

Health & Wellbeing Board Supplementary Agenda



9. An update on the Joint Strategic Needs Assessment (JSNA)
(Pages 3 - 12)

To provide an update on the changes to the JSNA operational processes detailed in the report.

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REPORT TO:	Health and Wellbeing Board 20 October 2021
SUBJECT:	An update on the Joint Strategic Needs Assessment
BOARD SPONSOR:	Rachel Flowers, Director of Public Health
PUBLIC/EXEMPT:	Public

SUMMARY OF REPORT:

The Croydon Joint Strategic Needs Assessment (JSNA) is a collection of information relating to the health and wellbeing needs of our population.

This report does not propose to change the JSNA in any way, rather make it more user-friendly in terms of formatting and provide some robust process to how content is added to the JSNA

They key items to note are;

- Format of the information displayed on the current website: to group by theme
- Governance of the process for adding content: Health and Wellbeing Board maintains overall responsibility for the JSNA with Public Health Intelligence Hub providing operational management
- Development of an annual work programme of JSNA content to refresh key topic areas, linked to appropriate commissioning and strategic cycles. This will be brought to the board for review on an annual basis.
- Clear process for how new topic areas can be added to the JSNA (either as a one-off piece of work or to form a part of the regular rolling suite of areas to be refreshed)
- Annual review of the JSNA, in line with Health and Wellbeing Board's Terms of Reference

BOARD PRIORITY/POLICY CONTEXT:

A Joint Strategic Needs Assessment (JSNA) is an ongoing, systematic method for reviewing the health and wellbeing needs of a population, leading to agreed strategic and commissioning priorities that will improve health and wellbeing outcomes and reduce inequalities.

It provides an assessment of health and social care needs, a place-based population health analysis, a system-wide approach to health inequalities and an evidence base for local strategies and commissioning.

Local Health and Wellbeing Boards have a statutory duty to prepare assessment of needs (JSNA), involve third parties in preparation of the JSNA and ensure that Local Authorities, CCGs and NHS England commissioners take the JSNA into account for the planning and redesign of health and care services.

This report is to update the member of the Health and Wellbeing Board on the latest plans for the Croydon JSNA for members to note and support.

FINANCIAL IMPACT:

The co-ordination of the JSNA is part of core business for the Public Health Team and the current plans do not require any additional financial resources. The development of JSNA products does require the active participation of all partner organisations in Croydon.

RECOMMENDATIONS:

This report recommends that the health and wellbeing board note the new operational JSNA process; particularly with regards;

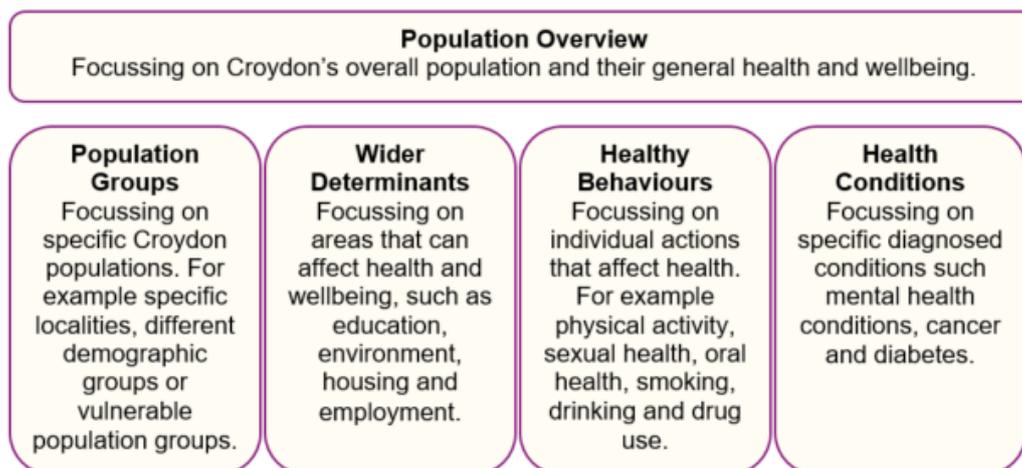
- a) The format of the JSNA will be changed to present content grouped by themes instead of by document type
- b) The Health & Wellbeing Board will maintain overall responsibility of the JSNA as per its terms of reference, with operational management provided by the Public Health Intelligence Hub.
- c) An annual work programme will be put in place in Croydon listing all documents forming a part of the JSNA that are regularly updated.
- d) New pieces of work not on the work programme can be added to the JSNA on request where a particular need is identified that requires more detailed inspection. Requests will require completion of a new 'initial request form' to identify the purpose, scope, audience and stakeholders for the project and will be prioritised by the Public Health Intelligence Hub.
- e) Each year, in accordance with its Terms of Reference, the Health and Wellbeing Board is responsible for reviewing the JSNA in order to give the Council the opinion of the Board on whether the Council is discharging its duty to have regard to the joint strategic needs assessment and joint health and wellbeing strategy in discharging the Council's functions.

1. DETAIL

1.1. Format

- 1.1.1. The Croydon JSNA can be found on the [Croydon Observatory](#).
- 1.1.2. The content is currently grouped by document type (e.g. key data set, statistical bulletin, detailed needs assessments).
- 1.1.3. It is proposed that we will change this to instead group content by theme to make information easier to find.

1.1.4. Proposed themes:



1.2. **Governance**

1.2.1. The Health and Wellbeing Board maintain overall responsibility of the JSNA.

1.2.2. The Public Health Intelligence Hub (comprising of Public Health Consultants, Principals and analytical support) provides the operational management of the JSNA. This group is the first point of contact for JSNA requests, prioritises JSNA projects and develops the draft annual work programme for review by the Health and Wellbeing Board.

1.2.3. Any new JSNA project is considered final and ready for publication to the Croydon Observatory once it has been signed off by the Director of Public Health and any appropriate Boards pertinent to that topic area.

1.3. **Content: programmed**

1.3.1. An annual work programme will be put in place in Croydon listing all documents that are regularly updated. The timescales of these regular updates will be linked to key data releases and / or strategic or commissioning cycles.

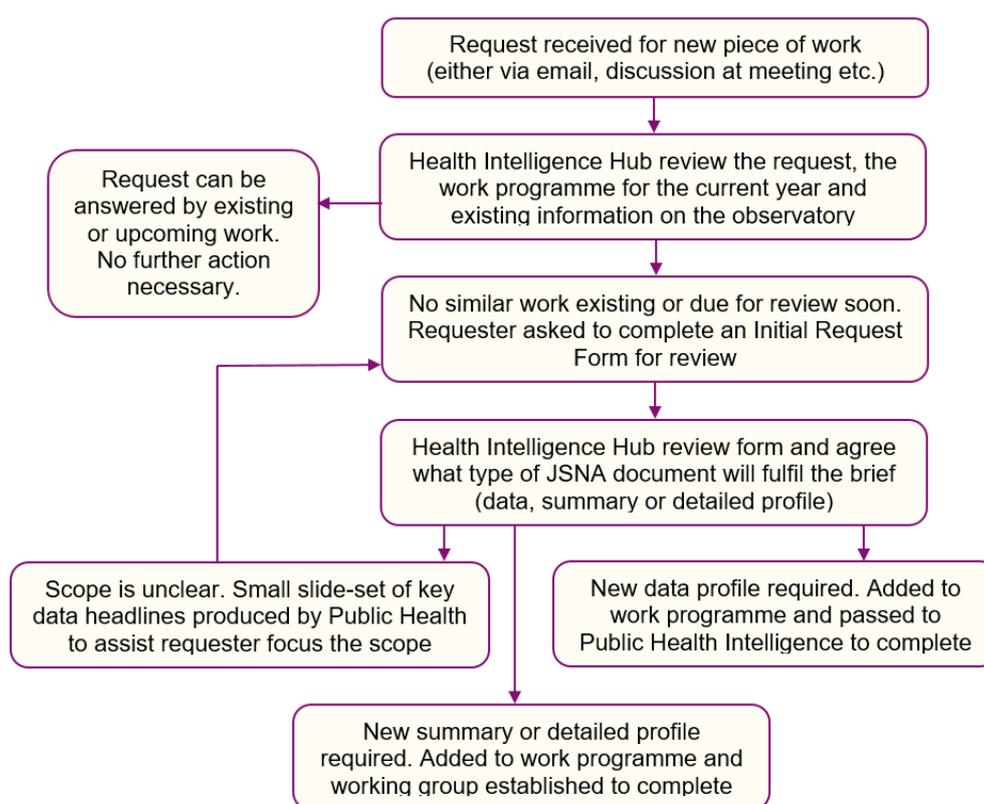
1.3.2. The work programme will be drafted by the Public Health Intelligence Hub and reviewed annually by the Health & Wellbeing Board.

1.3.3. The first draft work programme will be presented to the board in January 2022 for sign-off for the 2022-23 financial year

1.4. **Content: new requests**

1.4.1. New pieces of work not on the work programme can be added to the JSNA on request where a particular need is identified that requires more detailed inspection.

- 1.4.2. These pieces of work may then become a part of the regular rolling work programme following the annual review or exist as a stand-alone document within it.
- 1.4.3. Requests will require completion of a new 'initial request form' which begins to identify the purpose, scope, audience and stakeholders for the project (see appendix 1).
- 1.4.4. Requests will be reviewed by the Public Health Intelligence Hub to prioritise work.
- 1.4.5. Flow chart detailing new process for adding JSNA content to the annual work programmes:



1.5. **Evaluation**

- 1.5.1. Each year, in accordance with its Terms of Reference, the Health and Wellbeing Board is responsible for reviewing the JSNA in order to give the Council the opinion of the Board on whether the Council is discharging its duty to have regard to the joint strategic needs assessment and joint health and wellbeing strategy in discharging the Council's functions. This review should consist of;
- Evaluating whether the JSNA in its current format is still fit for purpose and is being used in decision-making.
 - Evaluating whether the JSNA is a part of corporate strategic and commissioning guidelines.

- Identifying areas of change.
- Reviewing the work programme for the following year.

2. CONSULTATION

- 2.1. The development of any product forming a part of the JSNA involves consultation with multiple local partner organisations and departments, including with patients, clients and the public where appropriate.
- 2.2. The development of this new process and work programme has been made in consultation with Public Health, commissioning and strategy colleagues

3. SERVICE INTEGRATION

- 3.1. Not addressed in this report.

4. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

- 4.1. The co-ordination of the JSNA is part of core business for the Public Health Team and the current plans do not require any additional financial resources. However, the development of the JSNA does require the active participation of all partner organisations in Croydon.
- 4.2. Approved by: Richard Ennis on behalf of Head of Departmental Finance, Croydon Council

5. LEGAL CONSIDERATIONS

- 5.1. Litigation and Corporate Law comments on behalf of the Director of Law and Governance that the Board should be mindful that it can only act in accordance with its terms of reference. This report contains matters to note, which it is able to do so.
- 5.2. Approved by: Sandra Herbert, Head of Litigation and Corporate Law on behalf of the Director of Law and Governance and Deputy Monitoring Officer.

6. HUMAN RESOURCES IMPACT

- 6.1. There are no HR issues arising from this report for LBC employees and staff. The co-ordination of the JSNA is part of core business for the Public Health Team and the current plans do not require any additional human resources. However, the development of the JSNA does require the active participation of all partner organisations in Croydon.

6.2. Approved by: Gillian Bevan on behalf of the Director of Human Resources.

7. EQUALITIES IMPACT

7.1. The aim of a Joint Strategic Needs Assessment is to review the health and wellbeing needs of a population and take note of the distribution of protected characteristics in order to inform strategic and commissioning decisions that will improve health and wellbeing outcomes and reduce inequalities.

7.2. Approved by: Denise.McCausland, Equality Programme Manager.

8. DATA PROTECTION IMPLICATIONS

8.1. **WILL THE SUBJECT OF THE REPORT INVOLVE THE PROCESSING OF 'PERSONAL DATA'?**

NO

8.2. Approved by: Rachel Flowers, Director of Public Health.

CONTACT OFFICER:

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APPENDICES TO THIS REPORT

Appendix 1 - Croydon JSNA Initial Request Form

BACKGROUND DOCUMENTS:

None.

CROYDON JSNA: INITIAL REQUEST FORM

The Croydon JSNA can be found on the [Croydon Observatory](#) and an annual work programme is in place in Croydon to refresh the documents it contains.

Any new pieces of work must be requested using this form to begin to identify the purpose, scope, audience and stakeholders for the project. Please answer the below questions in as much detail as you can to help us prioritise your request.

It is expected that all JSNA projects are developed in partnership with key stakeholders. Those requesting a new JSNA product are likely to be the lead for that project. Leads are responsible for engaging with appropriate stakeholders to provide key information and data sets and identifying governance arrangements for sign-off / taking forward recommendations and actions. Each JSNA product should have a nominated person within the Public Health team to support the project as one of the key stakeholders. The Public Health lead will input information as needed, assist with shaping the product and provide a critical eye and insight as necessary.

No.	Question	Response
1	<p>Who is requesting a new project? <i>Who is the key lead for this work and who will be responsible for signing off the final product?</i></p>	
2	<p>What is the aim of this piece of work? <i>Please be as specific as possible; what would you consider the purpose of this project to be?</i></p> <p><i>What are the key questions the project should seek to answer? A useful format is to ask a question in this format:</i></p> <p><i>The problem is [an increasing number of young people are turning up at A&E with injuries due to self-harm] if we knew x [which children had 2 or</i></p>	

No.	Question	Response
	<p><i>more risk factors e.g. parents with diagnosed mental illness, primary care visits for sleep problems, being bullied, school exclusion etc} we would do y [offer a schools based counselling programme] to address the problem.</i></p> <p><i>What areas would you say are in and out of scope? Think about what information you currently don't have that is preventing you from making informed decisions / plans.</i></p>	
3	<p>What will the work inform?</p> <p><i>Please detail any commissioning decisions / strategies / plans / action plans / gaps in knowledge etc. that you hope to be informed by this project</i></p>	
4	<p>Who is the target audience of this piece of work?</p> <p><i>Who are the key people or groups that the project is aimed at? Who will take forward any key recommendations from this work?</i></p>	
5	<p>What are the timescales?</p> <p><i>Do you have a date for when this should be completed? Will it inform other documents that already have clear timescales? Do you have any suggested timelines for start date, key milestones and completion?</i></p>	
6	<p>Who are the key stakeholders?</p>	

No.	Question	Response
	<i>Who are the contacts or organisations that should be involved in the project? What are the different levels of involvement that may be required from different partners? Is a steering group appropriate to lead on this work?</i>	
7	What are the key datasets? <i>What local or national datasets capture the information you need to review? Who has access to these datasets?</i>	

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