

INFORMATION SHARING: SECOND LEVEL PROTOCOL FOR JOINT STRATEGIC NEEDS ASSESSMENT (JSNA)

Between Gloucestershire County Council (GCC) and NHS Gloucestershire

1. Purpose of information sharing

The Local Government and Public Involvement In Health Act 2007 introduced a duty from 1st April 2008 for the Directors of Public Health, Adult Care & Children's Services to work together to produce a Joint Strategic Needs Assessment. This will be the means by which Primary Care Trusts (PCTs) and Local Authorities (LAs) will describe the future health, care and wellbeing needs of local populations and the strategic direction of service delivery to meet those needs ".¹ The Act requires that the JSNA inform the development of local sustainable community strategies and Local Area Agreements. Where LAs are not unitary, there is a statutory requirement to involve District Councils in this assessment. The Department of Health produced guidance on how the Joint Strategic Needs Assessment of each area should be undertaken.² This protocol will be compiled in line with the Association of Public Health Observatories Resource Pack: 4: Data sharing for JSNA – principles and examples³.

2. Role & Responsibilities of Partners

Gloucestershire County Council's Research & Intelligence Team will collect, store and disclose relevant information on behalf of the JSNA Steering Group.

Gloucestershire County Council's Community & Adult Care Directorate will provide information/data to the Research Team at agreed intervals.

Gloucestershire County Council's Children & Young People's Directorate will provide information/data to the Research Team at agreed intervals.

The Public Health Information Unit will provide information/data to the Research & Intelligence Team at agreed intervals.

Any information/data provided by third parties will also be subject to this protocol and its standards.

¹ DH Commissioning Framework for Health and Wellbeing 2007

² <http://www.dh.gov.uk/en/Managingyourorganisation/JointStrategicNeedsAssessment/index.htm>

³ JSNA – the APHO Resource Pack : 4: Data sharing for JSNA – principles and examples, http://www.yhpho.org.uk/Download/Public/1527/1/4 - Data Sharing for JSNA_1.pdf

Agreed signatories:

Caldicott Guardian	Gloucestershire Primary Care Trust
Caldicott Guardian	Community & Adult Care Directorate, Gloucestershire County Council
Caldicott Guardian	Children & Young People's Directorate Gloucestershire County Council
Chair	Joint Strategic Needs Assessment Board

3. Legislation

Joint Strategic Needs Assessment is a statutory duty on PCTs and local authorities set out in Section 116 of the Local Government and Public Involvement in Health Act (2007), which came into force on 1st April 2008

Partners to the protocol are also subject to the legal duties laid upon them by the Data Protection Act 1998, the Human Rights Act 1998, the common law duty of confidentiality, and the Information Sharing Principles.

The NHS is also bound by the NHS Confidentiality Code of Practice and the ONS Review of the Dissemination of Health Statistics Confidentiality Guidance, which describes how statistical information should be shared.

4. Consent

Within adult social care, consent to share personal information is sought from service users whenever an assessment or review is carried out. Service users should also be given a copy of the leaflet entitled 'Your Information' which outlines why the Directorate needs to collect information about individuals and what it may be used for.

There is also a check box on each service user's record within ERIC which the social worker will check if the service user refuses to allow their personal information to be shared. The Performance & Information Team then check the records for those service users who have declined to share, and delete all of their records from the performance and management information that is provided if the service user has stated that they do not want their information used for this purpose.

Within the Children and Young People's Directorate personal information is collected as part of the school census process. The fair processing notice allows information from the school census to be used to derive statistics to inform decisions (such as the JSNA). These

statistics are used in such a way that individual children cannot be identified from them.

5. Information exchanged or shared between partners

The following data sets feed into the JSNA database:

Source agency:	Source data set:	JSNA use:
Community & Adult Care Directorate	ERIC	Adult Social Care
Children & Young People's Directorate	Schools census	Demographic
NHS Gloucestershire	DoH EXETER ONS PHMF	Mortality
	Gloucestershire STORK system	Maternity
	GCPT SUS Commissioning database	Inpatient data Long-term conditions /Chronic Disease Management data Outpatient data Falls: LAA Social demography
	GP Practice aggregated data	Obesity Smoking

Details of the exact content of the data sets can be found in the Gloucestershire JSNA Data Catalogue

To date information has been shared either over the GCC internal e-mail network, or via personally delivered CDROM datasets by NHS Gloucestershire. Where possible, the standard format for data exchange will be electronic, via secure encrypted email.

The Gloucestershire County Council Research & Intelligence Team will assume that those agencies providing data have verified and validated it for accuracy before submission. Partners to the JSNA have therefore agreed, that the Research & Information Team are in no way responsible for the quality of received data, but will raise any concerns they may have regarding data accuracy, if necessary, directly with its provider.

In the presentation of data all information has been aggregated to GP practices (our smallest aggregation) and 'cells' with a value smaller than five have been suppressed, to read <5. Second level suppression to be used where appropriate.

Any information shared, disclosed or exchanged under this protocol will only be for the purposes of the JSNA.

6. Security

Physical Security:

- The data flow between NHS Gloucestershire and GCC is protected using encryption and Winzip v.9 or above.
- Access to the aggregated data is limited to named individuals who have been given specific access permissions.
- The JSNA database is backed-up on a daily basis as part of corporate back-up procedures.
- Information management as a whole is now identified as a corporate risk on the Council's risk register.

Retention:

- All data will be retained for the duration of the JSNA and any successor project by any name.

Breaches of Security:

Any breaches in security will be dealt with in line with either the GCC Data Protection Breach Policy or the equivalent NHS Gloucestershire policy.

Subject Access:

Subject Access is not applicable to the data held for the JSNA. Any Freedom of Information requests relating to the data held will be dealt with in line with corporate FOI guidelines.

7. Complaints Procedures

Any complaints will be dealt with in line with the County Council's corporate complaints procedure and/or the equivalent NHS Gloucestershire process, in conjunction with the JSNA Board.

8. Awareness Training

Awareness raising/training will be the responsibility of the JSNA Steering Group.

9. Monitoring & Review

This protocol will be reviewed by the JSNA Steering Group in line with the governance paper and work-plan. It is anticipated this will take place no later than April 2009.

10. Additional Information

Glossary of terms

Within this document, the following definitions apply:

Second -level suppression	This is required where a suppressed value can be calculated by subtracting un-suppressed values from a total. In these cases the total value will be rounded to the nearest 5, to prevent the calculation of a suppressed value.

The following abbreviations are used:

ERIC	Electronic Records for Integrated Care
GCC	Gloucestershire County Council
JSNA	Joint Strategic Needs Assessment
LAs	Local Authorities
NHS	National Health Service
ONS	Office of National Statistics
PCT	Primary Care Trust (now known as NHS Gloucestershire)

11. Signatory page:

Name:	Title:	Organisation:	Signature:	Date:
Shona Arora	Caldicott Guardian and Chair of the JSNA Board	NHS Gloucestershire		
Fiona Jones	Strategic Planning & Policy Manager and Caldicott Guardian	Community & Adult Care Directorate, Gloucestershire County Council		
Tim Browne	Caldicott Guardian	Children & Young People's Directorate, Gloucestershire County Council		