

Report title:	New JSNA website, JSNA governance and process
Date of meeting:	24 April 2019
Sponsor (H&WB member):	Dr Louise Smith, Director of Public Health
<p>Reason for the Report</p> <p>The Joint Strategic Needs Assessment (JSNA) is a statutory requirement as part of the Health and Social Care Act 2012. It provides data and analyses on the health status and trends needed to inform the development and implementation of the Joint Health and Wellbeing Strategy (JHWBS). Norfolk County Council (NCC) and the Clinical Commissioning Groups (CCGs) in Norfolk have equal and joint duties to prepare the JSNA and the JHWBS, through the Health and Wellbeing Board (HWB).</p> <p>Report summary</p> <p>This report outlines a new governance structure and process for managing the JSNA to ensure that the information is up-to-date, relevant to the current public health and HWB priorities, accessible and easy to use for a wide range of audiences. It describes the process of managing and quality assurance of new documents and presents the recent upgrade of the JSNA website to a modern, more functional and flexible software (Instant Atlas Online). A JSNA working group has been set up to manage content planning, production, quality assurance, sign-off and dissemination of the JSNA products.</p> <p>Recommendations</p> <p>The HWB is asked to:</p> <ol style="list-style-type: none"> 1. Endorse the proposed JSNA Governance and Process. 2. Identify members of the HWB from each partner organisation (NCC Adult SC, Children’s Services, each CCG, each DC, Public Health) to act as a Liaison Group between the HWB and the JSNA Working Group. 3. Support the use of the JSNA products in the commissioning plans of its member organisations. 	

1. Background

- 1.1 **Norfolk Insight** is a locality-focused information system, providing data and analysis across Norfolk and Waveney. A new collection of tools and data are available to empower you with up-to-date knowledge of local communities, providing an evidence-base to inform and explore.
- 1.2 **Joint Strategic Needs Assessment** (JSNA), hosted on Norfolk Insight, informs on the health and wellbeing of Norfolk and Waveney and is used to support the Health and Wellbeing Board Strategy.

2. The JSNA Website, Governance and Process

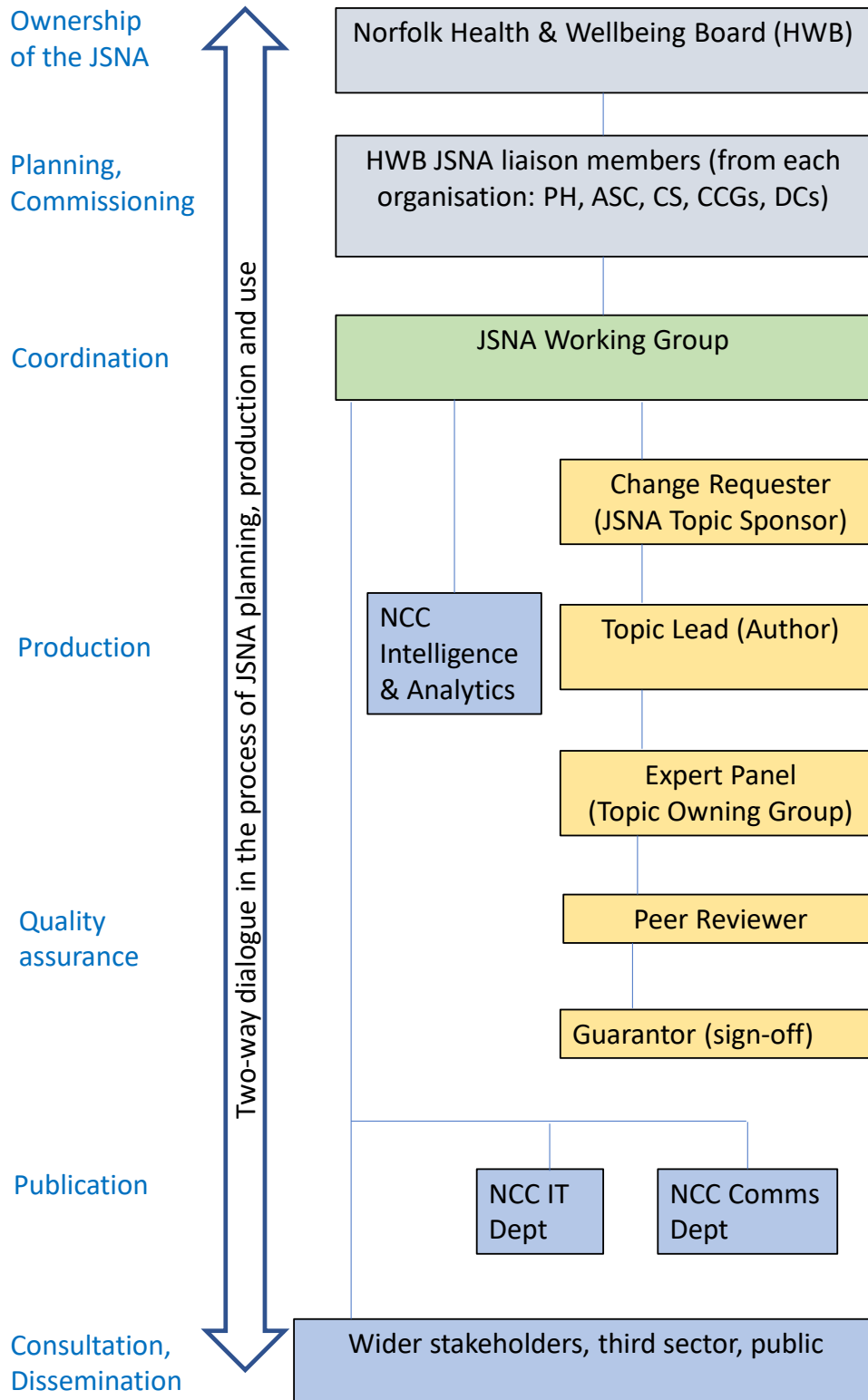
The new JSNA Website

2.1 Norfolk Insight and the JSNA have been upgraded. The upgraded website and software allow for:

- **Better reporting and profiling:** multi-theme overview reports for Wards and individual themed reports across all geographies for eight themes: population, children and young people, health and social care, housing, crime and community safety, deprivation, economy and employment, and environment
- **New Map Explorer:** you can produce a wide range of thematic maps with our interactive map explorer, using different classifications and colour schemes, show animated time-series, view ranked data tables and download or export data.
- **New Data Explorer:** the dedicated data explorer allows you to search more than 5,000 indicators in our data catalogue and download them in a specified format.
- **New content structure for the JSNA:** the way information is accessed has been improved, enabling a simplified menu structure.

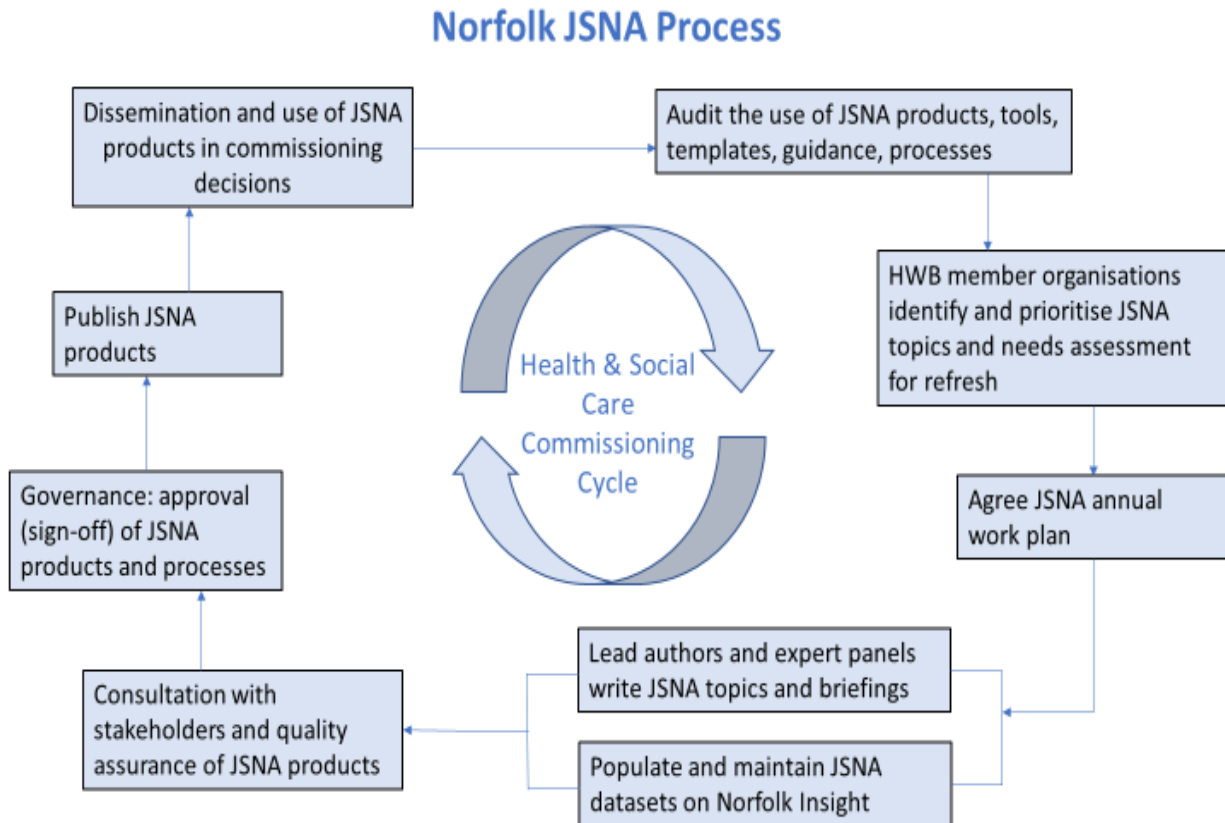
2.2 JSNA Governance

Norfolk JSNA Governance Arrangements



The Process of the JSNA in Norfolk

- 2.3 A flowchart showing the process of Norfolk JSNA is provided below. Each step in the process is described in the following paragraphs.



- 2.4 **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 HWB Liaison Group can propose topics to be included in the JSNA Working Group annual workplan, following from the HWB’s 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 on Norfolk Insight. This approach ensures a more dynamic content of the JSNA which can be updated more regularly and can cover more relevant topics.
- 2.5 **Agree JSNA annual workplan:** An annual workplan for the JSNA is submitted by the JSNA Working Group to the HWB Chair 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 HWB and aims to inform their commissioning decisions. The HWB approves the annual workplan.
- 2.6 **Write JSNA briefings and reports:** Once a change request has been approved by the JSNA Working Group, the JSNA Programme Officer will liaise with the requester to identify a Lead Author and an Expert Panel from the relevant NCC

Department or other HWB member organisation, who will write the topic commentary/briefing. They will work closely with the NCC Intelligence & Analytics team and other stakeholders to include relevant data sources and to perform data analysis.

- 2.7 **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 NCC Department or HWB member organisation), who approves and signs off the final product.
- 2.8 **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.
- 2.9 **Populate and maintain the local information system (Norfolk Insight):** The local information system Norfolk Insight is populated and maintained by the NCC IMT team.
- 2.10 **Dissemination of JSNA products:** The JSNA Working Group takes 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.
- 2.11 **Annual review of the JSNA:** The JSNA topic areas will be reviewed on an annual basis. The JSNA Programme Officer maintains a database of all documents and resources published on the JSNA website with a rolling programme of review and update when new data is released. The JSNA Working Group will submit an annual report to Norfolk HWB with key indicators demonstrating progress towards the implementation of the Joint Health & Wellbeing Strategy.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

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