

## **Health and Wellbeing Board – 10th June 2013**

### **Health and Wellbeing Board – Refresh of the Joint Strategic Needs Assessment**

#### **1. Purpose**

The duties and powers of Health and Wellbeing Board introduced by the Health and Social Care Act 2012 are set out in legislation and supporting guidance. This draft work programme sets out the plan for refreshing the Walsall Joint Strategic Needs Assessment.

#### **2. Recommendations**

2.1 That the Health and Wellbeing Board agree the proposed approach to refresh the Walsall Joint Strategic Needs Assessment and amend as agreed.

#### **3. Report detail**

3.1 Legislation and guidance released in March 2013 placed duties and powers on Health and Wellbeing Board including:

- To prepare and publish a Joint Strategic Needs Assessment (JSNA)
- To prepare and publish a Joint Health and Wellbeing Strategy (JHWS)
- To involve others in the preparation of the JSNA and JHWS
- To secure continuous improvement in outcomes and to reduce inequalities both in outcomes and in access to services.

3.2 The current Joint Strategic Needs Assessment: Towards a Health and Wellbeing Strategy for Walsall was approved by the Health and Wellbeing Board in June 2012. In order to remain current it is now time to refresh by

- Bringing the data upto date
- Reviewing findings, recommendations and actions in the light of the updated data
- Addressing gaps and omissions in 2012 Strategy
- Improving consultation and engagement in understanding findings of JSNA and updating of priorities for action for 14/15 Health and Wellbeing Strategy

The proposed work programme is summarised below and described in detail in the project initiation document attached at Appendix 1.

### Summary of work programme to refresh the Walsall Joint Strategic Needs Assessment

Task	Start Date	End Date	Lead Group /
Produce a Project Initiation Document	May 2013	June 2013	Martin Ewin
Project Initiation Document approved by HWB		June 2013	DPH
Develop a working group that will lead on the production of the JSNA refresh	June 2013	June 2013	Martin Ewin
Review the previous Walsall JSNA with stakeholders and identify gaps	June 2013	June 2013	Tech Support Group & PTCG
Update graphs, charts and statistics used in the Walsall JSNA	June 2013	July 2013	JSNA analyst group
Update the commentary and priorities	July 2013	September 2013	JSNA project group
Draft Joint Strategic Needs Assessment signed off by the working group	Sept 2013	Sept 2013	JSNA project group
Final JSNA refresh signed off by the Health and Wellbeing Board (22 <sup>nd</sup> October 2013)	October 2013	October 2013	HWB

### Authors

Martin Ewin  
Public Health Intelligence Manager  
Project manager for refresh of the JSNA

Dr Isabel Gillis  
Director of Public Health

Tel No 01922 653743

Email Address [gillisi@walsall.gov.uk](mailto:gillisi@walsall.gov.uk)



## **Agenda Item 5 - Appendix 1**

### **Programme Delivery and Governance**

#### **Programme: Health and Wellbeing in Walsall**

#### **Project: Refresh of the Walsall Joint Strategic Needs Assessment**

---

Author: Martin Ewin  
Version: 0.2  
Revision No:  
Status: [Draft](#)



## CONTENTS

	<u>Page</u>
1.0 Project Overview .....	3
2.0 Introduction to the Project .....	3
3.0 Project Definition .....	4
3.1 Objectives and Outcomes .....	4
3.2 Deliverables .....	4
3.3 Method Of Approach .....	4
3.4 Scope .....	5
3.5 Links and Interdependencies .....	5
3.6 Constraints .....	5
3.7 Assumptions .....	5
4.0 Resources .....	6
4.1 Staffing .....	6
5.0 Project Organisation .....	6
5.1 Project Structure .....	6
6.0 Communication Plan .....	7
6.1 Local Stakeholders .....	7
6.2 Stakeholder Communication .....	7
7.0 Quality Plan .....	7
8.0 Project Plan .....	8
8.1 Stage Plan .....	8
9.0 Project Controls .....	8
9.1 Stage Control .....	8
9.2 Project Status Reporting .....	8
9.3 Risk .....	9
9.4 Contingency Planning .....	9



## 1.0 Overview of the Project

The main purpose of this Project Initiation Document is to present some options and get agreement on how we **refresh** the Walsall Joint Strategic Needs Assessment for 2013. Whilst at the same time building on the well established joint working that has occurred in Walsall to produce the 2012 Joint Strategic Needs Assessment, and the development of the Walsall Health and Wellbeing Strategy 2013. The proposals take into account some of changes that have occurred nationally and at a Walsall level and feedback from partners as part of consultation on Health and Wellbeing Strategy.

---

## 2.0 Introduction to the Project

### 2.1 Duties of the Health and Wellbeing Board

Legislation and guidance released in March 2013 placed duties and powers on Health and Wellbeing Board including:

- To prepare and publish a Joint Strategic Needs Assessment (JSNA)
- To prepare and publish a Joint Health and Wellbeing Strategy (JHWS)
- To involve others in the preparation of the JSNA and JHWS
- To secure continuous improvement in outcomes and to reduce inequalities both in outcomes and in access to services.

### 2.2 How has the Walsall Joint Strategic Needs Assessment been used across the Borough?

The Walsall JSNA process is now well established in the workings of the Borough partnership. The Marmot objectives underlying the Walsall JSNA are firmly in place and are mentioned in the following strategies and plans.

- a) Walsall Health and Wellbeing Strategy 2013 to 2016,
- b) Walsall Planning Strategy
- c) Walsall Sustainable Community Strategy,
- d) Walsall Children and Young People's Needs Assessment and Plans
- e) Walsall Community Safety Strategic Assessment and Plans
- f) Walsall Economic Strategic Assessment
- g) Walsall CCG Commissioning Strategy
- h) Walsall Area Partnerships Strategy and Plans

### 2.3 Why refresh the Walsall JSNA?

There are many reasons why a refresh of the current JSNA is needed. These reasons are listed below: -

- a) Much of the information and intelligence used in the Walsall JSNA has now been superseded by other intelligence that has been released by the Information Centre, Public Health England and by the Office for National Statistics.



- b) A large amount of information has been released over the last six months from the 2011 Census. This information will alter a lot of the original data used in the Walsall JSNA particularly around the population structure, population estimates and population projections into the future.
- c) The Department of Health have also released another version of guidance on how to produce a Joint Strategic Needs Assessment and this will be used to guide the Health and Wellbeing Strategy priorities.
- d) There is also a view in the Walsall Partnership that the last Joint Strategic Needs Assessment process needed to take more account of issues that are linked to some of the other Walsall Strategic Assessment such as Community Safety. For example we should try to integrate other intelligence sources into the JSNA – more police and crime data should be integrated into the refresh document.
- e) There have also been a large number of changes in the structure of Commissioning in the NHS in Walsall. Changes in organisations involved in commissioning in the NHS – Health and Social Care Act 2012 have strengthened the role of the JSNA and HWBs in Walsall. New organisations have also been created which have made the commissioning landscape more complex – new organisations created under the new world include Walsall Clinical Commissioning Group, National Commissioning Board and Public Health England. Finally the Public Health department has moved into the local authority.

### 2.3 How the project fits in with the corporate vision of the Health and Wellbeing Board

The priorities identified in the original Walsall JSNA have been fed into the current Walsall Health and Wellbeing Strategy which was approved unanimously by Walsall Council on 22 May 2013. The refresh of the Walsall JSNA outlined in this PID will inform the refresh of the health and Wellbeing strategy later in the year. The JSNA will also update the priorities included in the Health and Wellbeing Strategy, and will also feed into future versions of the Walsall Sustainable Communities Strategy.

---

## 3.0 Project Definition

### 3.1 Objectives and Outcomes

The **main objective** of this project is to refresh the contents of the Walsall JSNA 2012 so that it takes account of changes in the intelligence and the commissioning environment of Walsall.

### 3.2 Deliverables

The main product during this refresh will be a new version of the Walsall JSNA that can be then used to update the Walsall Health and Wellbeing Strategy and all the associated commissioning plans for each partner organisation.

### 3.3 Method Of Approach

The project will be delivered based on the JSNA guidance issues in March 2013 and on previous experience of partnership working in producing the JSNA. The process will strengthen partnership arrangements, engagement with partners, stakeholder



participation and ownership of the Walsall JSNA. The method will also improve engagement with public through Health watch and other Third sector partners.

### 3.4 Scope

The project will refresh all the information / indicators used in the 2012 Walsall JSNA. However some new priority areas may also be identified during the course of the project. For example using crime intelligence will hopefully help us to identify some priorities in this area.

### 3.5 Links and Interdependencies

The refresh of the Walsall JSNA will be very much linked closely to the original JSNA that was produced in June 2012. The project will also link very closely with the Walsall Health and Wellbeing Strategy that has been agreed by the council. There is also some critical links with councils Sustainable Communities Strategy and also with some of the strategic assessments for community safety, children & young people, the Economy and Safer Walsall Partnership Strategic Assessment.

### 3.6 Constraints

The refresh of the Walsall JSNA will be dependant of the following constraints: -

- a) The Health and Wellbeing agrees to the project being given the go ahead.
- b) The current partnership arrangements continue to support the update of the JSNA
- c) The refresh will continue on the basis of using existing resources and staffing complement across the partnership.
- d) The timescales are tight so any changes in staffing etc may affect the project plan.

### 3.7 Assumptions

#### i) Corporate

The project will be able to receive support from across the Walsall partnership including help from the following specialist areas: -

Information and intelligence staff  
Communications staff  
Public Health staff  
Commissioning staff

#### ii) Administration

The project will be able to use existing Public Health administrative support to help to support the project team

#### iii) Facilities

The project team will be able to use existing council facilities to for meetings and project space.



## 4.0 Resources

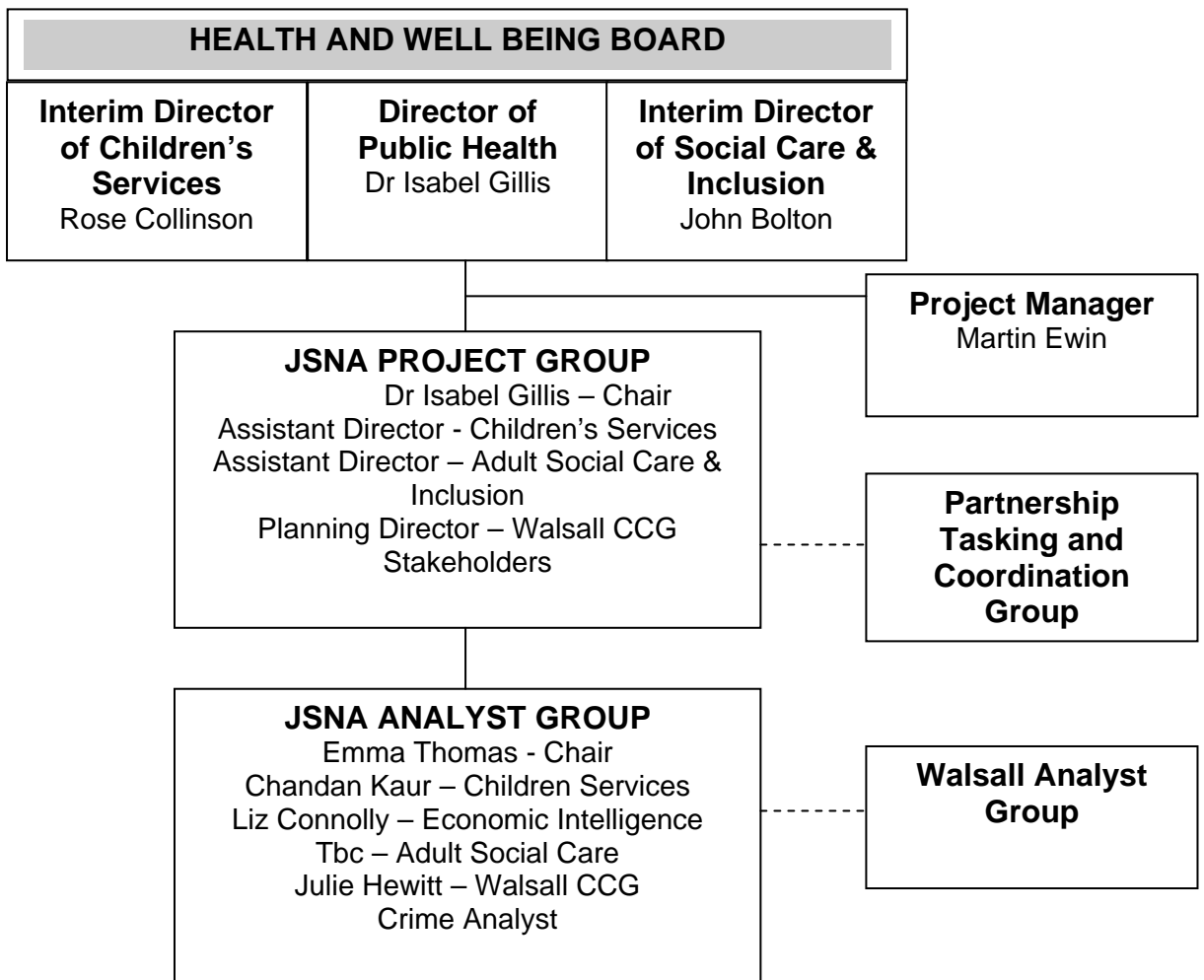
### 4.1 Staffing

The assumption made in planning this project is that the JSNA refresh will occur within existing staffing resources. Extra staffing support will be drafted in to help with specialist areas such as information and intelligence, communications, Public Health specialists and commissioning staff.

## 5.0 Project Organisation

### 5.1 Project Structure

The refresh of the Walsall JSNA will be accountable to the Health and Wellbeing Board via the Director of Public Health, the Director of Social Care and Inclusion and the Director of Children’s Services.







## **6.0 Communication Plan**

### **6.1 Key Stakeholders**

Input from the following stakeholders is essential to the refresh of the Walsall JSNA: -

- Walsall Clinical Commissioning Group
- Children's Services – Walsall Borough Council
- Adults Social Care – Walsall Borough Council
- The Voluntary Sector
- Walsall Health Watch
- Safer Walsall Partnership/ Police/ Probation

### **6.2 Stakeholder Communication**

The majority of stakeholders mentioned in 6.1 are represented on the Health and Wellbeing Board – progress will be fed back to the Board on a regular basis. Also the likelihood is that the priorities for the refreshed Walsall JSNA will go out to consultation at the end of October 2013.

---

## **7.0 Quality Plan**

The quality of the JSNA refresh will be quality monitored throughout the period of the project. For example, regular drafts of the JSNA refresh report will be distributed out amongst the project team on a regular basis. The final JSNA will be signed off by the working group and finally by the Health & Wellbeing Board.



## 8.0 Project Plan

### 8.1 Stage Plan

A project plan with tasks and end dates has been developed below for information. Further details will be developed as the project teams changes the PID further with comments from the Health and Wellbeing Board and other major stakeholders.

Task	Start Date	End Date	Lead / Group
Produce a Project Initiation Document	May 2013	June 2013	Martin Ewin
Develop a working group that will lead on the production of the JSNA refresh	June 2013	June 2013	Martin Ewin
Review the previous Walsall JSNA with stakeholders and identify gaps	June 2013	June 2013	
Update graphs, charts and statistics used in the Walsall JSNA	June 2013	July 2013	JSNA Analyst Group
Update the commentary and priorities	July 2013	September 2013	JSNA Project Group
Draft Joint Strategic Needs Assessment signed off by the working group	Sept 2013	Sept 2013	JSNA Project group
Final JSNA refresh signed off by the Health and Wellbeing Board (22 <sup>nd</sup> October 2013)	October 2013	October 2013	HWB

## 9.0 Project Controls

### 9.1 Stage Control

The project board will meet on a regular basis during the JSNA refresh proces and will review the following areas : -

- Monitor progress.
- Compare achievement with Plans.
- Review plans and options against future scenarios.
- Detect problems.
- Initiate corrective action.
- Authorise further work.

### 9.2 Project Status Reporting

Between meetings, the Project Manager will keep Project Board members informed of progress via a Highlight Reports.



The Project Manager will meet the Project Board to discuss progress and review any Project Issues on a regular basis or as required. The Project Board will utilise the following controls:

- Overall tolerances for the whole project as agreed by Project Board.
- Approved current Stage Plans.
- Highlight reports from Project Manager.
- End Stage Assessments.
- Exception reports (if PM forecasts deviation from agreed Stage tolerances for time and cost).
- Mid Stage Assessment (when receive Exception Report).
- Formal Project Closure.

### 9.3 Risk

Detailed risk documentation to be completed in line with corporate guidelines.

The initial top level risk identified are:

Risk	Contingency
The current partnership arrangements don't continue to support the update of the Walsall JSNA.	The JSNA refresh will need to be agreed by the Health and Wellbeing Board at the earliest to ensure buy-in from the Council and partners.
Existing resources and staffing across the partnership are no longer available to complete the project.	Early consultation with stakeholders and partners is essential. A working group will be set up to monitor progress on the project.
The project is running to a tight timescales. Delays in staffing the project will affect the delivery of the final product on time.	Early consultation with stakeholders and partners is essential. A working group will be set up to monitor progress on the project.

### 9.4 Contingency Planning

If the Walsall JSNA refresh is delayed then the refresh of the Walsall Health and Wellbeing Strategy will also be delayed.