Report to Rutland Health and Wellbeing Board

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Joint Strategic Needs Assessment 2018</th>
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<tbody>
<tr>
<td>Meeting Date:</td>
<td>06/03/2018</td>
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<tr>
<td>Report Author:</td>
<td>Mike Sandys</td>
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<tr>
<td>Presented by:</td>
<td>Mike Sandys</td>
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<td>Paper for:</td>
<td>Approval</td>
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Context, including links to Health and Wellbeing Priorities e.g. JSNA and Health and Wellbeing Strategy:

Please see accompanying paper.

Financial implications:

N/A

Recommendations:

That the board:
1. to note this report;
2. to approve the proposal to form a JSNA Reference Group and the draft terms of reference for the JSNA Reference Group;
3. to receive further reports on progress and the final JSNA report for approval in summer 2018.

Comments from the board:

Strategic Lead: Mike Sandys

Risk assessment:

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<th>Time</th>
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<td>Equality &amp; Diversity</td>
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Timeline:

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<th>Target Date</th>
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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.

Background

2. The local authority and clinical commissioning groups (CCGs) have equal and joint statutory responsibility to prepare a Joint Strategic Needs Assessment (JSNA) for Rutland, 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.

4. 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 as a evidence base for the STP.

5. The last JSNA for Rutland was produced in 2015 and can be accessed at: https://www.rutland.gov.uk/my-services/health-and-family/health-and-nhs/joint-strategic-needs-assessment/

6. 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.

7. It is proposed the JSNA 2018 will be a refresh of the JSNA 2015. It will be refreshed on an annual basis. The outputs of JSNA will be:
• An annual assessment of current and future health and social care needs.
• Infographic summaries
• A data dashboard that is updated on a quarterly basis to allow users to self-serve high level data requests

8. 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.

9. The JSNA is a statutory document that is used by many organisations to evidence 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

10. As the relationships required for the JSNA in Rutland are wide-ranging; a JSNA Reference Group will be established to include Public Health, CCG and Rutland County Council representation. This Reference Group will support JSNA work across the Health and Wellbeing Board.

11. Draft terms of reference and membership for the JSNA Reference Group are attached as Appendix A.

12. It is proposed that the Integration Executive will approve the draft version of the Rutland JSNA. 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.

13. The principal resourcing for the development of the Rutland JSNA is provided by the Leicestershire County Council Business Intelligence Service working on behalf of Rutland County Council, with information and advice provided through the JSNA Reference Group by Rutland County Council, CCGs and Healthwatch Rutland.

Content and Timescales

12. The regulations and 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.

13. Appendix B also provides the project timescales. The project plan is tight with respect to delivering the refresh of the JSNA by July 2018. The JSNA Reference Group will monitor timescales and report any issues of concern to the Integration Executive.
Equality and Human Rights Impact Assessment

14. The JSNA will be subject to an EHRIA.

Officers to Contact

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Director of Public Health  
Leicestershire County Council and Rutland County Council  
Tel: 0116 305 4239  
Email: mike.sandys@leics.gov.uk
APPENDIX A

RUTLAND 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 Rutland was produced in 2015.

The purpose of this Reference Group is to develop the JSNA for Rutland.

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 regularly between March and July 2018 and then on a continuous basis at quarterly intervals.

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:

- Rutland 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 Director of Public Health for Rutland County Council - Mike Sandys.
JSNA Reference Group membership:

Local Authority JSNA Lead
- Mike Sandys, Director of Public Health, Chair, RCC

Clinical Commissioning Groups
- Tim Sacks, Chief Operating Officer, East Leicestershire and Rutland CCG

Healthwatch Rutland
- To be confirmed, Healthwatch Rutland

Intelligence Leads
- Natalie Greasley, Public Health Business Partner, LCC
- Jon Adamson, Business Intelligence Manager, RCC

Rutland County Council
- Karen Kibblewhite, Head of Commissioning, RCC

Public Health
- Trish Crowson, Senior Public Health Manager, RCC

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, May 2018, June 2018, July 2018

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.

The Publication Outline

The JSNA 2018 will be a refresh of the JSNA 2015. It will include a section examining the following:

1. What is a JSNA?
2. Our Approach
3. Our Vision
4. Rutland’s Population
5. People realising their potential
6. The Best Start in Life
7. Staying Healthy
8. Ageing Well
9. Social Care
10. Mental Health
11. Substance Misuse
12. Domestic Abuse
13. Learning Difficulties
14. Autism
15. Physical & Sensory Disabilities
16. Carers
17. Military Population
18. Prison Population
19. Data Caveats
20. What does this mean for Rutland?
21. Recommendations
**Project Schedule – Under Development**

**Stage 1 – Project implementation (March 2017)**

<table>
<thead>
<tr>
<th>Milestone</th>
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<tbody>
<tr>
<td>Formally initiate project</td>
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<tr>
<td>Establish JSNA Reference Group</td>
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<tr>
<td>Set up project templates</td>
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<td>Confirm recruitment of key project team members</td>
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**Stage 2 – Initial Document Drafts**  
(March – July 2018)

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<tr>
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<tbody>
<tr>
<td>Draft JSNA template (contents) agreed</td>
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<td>Draft risk register</td>
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<tr>
<td>Develop engagement plan</td>
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<tr>
<td>Draft JSNA</td>
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<td>Communications plan in place</td>
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**Stage 3 – Approval & Publication of JSNA 2018 (July 2018)**

<table>
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<tr>
<th>Milestone</th>
<th>COMPLETE</th>
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<tbody>
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