



Project Initiation Document	
<b>Project:</b>	Intelligent Commissioning (IC) Needs Analysis Trial – Child Poverty
<b>Date:</b>	24/05/10
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## 1. Reasons

- 1.1 The Child Poverty Act 2010 place new duties on the council and the partners of the LSP to:
- i. **Cooperate** to put in place arrangements to work to reduce, and mitigate the effects of child poverty in their local area;
  - ii. Prepare and publish a **local child poverty needs assessment** to understand the drivers of child poverty in their local area and the characteristics of those living in poverty; and
  - iii. Prepare a **joint child poverty strategy** setting out measures that the local authority and each named partner propose to take to reduce, and mitigate the effects of, child poverty in their local area.
- 1.2 This paper concerns the process for completing the local child poverty needs assessment in Brighton & Hove. Given the current move toward commissioning against outcomes, it recommends that partners trial the IC Needs Analysis Template and Guidance (Appendix 1) for the child poverty needs assessment in order that learning from the process be used to inform future commissioning cycles.

## 2. Project Description

- 2.1 Di Smith, Director of Children’s Services for Brighton & Hove City Council will lead the local child poverty needs assessment with project support from BHCC officers and with commitment from partners to input at the strategic level and to make relevant expertise and data available.
- 2.2 The needs assessment will be conducted using the draft Needs Analysis Template and Guidance. This has been developed by the BHCC Analysis and Performance Team taking the health originated Joint Strategic Needs Assessment (JSNA) as its model and drawing on professional experience of the JSNA process within the city.

- 2.3 The assessment is proposed in three distinct phases:
- i. Analysis of existing and available data
  - ii. Capturing public and professional ‘voice’ – including the views of children and families
  - iii. Identifying gaps to inform recommendations for future needs analysis and commissioning
- 2.4 National statistics, learning from child poverty Beacons and pilots, along with analysis of local data will be used to scope the child poverty needs assessment. The scope will need to be cross-checked with the two proposed IC Pilots – Drugs & Alcohol and Domestic Violence – as there are implicit links between these and child poverty.
- 2.5 Links to other relevant statutory assessments within the city, including the Childcare Sufficiency Assessment and the Local Economic Assessment, will also be made.
- 2.6 The four common ‘building blocks’ identified by the Child Poverty Unit will be used to help define the range of services that will be included in the needs assessment :
- i. Parental employment and skills
  - ii. Financial support
  - iii. Education, early years provision and childcare, health and family support
  - iv. Housing and neighbourhoods
- 2.7 Cross sector task and finishing groups will be convened to oversee production of the child poverty needs assessment and subsequent development of the joint strategy. Members of PSB should nominate any staff or representatives who they believe should be involved in the needs assessment or subsequent development of the strategy.

### **3. Benefits**

- 3.1 Benefits of a robust needs assessment will include:
- Detailed understanding of the local drivers of child poverty, including significant factors such as housing costs and in work poverty
  - Learning from the process to inform development of the Needs Analysis Template and Guidance for the IC commissioning cycle
  - Given the breadth of issues surrounding child poverty this will be a useful test of outcome focussed rather than service aligned analysis
  - Connection with the two IC Pilots – Drugs & Alcohol and Domestic Violence – should be made and recommendations complement each other

- Solid evidence base for development of a joint child poverty strategy that prioritises actions and commissioning that will have the most significant impact
- Contribution by the city to the commitment to eradicate child poverty nationally by 2020

#### **4. Risks**

4.1 There is an established and continuing commitment to tackle child poverty in the city (section 8). Risks associated with the process include:

- A tight timescale to complete the range of analysis required for such broad outcome, therefore defining the scope is crucial and prioritising key areas
- An incomplete picture of child poverty based on limited consideration/available data of social and economic factors
- With the result that resources are not most usefully targeted to prevent or lift children out of poverty, particularly in the climate of reduced public spending

#### **5. Resources**

5.1 The following support has been identified by BHCC to support the LSP to complete the local child poverty needs assessment:

##### BHCC Policy Unit

- Project management and strategy development
- Links to IC partnership development
- Capture and coordinate learning from the needs assessment with the learning from the IC Pilots

##### CYPT

- City Early Years and Childcare Team – Operational support, analysis and strategy development
- Performance and Development Team – developing and maintaining the child poverty profile for the city through BHLIS

##### BHCC Analysis and Performance

- Support on data analysis and developing the BHLIS profile
- Oversee and implement the use of the draft needs analysis template.

5.2 Further support is/will be requested from the following:

##### PSB

- Partner agencies are requested to offer relevant expertise and knowledge to the needs assessment process, as per the appropriate 'building blocks' (see 2.6)

- CVSF in particular is important to help capture views of both professionals and the public through community based advice and support agencies

#### National Support

- The Centre for Excellence and Outcomes in Children and Young People's Services (C4EO) is offering tailored peer support to help develop child poverty strategies to November 2010

### **6. Timescale**

6.1 Indicative timescales for the work are as follows, though a more detailed project plan will be agreed once the task and finishing groups meet

- June/July – convene task and finishing groups to finalise scope
- June - August – data analysis (phase 1)
- July - September – public/professional voice (phase 2)
- August – October – identifying gaps/recommendations (phase 3)
- September – update on early findings to LSP
- October/November – report findings of needs assessment; learning from process fed into first IC cycle
- November to April 2011 – develop and publish joint child poverty strategy

It is imperative that the needs assessment finish by October 2010 in order for the learning from the process to usefully feed in IC preparations.

### **7. Partnership Working Implications**

7.1 Besides the statutory duty to cooperate there is already a collective will to take action on child poverty. Partnerships are already in place which capture the range of issues as identified in the four 'building blocks'. The key is to engage the family of partnerships effectively in view of the timescale and range of other IC activity that is currently taking place.

7.2 Partnership task and finishing groups will be convened for the period outlined above, meeting periodically to the completion of the strategy. There is a statutory requirement on the local authority and partners to refresh the local needs assessment and joint strategy every three years as a minimum. By the next round this will happen within the new commissioning arrangements for the city.

### **8. Monitoring & Quality Assurance**

8.1 Progress will be monitored through a number of channels:

**Local Area Agreement (LAA)** – Brighton & Hove selected NI 116, the national indicator for child poverty, in 2008. The first detailed national income data at the lowest geographical level (LSOA) has only recently been released and shows a wide variation in levels of poverty across the city.

**CYPT Board** – Reducing Child Poverty and Health Inequality is identified as one of four overarching strategic priorities in the new Children & Young People’s plan. Quarterly monitoring reports are taken to the CYPT Board.

**LSP and PSB** –updates on the findings of the needs assessment and proposals to develop the strategy will be brought to the LSP in September

**Children & Young People’s Overview and Scrutiny Commission (CYPOSC)** – Historically members of CYPOSC have shown a historical interest in child poverty. A paper was taken in January which invited representatives to be involved in the task group, as well as updates being taken to CYPOSC on progress

**JSNA Steering Group**

The remit of the existing JSNA Steering Group is being extended to include wider city needs analysis under Intelligent Commissioning. The group has expertise of the JSNA process and will be able to assist quality assurance of the child poverty trial.

## Appendix 1: Needs Analysis Template and Guidance

This template is designed to bring together the key points for each topic as headlines with references and hyperlinks to information sources (this might include profiles and documents and data on BHLIS and other websites, and shared drives within BHCC and NHS Brighton and Hove). It is adapted from the Brighton & Hove JSNA template and guidance notes.

We do not want to repeat data that we have elsewhere but pull the headlines together in one place so each point should be limited to a couple of sentences.

### Key points:

- Hyperlink external sources (references, data)
- Ensure data is in line with core dataset and other sources (hyperlink to available data)
- As an overall guide each completed section should not exceed 4-5 pages
- Introduction, Key issues and gaps, and Recommendations should ideally fit onto one page

<b>Introduction and background</b>
<p>This section should set the scene for the topic by outlining</p> <ul style="list-style-type: none"> <li>▪ What is the issue and why is it important</li> <li>▪ The national and strategic context</li> <li>▪ A couple of key points to illustrate the problem.</li> <li>▪ Scope – Issues to be covered</li> </ul> <p>Include here where there are any inclusion / exclusion criteria to what is being considered plus links to other relevant analysis and reports.</p>
<b>Key issues and gaps</b>
Issues and gaps related to incidence / prevalence and service provision
<b>Recommendations for Commissioning</b>
Recommendations for commissioning activity related to issues of need and gaps in service provision. This section should not be used to highlight gaps in data or knowledge.
<b>Timeframe</b>
Date completed
Timescale for review

### What are the problems and issues and why

Describe in broad terms. Are there people or groups 'at risk'

Detail should include why it is considered to be a problem or issue and any **inequalities**

This will include:

- Modifiable factors, e.g. due to socio-economic context and lifestyle.
- 'Fixed' factors, e.g. age, gender, ethnicity and family history.

### The level of need in the population

Data on prevalence, incidence and trends

Comparison of Brighton and Hove to national as well as other areas of country and to ONS peers and other relevant comparators.

Distribution of need across the city

Where appropriate use population segmentation (e.g. MOSAIC)

Position in relation to any targets to be met

Note any (in)equalities issues, including consideration of each of the following:

- Race & Ethnicity
- Religion / belief
- Age
- Gender
- Sexual orientation
- Disability
- Socioeconomic Status
- Transgender
- Carer
- Pregnancy, maternity, breastfeeding
- Marriage / civil partnership
- Tenure
- Household composition / single parents
- Others as appropriate

Highlight any changes in the current analysis of need from any previous needs analysis

<b>Current services in relation to need</b>
<p>Describe current services, and quality of services, giving activity as much as possible.</p> <p>Highlight trends in service use.</p> <p>Give voice to professional and service users' views</p> <p>Highlight progress or changes made since the previous analysis of need.</p> <p>Consider 'Inverse Care Law' in relation to provision/access to services.</p> <p>How do current/future services: promote equality; eliminate discrimination; promote good relations between groups.</p>
<b>Funding and workforce</b>
<p>An analysis of spend in the area including, service spend and budgets, benefits, and funding sources</p> <p>Workforce: specifically in relation to any standards/recommendations.</p>
<b>Projected service use and outcomes in 3-5 years and 5-10 years</b>
<p>Consideration of the effect of population change,</p> <p>Predictive risk modelling should be used where appropriate</p> <p>Horizon scanning e.g. developments or legislation that may affect need or prevalence</p>
<b>Views of public</b>
<p>Give voice to service users and non users, residents and community groups</p> <p>Make reference to the use of the Community Engagement Frame Work</p> <p>Note where consultation is lacking</p>
<b>Views of professionals</b>
<p>Give voice to professional views</p> <p>Note where consultation is lacking</p>
<b>Expert opinion and evidence base</b>
<p>Details of the national and local evidence used to inform knowledge on this topic, for example this might include NICE guidance or local evaluation.</p> <p>Key evidence on effectiveness and cost-effectiveness.</p> <p>Highlight any key changes in evidence to inform de-commissioning.</p>



<p>Key resources for evidence base are</p> <p>For assistance with searching for evidence contact:</p> <p>Note where evidence lacking</p>
<p><b>Unmet needs and service gaps</b></p>
<p>By comparing the overall need within the city and comparing it with the level of service provision currently in place, highlight here known needs and known or presumed gaps in provision.</p> <p>Highlight any over-provision of services to inform de-commissioning.</p>
<p><b>Recommendations for Commissioning</b></p>
<p>Identify the areas of need to be addressed through commissioning.</p> <p><i>What needs to happen not necessarily how it is achieved.</i></p> <p>Identify any services that may require decommissioning.</p>
<p><b>Recommendations for needs assessment work</b></p>
<p>Note and prioritise gaps in the information available in the area covered by the chapter – this includes gaps in public/service user views.</p> <p>Note gaps in available evidence</p> <p>Note data quality gaps</p> <p>Where possible clear tasks to be undertaken in order to improve that quality of future needs analysis.</p>
<p><b>Key contacts</b></p>
<p>Leads within Council and NHS Brighton and Hove (and other partners where appropriate)</p> <p>Key commissioning groups</p>
<p><b>Key supporting documents</b></p>
<p>Include any relevant local strategies, impact assessments etc</p>

