

HEALTH AND WELLBEING BOARD: 31 OCTOBER 2023**REPORT OF THE DIRECTOR OF PUBLIC HEALTH****JSNA UPDATE - PROPOSED PROCESS AND GOVERNANCE****Purpose of report**

1. The purpose of this report is to provide the Health and Wellbeing Board with an update on JSNA Chapter delivery and proposals on the governance and process by which chapters within a Joint Strategic Needs Assessment (JSNA) cycle are prioritised and agreed.
2. This will enable the Board to have greater oversight, ensuring prioritisation of work in each JSNA cycle so the production of chapters can be scheduled appropriately to inform the Board's strategic thinking and the commissioning of services across Leicester, Leicestershire and Rutland. This will allow for any new topics that are emerging to be considered and any new approaches to the presentation of data that the Health and Wellbeing Board wishes to explore.

Recommendation

3. The Health and Wellbeing Board is required to:
 - Note progress on the JSNA chapters to date and the current planned list of future chapters.
 - Approve the re-establishment, terms of reference and membership of the JSNA Oversight Reference Group and proposed governance arrangements
 - Ask the Reference Group to review and discuss the current list of JSNA chapters scheduled within the cycle to 2025 and bring back any suggested changes/additions to the Board for approval.
 - Receive and consider future JSNA chapters as they become available including any progress updates on the recommendations highlighted within the JSNA.

Policy Framework and Previous Decision

4. JSNAs are assessments of the current and future health and social care needs of the local community. Local authorities and Integrated Care Boards (ICBs) have equal and joint responsibilities to prepare a JSNA for Leicestershire, through the Health and Wellbeing Board (HWB). The responsibility falls on the HWB as a whole and so success will depend upon all members working together throughout the process.

5. The purpose of JSNAs, in conjunction with Joint Health and Wellbeing Strategies (JHWs) is to improve the health and wellbeing of the local community and reduce inequalities for all ages. JSNAs are a continuous process of strategic assessment and are an integral part of ICB and local authority commissioning cycles informed by local evidence-based priorities. Health and Wellbeing Boards need to decide for themselves when to update or refresh JSNAs.
6. Their outputs, in the form of evidence and the analysis of needs, and agreed priorities, will be used to help to determine what actions local authorities, 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.
7. The Board has previously endorsed that the JSNA will be published in subject-specific chapters throughout a three-year time period on an iterative basis, in line with ICB and local authority commissioning cycles. The outputs of the 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.
8. In preparing JSNAs, HWBs must have regard to the [statutory guidance](#) issued by the Secretary of State, explaining the duties and powers relating to JSNAs. The guidance does not cover what services should be commissioned in response to local JSNA findings – these decisions need to be made locally, based on need.
9. The policy intention is for HWBs to also consider wider factors that impact on their communities' health and wellbeing, and local assets that can help to improve outcomes and reduce inequalities. Local areas are free to undertake JSNAs in a way best suited to their local circumstances – there is no template or format that must be used and no mandatory data set to be included.
10. In 2018 the Director for Public Health presented a report to the HWB, highlighting the responsibilities that the Board has in publishing a JSNA, the timescale to do so and the proposed governance structure to enable production of the JSNA. This included the establishment of a JSNA Reference Group to oversee development of relevant chapters within the JSNA 3-year cycle.
11. The aim of the Reference Group was to support JSNA work across Leicestershire, setting the timetable for the development of the JSNA and agreeing the format and content of the JSNA. The 3-year cycle was presented to the HWB, so members were aware year by year which JSNA chapters were being progressed.

Background

12. Due to the increase in a number of service demands during the Covid pandemic, the JSNA Reference group was paused as a result of this and other operational pressures and capacity issues. As a result, and due to other changes in roles across organisations, it has not met in recent times. However wider data and intelligence priority delivery have continued to be overseen by a separate LLR Health/Care Data Cell.
13. The current JSNA cycle runs from 2022-2025. The list of chapters included in this next cycle has been produced on the basis of previous cycles and was presented to the HWB in December 2022.
14. The current list of Leicestershire chapters for the JSNA that are completed or due to be progressed/programmed are listed below. Published chapters to date can be accessed via this link: <https://www.lsr-online.org/leicestershire-2022-2025-jsna.html> :

Current JSNAs/Needs Assessments	Other theme areas for JSNA programming
Demographics, deprivation, economy and housing overviews (due)	Children and Young People's Physical Health and Teenage Pregnancy
Oral Health Needs (<i>Underway</i>)	Early Years/Best start in life
Sexual Health HNA (<i>Underway</i>)	Adult Physical Activity, Obesity and Diabetes
Health Inequalities - complete	Frailty - older people
Children and Young People's Mental Health – complete	Access to Health Services
Substance Misuse and Alcohol (<i>Underway</i>)	Housing and Economic Development Needs Assessment and associated transport planning.
Carers JSNA (underway)	Learning Disability
Pharmaceutical Needs Assessment – complete	SEND and access to education and welfare/health services
Adult Mental Health and Dementia (<i>Underway</i>)	Covid Impact/update to health inequalities
Gambling Harms – Needs Assessment (Underway)	Health Protection, Immunisations/Vaccination/Flu and Covid
End of Life Care - complete	Cardiovascular and Respiratory Disease
Air Quality – due to commence	Tobacco
	Cancer

15. Additional chapters have been included to meet specific commissioning needs as they arise and where Business Intelligence capacity allows. However, a more

robust partnership process and approach to prioritisation will ensure wider agencies needs are met, linking to broader commissioning plan updates.

Proposals/Options

16. To enable greater oversight and ensure that the JSNA chapters align with the HWB priorities, the need to re-establish the JSNA Reference Group, or something similar, has been identified. This will include clear governance arrangements and provide assurance to the HWB that the JSNA chapters meet the requirements of the Board.
17. The Terms of Reference for the JSNA Reference Group and proposed membership (*names are indicative at this stage and to be confirmed with the relevant agencies/staff*) are attached at Appendix A.
18. It is anticipated that the JSNA Reference Group will agree the timetable for the chapters within the JSNA cycle, seeking approval from the HWB and input from service leads to ensure it aligns with current priorities.
19. The delivery of the JSNA will reflect a multi-agency view with input from relevant partners, including data provision and analysis input from Business Intelligence. It is important to note that the JSNA is a product of the HWB and helps to inform the Board of its strategic priorities. The findings will need to be presented to the Board concisely, referencing the data and setting out clearly the recommendations identified. Being able to align the recommendations to the Joint Health & Wellbeing Strategy objectives will be key including being clear on what is required from the Board.
20. It will be the responsibility of the HWB to delegate the actions, as per the recommendations to the relevant subgroup or subgroups. In cases where a JSNA does not clearly align to a specific subgroup, authority will be sought from the Board to allow an officer to develop a working/steering group to take forward actions.
21. While overall accountability sits with the HWB it is the responsibility of the subgroup or working/steering group to support the delivery of the actions and report back to the Board on progress within the agreed timescales.

Background papers

Government Guidance

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099832/Statutory-Guidance-on-Joint-Strategic-Needs-Assessments-and-Joint-Health-and-Wellbeing-Strategies-March-2013.pdf

Joint Strategic Needs Assessment Report

<https://politics.leics.gov.uk/documents/s135081/JSNA%202018%20Leicestershire%20HWBB%20v1.0.pdf>

Appendices

Appendix A – Proposed Terms of Reference/Membership for the JSNA Reference Group

Officers to contact

Mike Sandys, Director for Public Health

Mike.Sandys@leics.gov.uk

Joshna Mavji, Assistant Director for Public Health – Commissioning

Joshna.Mavji@leics.gov.uk

Victoria Rice - Public Health Intelligence Manager

Victoria.Rice@leics.gov.uk

Relevant Impact Assessments

Equality and Human Rights Implications

22. Equalities issues and needs will be picked up in each relevant JSNA Chapter. There will also be a specific chapter looking at health inequalities across the system.

Crime and Disorder Implications and Environmental Implications

23. Environmental factors such as air and river quality feed into a number of health needs assessments and will be picked up in the individual chapters, where relevant. Crime and disorder issues are dealt with through separate analytical processes feeding into the safer communities reporting structures.

Partnership Working and associated issues

24. The JSNA is a partnership responsibility overseen by the multi-agency Health and Wellbeing Board. A variety of boards and agencies will need to support delivery of needs assessment recommendations.

Risk Assessment

25. Each chapter will consider relevant risks related to prevalent health and care needs and supporting services and work plans. A separate risk management process is in place for services managed by the County Council and is common in other agencies.

Appendix A

LEICESTERSHIRE COUNTY COUNCIL
JOINT STRATEGIC NEEDS ASSESSMENT
REFERENCE GROUP
TERMS OF REFERENCE

Purpose:

Preparing a 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 relevant local commissioning plans. The last JSNA chapters for Leicestershire were produced over a rolling three-year cycle from 2018-21/2.

The purpose of this Reference Group is to oversee and support the development of the JSNA for Leicestershire and of the supporting evidence and its use. The Group will set the timetable for the development of the JSNA and agree the format and content. The Reference Group will meet as and when required, starting in early 2024.

Key responsibilities:

- To oversee the JSNA process and contents
- To ensure that the development of the JSNA chapters meets the statutory duties of the HWB
- 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/needs
- To influence their organisation and partners to ensure the JSNA has impact on planning and commissioning decisions

Governance:

- Leicestershire County Council – the Health and Wellbeing Board oversees and approves the JSNA timetable and agree chapters.
- Relevant Subgroups act as key stakeholders in feeding into JSNA Chapter development and supporting intelligence and taking forward JSNA Chapter recommendations.
- The Reference Group will be chaired by the Public Health Director of Leicestershire County Council, Mike Sandys or his nominee.

JSNA Reference Group Proposed membership: *Names indicative at this stage subject to confirmation.*

Local Authority JSNA Leads

Mike Sandys, Director of Public Health, Chair, LCC
Joanne Miller, Head of Business Intelligence, LCC

Adults & Communities, LCC

Kate Revell, Head of Service, Planning and Commissioning, LCC

Children & Families, LCC

Head of Service - Commissioning & Planning, LCC

Chief Executives - Economic, LCC

Sarah Rudkin, Economic Growth Team Manager, LCC

Primary Care – GP Representative

TBC Rowan Sil, Ibstock Surgery

District Councils tbc – was

Teresa Neal, Blaby District Council
Simon Jones, Hinckley & Bosworth Borough Council

Environment & Transport, LCC

Alex Scott, Head of Service Business Management, LCC

Healthwatch Leicestershire -TBC

Intelligence Leads

Victoria Rice Public Health Intelligence Manager, LCC
Hanna Blackledge, Lead Public Health Analyst (Interim), LCC
Philippa Crane, Lead Analyst Integration - Midlands and Lancs CSU

Integrated Care Board

Ket Chudasama – Planning and Commissioning, LLR ICB
Amit Sammi – Strategy and Planning, LLR ICB

Leicestershire Partnership Trust

Katrina Coley, Family Services Manager

Public Health

Joshna Mavji Consultant in Public Health, LCC
Sally Vallance, Acting Head of Service

University Hospitals of Leicester

TBC - Head of Planning and Development

Voluntary Sector - TBC, VAL

Equality & Diversity Representation

Carine Cardoza, Equalities & Diversity Challenge Group

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

Frequency of meetings: Meetings will be held quarterly or as and when required.

Support arrangements:

The meetings will be minuted by Leicestershire County Council.

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.