

**Date:** 22 July 2021

**Title:** Joint Strategic Needs Assessment Governance and Update

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**Report Sponsor:** Jane O’Grady, Director of Public Health

**Purpose of Report:** To agree the Joint Strategic Needs Assessment governance and priority topics for Buckinghamshire for 2021/22.

**Report for information, discussion, decision or approval:** For discussion and approval.

**Related [Joint Health and Wellbeing Strategy](#) Priority:** All 3 Strategy Priorities are impacted by this paper and recommendations.

**Recommendations:** The Health and Wellbeing Board is asked to:

1. Endorse the proposed JSNA Governance and Process.
2. Note and endorse the proposed priority topics for 2021/22.
3. Support the use of the current and future JSNA products in the commissioning plants of member organisations.

## **Executive summary**

1.1 The Buckinghamshire Health and Wellbeing Board oversees the statutory requirement for local authorities and clinical commissioning groups to prepare a Joint Strategic Needs Assessment (JSNA).

1.2 This report outlines the proposed governance structure and process for managing the JSNA to ensure that the information is up to date, relevant to the current Health and Wellbeing Board priorities, accessible and easy to use for a wide range of audiences. It describes the process of managing and quality assurance of new documents.

1.3 The JSNA Development Group has met twice since the April Health and Wellbeing Board meeting. This group has been set up to manage content planning, production, quality assurance, sign-off and dissemination of the JSNA products.

1.4 In the short to medium-term, the JSNA refresh ensures the Health and Wellbeing Strategy’s implementation by providing key intelligence and understanding of local priorities as set out in the action plan. This report therefore provides a list of proposed topics for JSNA development this year. Additional work is required to scope, plan and deliver these sections.

1.5 The voice of residents, voluntary groups and community groups will be incorporated in future JSNA products. How this engagement and inclusion works for each topic will vary.

## **Content of report**

### **The Buckinghamshire JSNA**

2.1 Buckinghamshire's JSNA is hosted on the Health and Wellbeing pages of the Council. (Healthandwellbeingbucks.org). Future topics, reports and intelligence will also be added to this website for public and partner access to the information they require.

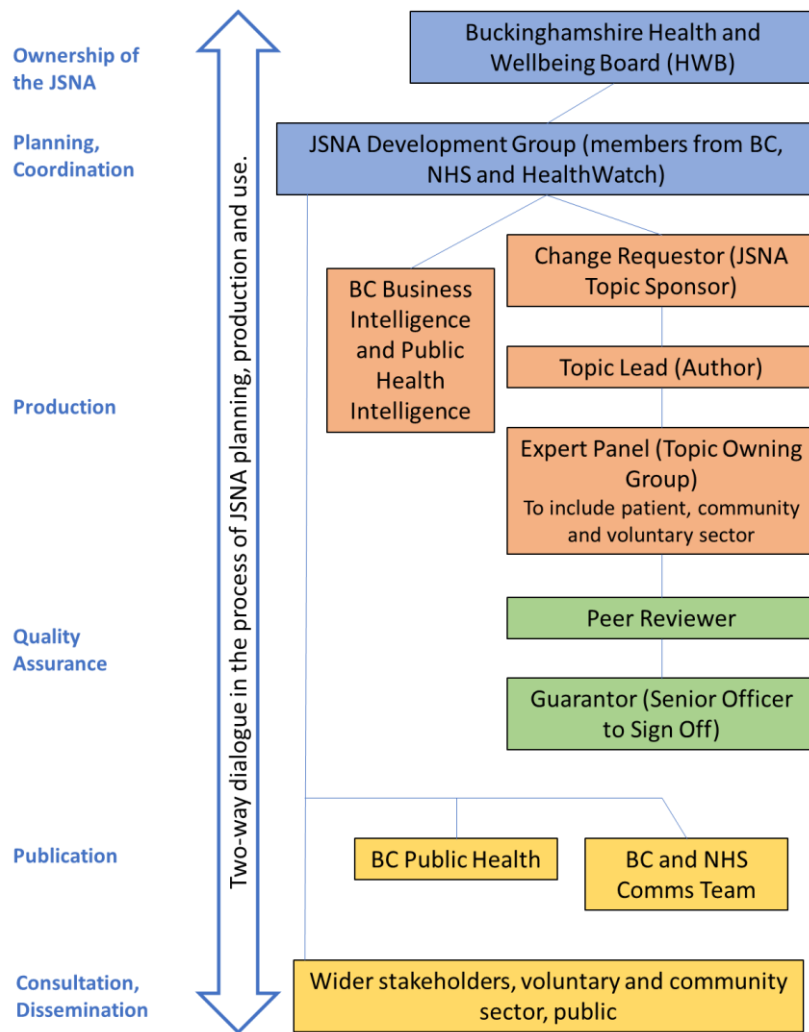
2.2 To ensure high quality and timely content for each chapter, the Development Group proposes the JSNA should tightly align to the system priorities set out in the Health and Wellbeing Strategy and the draft COVID-19 Health and Wellbeing Recovery Plan to better reflect the current key health and wellbeing priorities of Buckinghamshire.

### **JSNA Governance**

2.3 The proposed Development Group now reflects the new organisational landscape plus the changing priorities during and following the COVID-19 pandemic. It includes key individuals from NHS and Buckinghamshire Council who have the authority to ensure the delivery of chapters plus sign off the content for publication.

2.4 The Development Group has met twice since the last Health and Wellbeing Board meeting. As a result of these meetings, priority topics have been outlined for 2021/22. Work is now being undertaken to scope the requirements of creating these chapters, identifying lead authors and experts and determining how best to engage and include residents, voluntary organisations and community groups in the development and creation of these chapters.

2.5 The proposed JSNA Governance arrangements for Buckinghamshire are outlined in the flow chart below.



### Proposed JSNA Process

2.6 The JSNA process will be overseen and managed by the Development Group with large contributions from Buckinghamshire Council’s Public Health and Business Intelligence teams.

2.7 Each step in the proposed JSNA process is outlined below.

**2.8 Prioritise JSNA topics for production or refresh:** Individuals, HWB members and external organisations can propose new topics, changes to the existing JSNA products or archiving of a document. The Development Group can propose topics to be included in the annual JSNA workplan, following from the Health and Wellbeing Strategy. The main products of the JSNA will be concise briefing papers. Commissioning decisions can be made based on a number of relevant JSNA briefing papers and underlying data to be made available on the Buckinghamshire JSNA website. This approach ensures a more dynamic content of the JSNA which can be updated more regularly and can cover more relevant topics.

**2.9 Agree JSNA annual workplan:** An annual workplan for the JSNA will be submitted by the Development Group to the Board each year. This may include new JSNA topics, topic updates or further analyses on existing topics. The annual workplan is relevant to the priorities of the member organisations of the Board and aims to inform their commissioning decisions. The Board will approve the annual workplan.

**2.10 Write JSNA briefings and reports:** Once a change request has been approved by the Development Group, the lead Public Health Consultant for the JSNA will liaise with the requester to identify a Lead Author and an Expert Panel from the relevant Council Department(s) or other Board member organisation, who will write the topic commentary/briefing. They will work closely with the Council's Business Intelligence team and other stakeholders to include relevant data sources and to perform data analysis. Representation from residents, the voluntary sector and community organisations will be included wherever possible in the expert panel.

**2.11 Peer review and quality assurance of JSNA products:** The Expert Panel will identify a peer reviewer for the new topic. The Lead Author integrates any changes requested by the peer reviewer. The Expert Panel identifies a guarantor (a senior officer from the relevant Board member organisation), who approves and signs off the final product.

**2.12 Publish JSNA products:** JSNA written reports, such as briefings or topic refreshers can be published on the JSNA website after they have been quality assured through a peer review process and signed off by a senior officer.

**2.13 Dissemination of JSNA products:** The Development Group will take an active approach to disseminating the JSNA products and will ensure that the JSNA is actively promoted amongst all partner organisations, and members of the general public. Specific products will be further disseminated and promoted directly amongst those organisations and users who would benefit from the information.

**2.14 Annual review of the JSNA:** The JSNA topic areas will be reviewed on an annual basis. The database of all documents and resources published on the JSNA website with a rolling programme of review and update when new data is released will be updated and maintained by the Development Group. The Development Group will submit an annual report to the Board.

**2.15 Resident Representation:** Each JSNA topic will include contributions and involvement from the voluntary and community sectors plus residents. How this will look for each topic will be determined on a case by case basis to ensure appropriate representation is achieved. Community Boards will be included where possible. The Community Board profiles will be updated each year and include data from the JSNA to help inform community action and priorities.

### **2021/22 JSNA Topics**

**2.16** The Board agreed in April 2021 that up to 2 key health and wellbeing topics each year will have in depth needs assessments. Data briefings or profiles will be created for up to 3 topics this year. Open data via Local Insight will be added to the JSNA platform to allow users to more readily access local data and intelligence. Rapid reviews and data summaries will continue to be included on the JSNA platform.

**2.17** During 2021/22 the following topics have been agreed as key priorities for needs assessments based on the Health and Wellbeing Strategy and commissioning priorities. Inequalities will be woven into each chapter to ensure this priority area is fully considered and priorities. Each proposed topic has its corresponding Health and Wellbeing Strategy priority areas provided.

Proposed JSNA Topics for 2021/22	Health and Wellbeing Strategy Priority
Healthy Behaviours	Start Well, Live Well, Age Well
Domestic Violence	Start Well, Live Well, Age Well
Substance Misuse	Live Well, Age Well
Sexual Health	Live Well
Cardiovascular Disease	Start Well, Live Well, Age Well
Mental health	Start Well, Live Well, Age Well
Refreshed Community Board Profiles	Start Well, Live Well, Age Well

2.18 Work is ongoing to scope the requirements of these topics, determine topic leads and convene the relevant expert panels. Therefore, definitive timelines are not yet available for the production and publication of each new briefing.

### Consultation and communication

3.1 Prior to the COVID-19 pandemic, the JSNA Development Group set out plans for refreshing the JSNA. Those plans have been edited in light of the COVID-19 pandemic and its impact on our ways of working and local health and wellbeing priorities, and the newly formed Development Group has agreed the contents of this paper.

3.2 These proposals therefore consider our current strengths and opportunities to improve the process and presentation of the JSNA as started by the Development Group. We have looked at JSNAs from other areas, drawing on best-in-class exemplars for how best to develop and present the JSNA.

3.3 These proposals seek to ensure the JSNA provides evidence for how best to achieve the Strategy action plan and to identify and mitigate the risks of new and emerging threats to health and wellbeing.

### Next steps and review

4.1 Subject to Health and Wellbeing Board approval of our approach, our immediate next steps are to:

- The JSNA Development Group will continue to meet monthly.
- The workplan will continue to be progressed to ensure delivery of each chapter or briefing.
- Further work to be more inclusive in the design, delivery and dissemination of JSNA briefings will continue with the voluntary sector, patients groups and community groups.

### Background papers

None.