



## Health & Wellbeing Board Report template

Bury Health and Wellbeing Board

Title of the Report	JSNA Work Programme Update Report
Date	17 <sup>th</sup> July 2014
Contact Officer	Heather Hutton
HWB Lead in this area	Lesley Jones (Interim Director of Public Health)

### 1. Executive Summary

Is this report for?	Information X	Discussion	Decision
Why is this report being brought to the Board?	This report is to provide an update to board members on the progress in relation to the JSNA work programme- Commission Research		
Please detail which, if any, of the Joint Health and Wellbeing Strategy priorities the report relates to. (See attached Strategy)   Living_well_in_Bury_Making_it_happen_to	N/A		
Please detail which, if any, of the Joint Strategic Needs Assessment priorities the report relates to. (See attached JSNA)   Bury JSNA - Final for HWBB 3.pdf	ALL		
Key Actions for the Health and Wellbeing Board to address – what action is needed from the Board and its members? Please state recommendations for action.	Board to note the progress to date and next steps for the JSNA work programme- Commission Research		
What requirement is there for internal or external communication around this area?	N/A		

Assurance and tracking process – Has the report been considered at any other committee meeting of the Council/meeting of the CCG Board/other stakeholders....please provide details.	No this report is specific to the Health & Wellbeing Board
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## 2. Introduction / Background

The Health & Wellbeing Board nominated the Director of Public Health as the Board's Joint Strategic Needs Assessment (JSNA) champion and approved the Community Health & Wellbeing Assessment (CHWA) Steering Group to develop and deliver the following programme of work at the Health & Wellbeing Board on 30<sup>th</sup> January 2014:

1. Commission Research

To commission research to understand what data is currently held by Team Bury and other local partners, what use the data is currently put to, how this data could be harnessed to add value to the JSNA; what intelligence and analytical capacity exists across agencies, what questions partners would most like the JSNA to answer

2. Develop an Intelligence Hub & Analytical Tools

To support capacity-building for the CHWA through development of an intelligence hub within the Communities and Wellbeing Directorate, partnership working with intelligence and analytical specialists from partner agencies and investment in analytical tools.

3. CHWA Platform

To scope the options for a publically available platform where CHWA products can be shared and better utilised.

This report is an update to the Health & Wellbeing Board on the progress of the first work programme- Commissioning of research.

## 3. Key issues for the Board to Consider

The CHWA Steering Group have commenced a procurement process in line with the Councils Contract Procedure Rules in order to progress work programme 1- Commissioning the Research in April 2014.

In partnership with Corporate Procurement team, the CHWA Steering group have:

- Developed a procurement timetable document that sets out the key milestones and timescales for the tender process (see appendix 1)
- Developed a Tender Specification Document based upon an ambition for the JSNA (see appendix 2) which is:

*'The Team Bury partnership (including the Health and Wellbeing Board) has an ambition to develop the JSNA as a more meaningful resource for all partners and local people which is robust, accurate, up to date and provides intelligence at different levels of granularity including at a localised neighbourhood level and for specific cohorts of the population'.*

*We want ....*

- *To be able to draw on the range of data held by and assessed with in local organisations and have a clear understanding of data owners, frequency of availability and data quality.*
  - *Maximise the use of qualitative as well as quantitative data to understand the drivers of behaviour, felt need and local community assets.*
  - *Enable us to better understand potential future need as well as need in the here and now*
  - *Develop the capacity to deliver a comprehensive JSNA by identifying and drawing together analytical expertise from across the partnerships.*
  - *Understanding what questions local stakeholders would like to have answered about local needs and assets.*
  - *The JSNA to be a real driver and enabler of joined up solutions to improve outcomes for our population.*
- Identified the Evaluation Panel that will evaluate the tender documents. The panel is made up of a small group of key stakeholders who have the skills and knowledge to evaluate any bids received.
  - Determined the scoring evaluation process and relevant procurement specific questions that can be used to determine the qualitative aspects of the bid.

- An Open Day for potential providers was advertised Via the CHEST and took place on 1<sup>st</sup> July 2014. This event was facilitated by the Evaluation Panel and opened by Lesley Jones (Interim Director of Public Health) and Dr Audrey Gibson (Bury Clinical Commissioning Group). (See appendix 3 for the presentation provided at the open Day)
- 18 companies expressed an interest in attending the open day of these 9 attended.

Next steps for the Evaluation Panel and CHWA Steering Group are to:

- Place the advert and specification documents on the CHEST- July 2014
- Analyse tenders received- August/September 2014
- Interview the shortlisted organisations- September 2014
- Appoint suitable company to undertake the research- October 2014

#### 4. Recommendations for action

Recommendations for action are for the board to note the progress to date on work programme 1- Commissioning the Research. A further update report will be presented at the September Board meeting.

**5. Financial and legal implications (if any)**  
 If necessary please see advice from the Council Monitoring Officer Jayne Hammond ([J.M.Hammond@bury.gov.uk](mailto:J.M.Hammond@bury.gov.uk)) or Section 151 Officer Steve Kenyon ([S.Kenyon@bury.gov.uk](mailto:S.Kenyon@bury.gov.uk)).

N/A

#### 6. Equality/Diversity Implications

N/A

CONTACT DETAILS:

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**Appendix 1- Procurement Timetable**



Timetable - JSNA  
Review 03.07.14.doc

**Appendix 2- Draft Tender Specification Document**



JSNA specification  
04.07.14.docx

**Appendix 3- Open Day presentation to potential companies**



JSNA Provider Event  
SMT version.ppt