

# Appendix A: JSNA Procedures

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## Who is this for?

This document is intended for use by the authors of Joint Strategic Needs Assessment topic commentaries and their nominated Performance and Development team lead. In some cases the author of the commentary will be the topic owner, however in many instances this is not the case; this document may also be of use therefore when the commentary 'writing team' are liaising with topic owners about the update process.

Everything included here is a suggestion to encourage some consistency across all JSNA topics. It is down to the experts themselves to decide the approach that best fits their needs.

## What should we consider?

Listed below are some areas that topic authors, leads and nominated support colleagues should consider when they are in the process of reviewing their topic commentary.

It is important to bear in mind that when a topic is being reviewed for update this does not necessarily mean that the whole commentary needs to be re-written, in fact there may be no changes required at all.

If the below suggestions are looked at and the commentary is found to be as up to date as it can be, that in itself is an acceptable conclusion. Only update commentaries if you are improving what already exists.

## JSNA Commentary Template

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The templates used for JSNA commentaries are split into two overarching sections:

- What do we know? And
- What is this telling us?

The 'What do we know' section has five suggested sub-headings looking at the current provision, current data (and its limitations) projections for short, medium and long term trends and forecasts. Also any performance targets or outcome measures applied to the topic are defined along with a summary of how performance is doing against these targets. Therefore this section is the presentation of factual evidence.

The 'What is this telling us?' section contains nine sub headings which begin to look at local views and national strategies, and known gaps or inequalities linked to services and the risk associated with doing nothing to change provision. The last two sections cover what developments should be expected in the future and what the priorities should be over the coming year. Overall this section is much more linked to opinions derived from wider engagement and expert opinion.

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## Other Things to Consider

### CCG Priorities

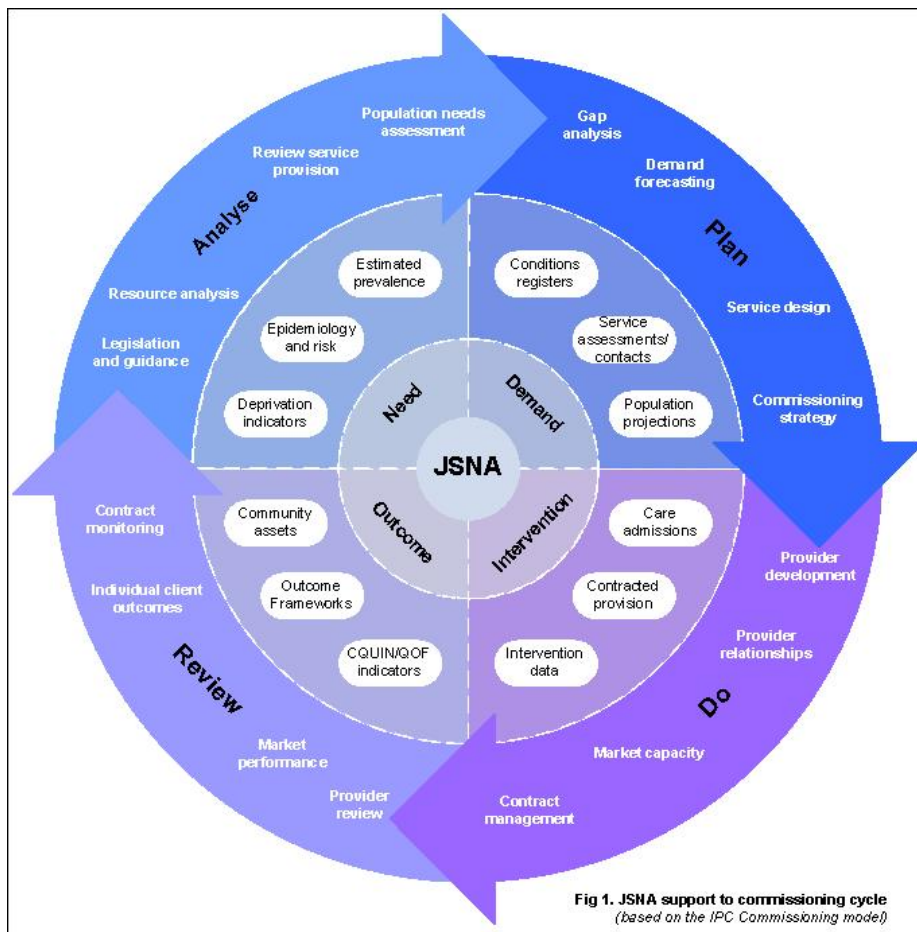
Is this topic reflected within any CCG profiles as a particular area of concern or best practice? If so it may be worth looking into the value of highlighting this within the overall commentary to ensure local inequalities are highlighted any best practice is shared with a wider audience.

### Current Data and the Commissioning Cycle

Look at all of the data currently shown on your topic page of the LRO; is this information still relevant? Is it clear? Is it referenced within the current commentary? What else may be of use?

If it is easier; think about the current data set in terms of the commissioning cycle shown below:

Has your data sets cover all four of this or is it weighted one or two Work out if exists that help you to gaps. If data currently speak to any experts the topic to if data could collected to gaps; it is that the commentary to talk about data in the way that it talk about provision.



topic got which will quarters diagram heavily towards parts? data might fill any does not exist then relevant linked to establish be fill these important goes on gaps in same would gaps in

Another way that some people may find it easier to look at data sets is to work out whether what is available covers need, demand and provision. Again, if there is a strong bias towards one of these areas, ensure that your commentary references this and any actions that need to be taken to try and resolve it:

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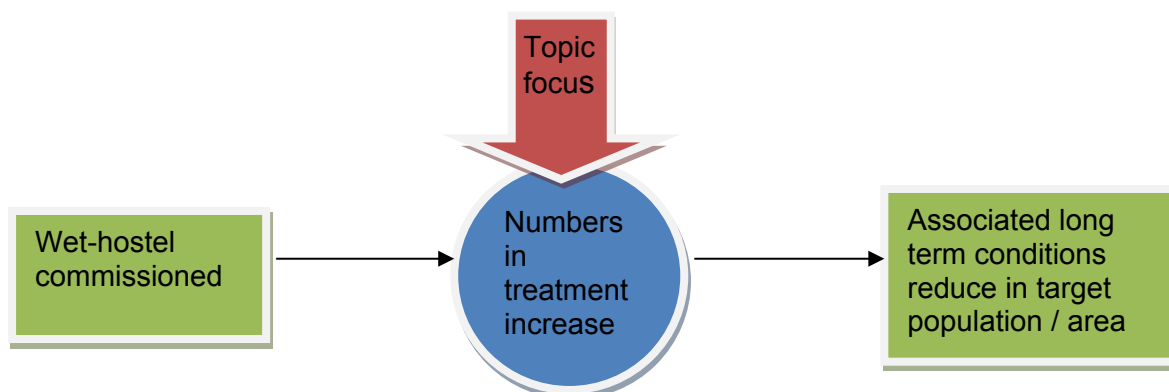
It is not the job of the topic commentary to resolve data gaps; it should bring together what exists already but if data is not there in the first place this should make up part of the subsequent recommendations / action planning.

### Cross Cutting Themes

It is very easy to get blinkered by just looking at the topic in question when compiling a commentary but it is important to assess what other issues, topics, themes or priorities may have an impact on your area of focus. In exactly the same way it is also useful to consider what issues, topics, themes or priorities may feel the impact of any work undertaken in your area.

One example of this is:

*Commissioning a wet-hostel to tackle homelessness particularly for dependant drinkers may have the knock on effect of engaging more people into treatment services, this increased uptake of alcohol treatment may then help to reduce long terms conditions in the population in question (cirrhosis of the liver etc.) which will in turn reduce primary and secondary care burdens.*



Thinking about topics in their broadest sense may help to avoid the duplication of efforts, increase shared evidence bases and in the longer term, facilitate joint commissioning work where gaps are identified across multiple areas.

### Linked Strategies

This is fairly self-explanatory and in a lot of ways links to the previous section, however it is important that any and all strategies that may be linked to your topic are referenced accordingly. This will mean that you don't have to repeat what has already been done and help the JSNA pages of the LRO to become a 'one stop shop' for all linked information sources.

### Engagement

Hard as it is to believe – it's not all about the numbers! Talk to key stakeholders about any engagement activity that has been done that may be of relevance to your topic. Any

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patient reported outcomes (often referred to by acronyms such as PROMS or TOPs) could also be of use here.

Also any anecdotal feedback or intelligence from frontline staff or key stakeholders can be invaluable.

Depending on how much time you have to complete your work it could be worth looking into the viability of one or two expert panel events, these will help you test the validity of your data with the people who know best, guidance for which can be found here:

### *Peer Review*

The peer review process is designed to ensure topic commentaries meet agreed set quality criteria.

The role of the Peer Reviewer is to provide independent expert critical appraisal of topic commentaries against the criteria set out in section 3.2 of the JSNA procedural guidance. This is to ensure commentaries meet accepted quality standards and prevent the dissemination of irrelevant findings, unwarranted claims, unacceptable interpretations, and personal views.

The peer review process will be co-ordinated by the Performance and Development Team, as part of the topic commentary process, when created, amended and annually reviewed.

The Peer Reviewer is responsible for ensuring their role is undertaken in a supportive manner with suggestions and recommendations made for improvements to topic commentaries wherever possible.

### **Any Questions?**

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For further help, information or additional support requests please feel free to contact:

Performance and Development Team  
Public Health Directorate  
Lincolnshire County Council  
Tel: 01522 552795