partners. This will start with a newsletter explaining the new process circulated by email.

Resource Implications

16. The principal resourcing for the development of the Leicestershire JSNA is provided by the Leicestershire County Council Business Intelligence Service, with information and advice provided through the JSNA Reference Group by Leicestershire County Council departments, CCGs, NHS England, Leicestershire Partnership Trust, District Councils and the Voluntary Sector.

Timetable for Decisions

17. The guidance documents provide information on the JSNA content. This has been reflected in the overview of proposed content of the JSNA provided in Appendix B.
18. Appendix B also provides the project timescales. The project plan is tight with respect to delivering the first JSNA chapters by July 2018. Subsequent JSNA chapters will then follow on an iterative basis. The JSNA Reference Group will monitor timescales and report any issues of concern to the Integration Executive.

Officers to Contact

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List of Appendices

Appendix A – Joint Strategic Needs Assessment Reference Group Terms of Reference

Appendix B – Joint Strategic Needs Assessment – Working Outline and Timescale

Relevant Impact Assessments**Equality and Human Rights Implications**

19. The JSNA will be subject to an EHRIA.

APPENDIX A**LEICESTERSHIRE COUNTY COUNCIL
JOINT STRATEGIC NEEDS ASSESSMENT
REFERENCE GROUP****TERMS OF REFERENCE****Purpose:**

The Joint Strategic Needs Assessment (JSNA) is a legal duty of the Health and Wellbeing Board (HWB). Each HWB will need to decide for themselves when to update or refresh JSNAs; however boards will need to assure themselves that their evidence-based priorities are up to date to inform the relevant local commissioning plans. The last JSNA for Leicestershire was produced in 2015.

The purpose of this Reference Group is to develop the JSNA for Leicestershire. The team will set the timetable for the development of the JSNA and agree the format and content of the JSNA.

The Reference Group will meet on a continuous basis quarterly, starting in February 2018.

Key responsibilities:

- To oversee the JSNA process
- To ensure that the development of the JSNA meets the statutory duties of the HWBs
- To ensure active engagement from all stakeholders
- To communicate to a wider audience how the JSNA is being developed
- To ensure that the JSNA addresses issues of provision and identifies need
- To identify any gaps in health and social care provision
- To map any future provision

Governance:

- Leicestershire County Council – the Health and Wellbeing Board will task the Integration Executive with ensuring the JSNA is conducted according to the legislation.
- The Reference Group will be chaired by the Public Health Director of Leicestershire County Council, Mike Sandys.

JSNA Reference Group membership:**Local Authority JSNA Leads**

- Mike Sandys, Director of Public Health, Chair, LCC
- Caroline Boucher, Head of Business Intelligence, LCC

Adults & Communities, LCC

- Sandy McMillan, Assistant Director Strategy, LCC

Children & Families, LCC

- Jane Moore, Assistant Director Education and Early Help, LCC

Clinical Commissioning Groups

- Paul Gibara, East Leicestershire and Rutland CCG
- Jade Atkin, West Leicestershire CCG

District Councils

- Jon Wells, Blaby District Council
- Simon Jones, Hinckley & Bosworth Borough Council

Environment & Transport, LCC

- Alex Scott, Head of Service Business Management, LCC

Health and Care Integration

- Cheryl Davenport, Director of Health and Care Integration, LCC

Healthwatch Leicestershire

- Representative to be confirmed

Intelligence Leads

- Natalie Greasley, Public Health Business Partner, LCC

Leicestershire Partnership Trust

- Katrina Coley/Sarah Fenwick, Family Services Manager

NHS England

- Representative to be confirmed

Public Health

- Rob Howard, Consultant in Public Health, LCC

Public Health England

- Representative to be confirmed

University Hospital of Leicester

- Representative to be confirmed

Voluntary Sector

- Representative to be confirmed

NB: Membership will be reviewed regularly and may be extended by agreement of the Reference Group members

Frequency of meetings: The first four meetings will be arranged – March 2018, June 2018, September 2018, December 2018. Additional meetings may be required between March 2018 and June 2018 as this will be a key development phase of the first chapters of the JSNA.

Support arrangements:

The meetings will be minuted by Leicestershire County Council.

Confidentiality

An undertaking of confidentiality will be signed by non-Local Authority employed group members.

During the period of membership of the Reference Group, members may have access to information designated by the Local Authorities or other members as being of a confidential nature and which must not be divulged, published or disclosed without prior written consent. Improper use of or disclosure of confidential information will be regarded as a serious disciplinary matter and will be referred back to the employing organisation. For the avoidance of doubt as to whether an agenda item is confidential all papers will be marked as confidential before circulation to the group members.

Declarations of Interest

Where there is an item to be discussed, where a member could have a commercial or financial interest, the interest is to be declared and formally recorded in the minutes of the meeting.

APPENDIX B

JOINT STRATEGIC NEEDS ASSESSMENT – WORKING OUTLINE AND TIMESCALE

Purpose

1. To improve the health and wellbeing of the local community and reduce inequalities for all ages.
2. To determine what actions the local authority, the local NHS and other partners need to take to meet health and social care needs, and to address the wider determinants that impact on health and wellbeing.
3. To provide a source of relevant reference to the Local Authority, Clinical Commissioning Groups and NHS England for the commissioning of any future services.

Publication Outline

Each health chapter of the JSNA will review and include a section examining the following:

- Who is at risk?
- Level of need in Leicestershire (including Inequalities)
- How does this impact? (including Costs)
- Policy and Guidance
- Current Services
- Unmet needs/Gaps
- Recommendations

The published document will cover the following themes which are aligned to the Leicestershire County Council’s Strategic Outcomes Framework (this list is a guide and will evolve alongside the development of report):

1. Strong Economy

This theme will present a summary of the Economy and Transport of Leicestershire. It will include a section on how this impacts on the health of the population of Leicestershire. It will be updated on an annual basis.

2. Wellbeing and Opportunity

This theme will present of an assessment of current and future health and social care needs for various health areas. The chapters will be published in line with CCG and local authority commissioning cycles. This theme will be split into the following chapters and sub-chapters:

Outcomes Framework Supporting Outcome	JSNA Chapter	JSNA Sub-Chapter	
Every child has access to good quality education	Education	Access to Education	
Everyone is able to aim high and reach their full potential		Early years development	
		Educational achievement	
Every child gets the best start in life	Health of Children and Young People (CYP)	Best Start in Life	
Leicestershire has a healthy population with increased healthy life expectancy and reduced health inequalities		Healthy Lives	Physical health of CYP Mental health in CYP Children's oral health
			Teenage Pregnancy Alcohol Substance Misuse Tobacco Obesity Physical Activity Sexual health Oral health
	Health of Adults Cardiovascular disease Diabetes Cancer Respiratory disease Mental health and Wellbeing Health Protection Frail older people Winter pressures Dementia End of life		
People are cared for at home, in their own community, whenever possible, and for as long as possible	Social Care	Children's Social Care	
		Adult's Social Care	
		Carers	

3. Keeping People Safe

This theme will present two chapters, summarising Safeguarding and Crime throughout Leicestershire. It will include sections on how this impacts on the health of the population of Leicestershire. It will be updated on an annual basis.

4. Great Communities

This theme will present a summary of Communities throughout Leicestershire. It will include a section on how this impacts on the health of the population of Leicestershire. It will be updated on an annual basis.

5. Affordable and Quality Homes

This theme will present a summary of Housing throughout Leicestershire. It will include a section on how this impacts on the health of the population of Leicestershire. It will be updated on an annual basis.

6. Supporting Information

Three additional chapters will be presented in a Supporting Information theme. These chapters will crosscut the whole of the JSNA and will provide reference information to other chapters. They will be updated on an annual basis, if applicable. The chapters proposed are:

- Demographics of Leicestershire
- Deprivation of Leicestershire
- Vulnerable People of Leicestershire, to include:
 - Special Educational Needs and Disability (SEND), including Autism and Transition
 - Physical and sensory disability
 - Learning disabilities
 - Child Sexual Exploitation
 - Female genital mutilation (FGM)

Publication Outline

The supporting information chapters will be published at the start of the JSNA cycle, in July 2018. These chapters will then be updated on an annual basis in accordance with data releases. The health needs assessment chapters of the JSNA will be published in line with CCG and local authority commissioning cycles. The draft timetable for the publication of chapters is presented in the below table.

Theme	Chapter	Sub-Chapter	Timeline	Snr. Officer
1. Strong Economy	Economy and Transport		Jul-18	CB
2. Wellbeing and Opportunity	Education	Access to Education	TBC	TBC
		Early years development	TBC	TBC
		Educational achievement	TBC	TBC
	Health of Children and Young People (CYP)	Best Start in Life	Mar-19	RH
		Physical health of CYP	Apr-20	RH
		Mental health in CYP	Jul-18	JM
		Children's oral health	Jul-18	KP
	Healthy Lives	Teenage Pregnancy	Jun-20	JM
		Alcohol	Mar-19	JM
		Substance Misuse	Mar-19	JM
		Tobacco	Jun-19	KP
		Obesity	Apr-19	EO
		Physical Activity	Apr-19	EO
		Sexual health	Jun-20	JM
	Health of Adults	Oral health	Jun-18	KP
		Cardiovascular disease	HEA	CT
		Diabetes	HEA	CT
		Cancer	Sep-18	MM/KP
Respiratory disease		HEA	CT	
Mental health and Wellbeing		Jul-18	JM	
Health Protection		HP AR	MM	
Frail older people		Sep-19	MM	
Winter pressures		TBC	RH	
Dementia		TBC	JM/MM	
End of life	Sep-19	MM		
Social Care	Children's Social Care	TBC	TBC	
	Adult's Social Care	TBC	TBC	
Carers		TBC	TBC	
3. Keeping People Safe	Safeguarding		Jul-18	TBC
	Crime		Jul-18	TBC
4. Great Communities	Communities		Jul-18	TBC
5. Affordable and Quality Homes	Housing		Jul-18	TBC/RH
6. Supporting information	Demographics		Jul-18	CB
	Deprivation		Jul-18	CB
	Vulnerable People	Special Educational Needs and Disability (SEND), including Autism and Transition	Jul-18	CB
		Physical and sensory disability	Jul-18	CB
		Learning disabilities	Jul-18	CB
		Child Sexual Exploitation	Jul-18	CB
	Female genital mutilation (FGM)	Jul-18	CB	

Project Schedule – Under Development

Stage 1 – Project implementation (February 2017)

Milestone	Complete
Formally initiate project	
Establish JSNA Reference Group	
Set up project templates	
Confirm recruitment of key project team members	

Stage 2 – Initial Document Drafts (February – June 2018)

Milestone	COMPLETE
Draft JSNA template (contents) agreed	
Draft risk register	
Develop engagement plan	
1 st draft JSNA chapters	
Communications plan in place	

Stage 3 – Approval & Publication of 1st JSNA Chapters (July 2018)

Milestone	COMPLETE
1 st JSNA chapters published	