

NORTH YORKSHIRE HEALTH AND WELLBEING BOARD

Date: 16<sup>th</sup> July 2014

**Update on the Joint Strategic Needs Assessment (JSNA)  
and Pharmaceutical Needs Assessment (PNA)**

**1. Purpose**

This paper is to update the board on the work carried out since the board's acceptance, during its November 2013 meeting, of proposals for the future development of the JSNA and PNA.

**2. Joint Strategic Needs Assessment (JSNA)**

**2.1 Background**

The following two main proposals for the future development of the North Yorkshire JSNA were agreed by the board in November 2013:

- Creation of a JSNA editorial group to act as a steering group to formulate development of the JSNA and also as a working group to co-ordinate and when necessary undertake work needed around the JSNA process and production of JSNA reports.
- An in-depth report on a different topic to be produced each quarter. A twelve month rolling plan topic titles to be agreed by the Health and Wellbeing Board.

**2.2 JSNA Process**

The JSNA editorial group, chaired by Janet Waggott, has been formed and has now held two meetings. A series of quarterly meetings have been scheduled.

The group is guided by the process summarised in the attached diagram (See appendix one). The annual JSNA data refresh gives an overview of the state of health and wellbeing in North Yorkshire. In depth topic reports give a detailed review and indication of what needs to be done and produce recommendations for discussion by the Health and Wellbeing board, contributing to the board's leadership role in health and social care provision in the county.

**2.3 Progress**

The group has agreed terms of reference (see appendix two) and during its first meeting discussed and agreed the following list of topics for production of in-depth reports.

Topic	Lead	Quarter (2014/15)
Mental Health	Public Health England (Tom Hall)	Q1
Sexual Health	Tom Hall	Q1
Healthy Weight	Rose Norris	Q2
Carers	David Ita with Alex Bird	Q2
Special Educational Needs & Disability	Simon Moss	Q2
Winter Health	Neil Irving	Q3
Smoking	Tom Hall	Q3
Military Health	t.b.c.	Q3
Pharmaceutical Needs Assessment	Nick Kemp	Q4

The editorial group's recommendations on whether a report should be produced are based on the four criteria outlined below plus the availability of resources to produce the report and the overall practicality of producing the report (e.g. availability of data):

Would production of a report on a suggested topic -

1. Improved health and wellbeing,
2. Reduced health inequalities and variations in health outcomes,
3. Support in the implementation of national and local policy,
4. Support in making the best use of local resources.

A flow chart showing the key stages for deciding topics for future reports and their production and publication is attached. (See appendix three).

### **3. North Yorkshire Pharmaceutical Needs Assessment (PNA)**

#### **3.1 Background**

The health and wellbeing board agreed during its November 2013 the formation of a PNA steering group to develop and implement plans for the production and publication of PNA report by April 2015.

#### **3.2 Progress**

A PNA group has been formed and during its initial meeting in March agreed draft terms of reference (see appendix four) and the key tasks required to produce a PNA report identified. The group includes representative from the City of York and, although it is intended to produce separate PNA reports for York and for North Yorkshire, reports will be developed jointly by the PNA group. Progress is to be reported to the respective Health and Wellbeing Boards; reports to North Yorkshire's board will be via the JSNA editorial group.

Since its initial meeting the group has met monthly to progress development of the PNA reports. Questionnaires seeking views on local pharmacy services have been produced for completion by pharmacy users, health and social care service providers and strategic partners. A questionnaire for completion by pharmacy service providers has also been produced. Questionnaires are to be available for completion on-line until the 18<sup>th</sup> July.

The group is currently being lead and activities coordinated on behalf of both Health and Wellbeing Boards by North Yorkshire Public Health team.

#### **3.3 Timetable**

It is planned to bring a draft PNA to the Health and Wellbeing Board for approval during its September meeting, prior to the start of the required formal consultation period.

Following consultation it is planned to bring the final version of the PNA to the Health and Wellbeing board for approval during its February meeting, prior to publication in March.

#### **8. Action requested**

The Health and Wellbeing Board is asked:

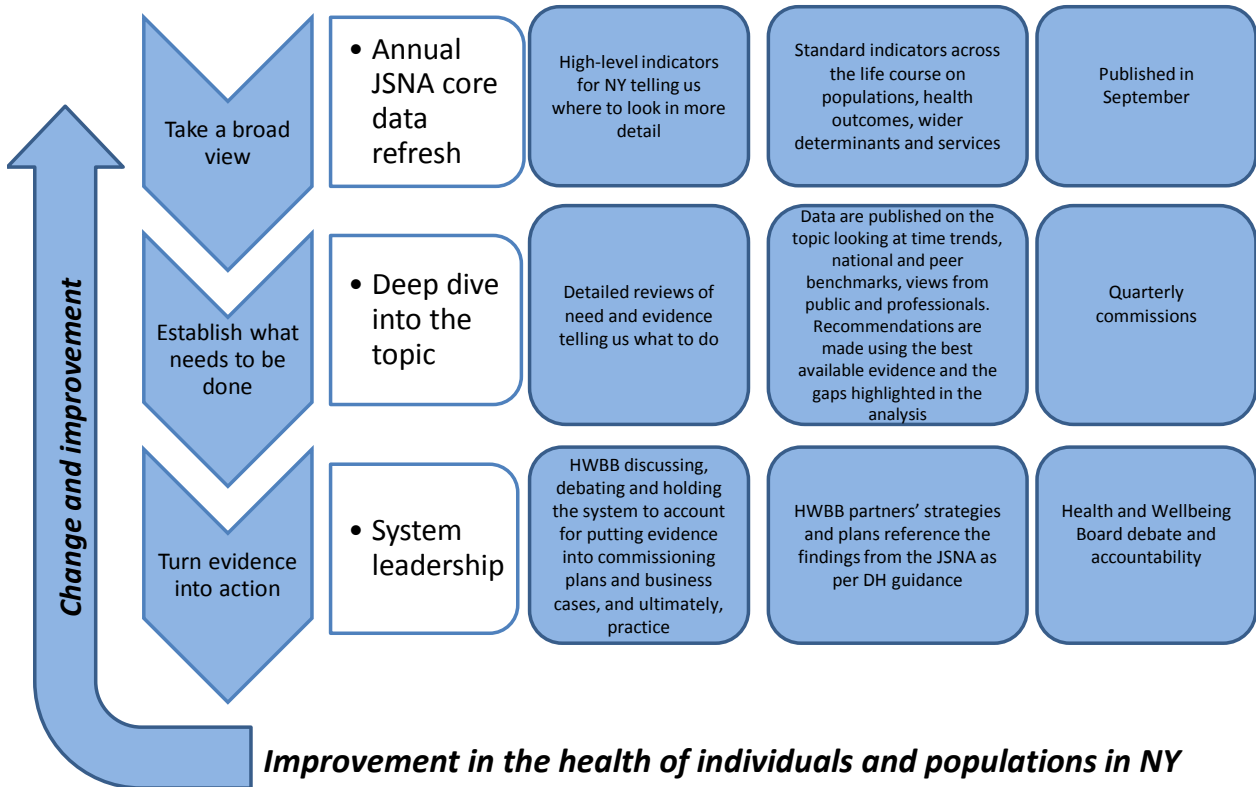
- to note the progress being made by the JSNA editorial and PNA groups
- to approve the draft terms of reference for both the groups
- to approve the proposed work plan of topics for production of in-depth JSNA reports

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Appendix one: North Yorkshire JSNA Process

# North Yorkshire JSNA



## **Appendix two: JSNA Editorial Group – Terms of Reference**

### **North Yorkshire JSNA Editorial Group**

#### **Terms of Reference**

The purpose of JSNAs and Joint Health and Wellbeing Strategies is to improve the health and wellbeing of the local community and reduce inequalities for all ages. They are not an end in themselves, but a continuous process of strategic assessment and planning – the core aim is to develop local evidence-based priorities for commissioning which will improve the public's health and reduce inequalities. 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.

The JSNA Editorial group will act as steering group to formulate the development of the North Yorkshire JSNA and produce recommendations and proposals for approval by the Health and Wellbeing Board.

It will also act as a working group to co-ordinate and when necessary request or commission the work needed to develop the JSNA process and produce JSNA reports as requested by the Health and Wellbeing Board.

#### **Key functions**

- To produce an annual JSNA summary for North Yorkshire.
- To produce proposals for approval by the HWB of topic areas for production of in-depth reports and co-ordinate/contribute to the production of the reports.
- To align (where practical) the development of needs assessments with strategies produced by other organisations e.g. Joint Strategic Intelligence Assessment or the Children and Young People's Plan
- To improve the effectiveness and efficiency of community engagement as a vital part of the JSNA process, aligning where practical community engagement activities with related activities in partnership organisations.
- Consider requests for local reports on particular topics under the JSNA.
- Consider how availability of JSNA data updates and new reports can be communicated to intended audiences.
- To determine how the JSNA can incorporate more content around assessment of community assets.
- The Group, as well as producing strategic proposals for consideration by the HWB, will have responsibility for organising work required to meet agreed JSNA process requirements from using resources within and external to their individual organisations
- Support the performance management of the impact across the county of service commissioning and other activities and initiatives on people's health and wellbeing and on health inequalities.

## **Meeting frequency and venues**

Meetings will be held quarterly, mid-way between Health and Wellbeing Board meetings. Additional meetings will be organised on an as needed basis.

Meeting venues will be moved around the county

## **Membership**

Chair

Project Lead (x1)

Public Health (x1)

NYCC Children and Young People's service (x1)

NYCC Health and Adult services (x1)

NYCC Central Services (x1)

Clinical Commissioning Groups (x2)

District Councils (x2)

Voluntary Sector (x1)

Healthwatch (x1)

NHS England (x1)

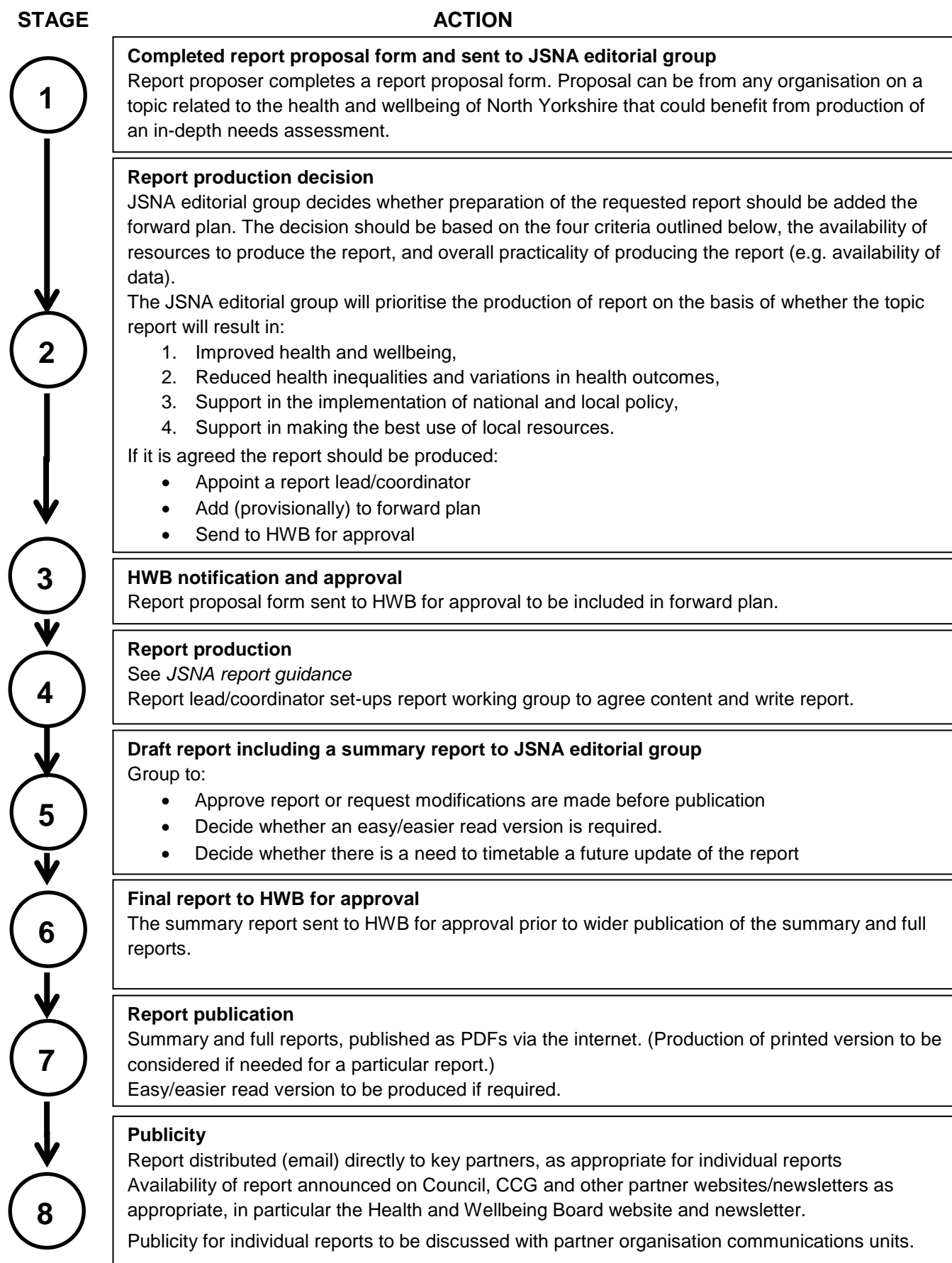
Hospital Trust (x1)

NY Police (x1)

- When a member of the editorial group is representing more than one organisation (e.g. districts councils, CCGs, Hospital Trusts) they should endeavour to make sure that views of all organisations are represented and be responsible for feeding back the group's activities to the other organisations.
- Editorial group members will be responsible for obtaining additional support for JSNA activities from their parent organisation and other organisations they represent, particularly in relation to access to data, intelligence, community engagement, and media and communications support.
- Sub-groups will be created on task and finish bases as needed to meet the objectives of the main editorial group.

## Appendix three: JSNA report production flow chart

### JSNA Report Production



## **Appendix four: Pharmaceutical Needs Assessments Group - Terms of Reference**

### **Terms of Reference**

#### **City of York and North Yorkshire Pharmaceutical Needs Assessments Group**

The group has been established on behalf of the City of York and the North Yorkshire Health and Wellbeing Boards (HWBs). The overall objective of this group is to inform and support the development of Pharmaceutical Needs Assessments (PNAs) for each of the Health and Wellbeing Board areas, monitor progress of the documents, identify gaps in services and form recommendations for commissioning in the future.

- To oversee the production of PNAs on behalf of the two HWB for publication no later than 1<sup>st</sup> April 2015
- To receive reports from the designated leads for the different elements of the PNA
- To monitor progress against timescales and provide exception reports to the Health and Wellbeing Boards where problems are encountered
- To contribute knowledge and experience to the PNA process regarding current working practices and services
- To ensure that national policy is interpreted correctly and acted upon in the preparation of the PNAs
- To incorporate views and opinions of other bodies, agencies or the public where appropriate

#### **Membership**

NY County Council  
City of York Council  
NHS England/LPN  
Clinical Commissioning Groups (and the Commissioning Support Unit)  
Local Medical Committee  
Local Pharmaceutical Committee  
Healthwatch

The group may co-opt members for specific pieces of work.

#### **Reporting arrangements**

The group will report progress and notes of its meetings will be circulated to the City of York HWB and, via its JSNA Editorial Group, to the North Yorkshire HWB.

#### **Arrangements for meetings**

The group will meet monthly initially but this will be reviewed as the production of the PNA progresses.