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# Health, Social Care and Well-being Strategies

## Preparing a Strategy



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government



**Welsh Assembly Government**

**Health, Social Care and Well-being  
Strategies: Preparing a Strategy**



# Health, Social Care and Well-being Strategies: Preparing a Strategy

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# HEALTH, SOCIAL CARE AND WELL-BEING STRATEGIES: KEY FEATURES

- \* A partnership strategy.
- \* An integrated and multi-disciplinary approach to local authority and NHS strategic planning for health, social care and well-being.
- \* First Strategy - 3 year timescale. 5 year Strategies thereafter.
- \* Links to the all-Wales Health, Social Care and Well-being Strategy to be produced by the National Assembly.
- \* Covers local authority area, and recognises issues that impinge or are affected by neighbouring areas.
- \* Local authority and local health board jointly responsible for needs assessment and Strategy formulation and implementation.
- \* Local authorities and local health boards under a duty to co-operate with NHS Trusts, Health Commission Wales (Specialist Services), Community Health Councils, County Voluntary Councils, voluntary organisations, businesses and private bodies in:
  - ✓ Identifying process for co-operation;
  - ✓ Needs assessment;
  - ✓ Strategy formulation and review.
- \* Local health boards and NHS Trusts under a statutory duty to involve patients and the public in planning and decision making processes.
- \* An integrated approach to local authority and NHS strategic planning for carers and carers services.
- \* Underpinned by comprehensive health and well-being needs assessment.
- \* Addresses full range of issues affecting health and well-being.
- \* Puts action to improve health and reduce health inequalities as an equal priority equal to effective and efficient health care services.
  - \* Identifies areas for tackling health inequalities.

- \* Addresses public health agenda at local level.
- \* Supports implementation of the Community Strategy and other local strategies and frameworks.
- \* Develops the prevention role of local authority services and health services.
- \* The basis for the commissioning strategy for community health services, NHS secondary care services and local authority health related services.
- \* Strategic context for annual operational planning.
- \* Joint planning, review and performance management.



# Section 1: Introduction and Purpose

**1.1** The purpose of this statutory guidance is to set out the requirements for preparing a Health, Social Care and Well-being Strategy under the provisions of the National Health Service Reform and Health Care Professions Act 2002 (the 2002 Act) and the Health, Social Care and Well-being (Wales) (Regulations) 2003<sup>1</sup>. Annex A provides advice on the form and contents of Strategies. Local authorities, local health boards, NHS Trusts, Health Commission Wales (Specialist Services), Community Health Councils, County Voluntary Councils, voluntary, business and other organisations should use this guidance in formulating, implementing and reviewing local Health, Social Care and Well-being Strategies.

**1.2** This statutory guidance is issued under the provisions of section 24 (7) of the NHS Reform and Health Care Professions Act 2002 (the 2002 Act) and supplements National Assembly for Wales regulations made under section 24 (4) and (6) of the 2002 Act. Guidance issued under a statutory provision imposes a duty on the bodies subject to it to consider the guidance and apply it unless genuine reasons exist in the circumstances for not doing so, in which case an explanation of the relevant reasons must be given. Non-statutory guidance on the other hand is purely advisory in nature.

**1.3** This statutory planning guidance should be used in conjunction with the Welsh Assembly Government's policy document 'Health, Social Care and Well-being Strategy: Policy Guidance'.

**1.4** Annex A provides a chapter by chapter framework which local authorities, local health boards, NHS Trusts, Health Commission Wales (Specialist Services), Community Health Councils, County Voluntary Councils, the voluntary and private sectors and others, may find helpful in formulating the strategy

**1.5** Local authorities, local health boards, NHS Trusts, Health Commission Wales (Specialist Services), Community Health Councils, County Voluntary Councils, the voluntary and private sectors, and others with an interest in strategy development need to understand the local and national policy and planning context within which it is formulated and implemented. The Strategy needs to identify and assess the major local and national forces

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<sup>1</sup>National Assembly for Wales, National Health Service, Wales, The Health, Social Care and Well-being Strategies (Wales) Regulations, 2003.

and influences that will affect the strategic planning activities, and show how these have been interpreted and incorporated into the strategy planning process and priority setting.

**1.6** The approach to strategy formulation and implementation represents a step-change in strategic planning for the NHS and local government. For the first time a statutory duty<sup>2</sup> has been placed jointly on a NHS body (the local health board), and the local authority to formulate and implement a strategy for the area.

## Contact point and Enquiries

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<sup>2</sup> NHS Reform and Health Care Professions Act 2002, section 24.

## Section 2: Statutory Requirements for Formulation and Implementation of a Health, Social Care and Well-being Strategy

**2.1** Section 24 (1) of the 2002 Act places a duty on each local authority and each local health board to formulate and implement a Health and Well-being Strategy for the public in the local authority area.

**2.2** Section 24 (3) requires the local authority and the local health board to have regard to the Strategy in exercise of their functions.

**2.3** In formulating a Strategy the local authority, local health board and others must have regard to the Health, Social Care and Well-being Strategies (Wales) Regulations 2003. The purpose of this chapter is to set out the requirements for preparing a Health, Social Care and Well-being Strategy under the provisions of the Health, Social Care and Well-being (Wales) (Regulations) 2003.

### The Duty of Co-operation (Regulation 3)

**2.4** In formulating and reviewing local Strategies local authorities and local health boards are under a duty to co-operate with:

- a. NHS Trusts providing services to the local population;
- b. Community Health Councils (CHCs) representing the local population;
- c. County Voluntary Councils (CVCs);
- d. Health Commission Wales (Specialist Services).
- e. any private, business, voluntary or other organisation with an interest in the provision of health and well-being services; and

**2.5** If there is not a CVC in the local area the local authority and local health board should co-operate with a body or group which performs similar functions to a CVC.

**2.6** The Regulations prescribe the duty of co-operation with the Assembly. That provision has been made to ensure co-operation with Health Commission Wales (Specialist Services) which must be involved in the co-operative procedure governing local Strategy formulation and review.

**2.7** In co-operating with voluntary and other organisations with an interest in the provision of health and well-being services the local authority and local health board must include groups and/or organisations representing the interests of patients, service users and carers.

**2.8** Local health boards and local authorities should also involve the police in the procedure for co-operation especially in connection with the links between Health, Social Care and Well-being Strategies and Community Safety Strategies.

**2.9** As a first stage, local authorities and local health boards are required to work in consultation with those with whom they must co-operate to prepare a procedure for co-operation<sup>3</sup>. This is an important part of the process as it underpins the Welsh Assembly Government's commitment to an inclusive approach to Strategy development.

**2.10** The duty of co-operation extends to both needs assessment and Strategy formulation and review.

**2.11** All organisations, bodies and groups involved in the co-operative procedure will need to develop internal arrangements to enable them to work with the co-operative process developed in the local area.

## **Needs Assessment (Regulation 4)**

**2.12** Before formulating a Strategy, local authorities and local health boards must undertake an assessment of the health and well-being needs of the local population

### **Purpose**

**2.13** Needs assessment is a method of identifying unmet health, well-being and social care needs of a population in a systematic way. It provides the information upon which decisions about tackling those unmet needs can be made. Needs assessment should not be a snap shot. It should be informed by previous and projected trends.

**2.14** Needs assessment involves epidemiological, comparative and corporate methods to describe the problems and issues facing a population. It should also address the provision of and access to services, activities, facilities and amenities which are needed to respond to these inequalities. The needs assessment will draw on both quantitative and qualitative sources. It should inform Strategy priority setting and decision making which will need to take account of the most effective use of resources, clinical and cost effectiveness and the views of patients, service users and carers.

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<sup>3</sup>National Health Service, Wales, Health, Social Care and Well-being Strategies (Wales) Regulations 2003, regulation 3 (2).

## Conducting the Needs Assessment and Managing the Process

**2.15** The local authority and the local health board are jointly responsible for the needs assessment. The regulations require joint ownership of and accountability for the process and outcomes. Needs assessment is subject to the provisions in respect of co-operation described in paragraph 1.10, above. The needs assessment must be subject to formal consultation with those with whom the local authority and local health board must co-operate and with the local population and other persons, organisations or groups whose interests are likely to be substantially affected by the Strategy. Patients, service users and carers must be actively involved in the assessment of health and well-being needs of the local population. The needs assessment should be subject to a minimum of eight weeks consultation.

**2.16** A local Steering Group led jointly by the local authority and local health board should oversee the needs assessment process. Membership of such a group will be for local determination; it should however involve representatives of patients, service users and carers. The local authority and local health board should consider whether the establishment of a joint team to co-ordinate needs assessment activity is necessary to ensure delivery of their joint statutory duty. Any needs assessment team established should include key individuals from the all the bodies directly involved.

**2.17** Public health skills required for undertaking each needs assessment will be provided by the Local Director of Public Health, who will also act as the main link to the National Public Health Service. This arrangement will form a part of the Service Level Agreement agreed between the local health board and the National Public Health Service.

**2.18** The local needs assessment process should be co-ordinated by the Local Director of Public Health of the local health board, on behalf of the local health board and local authority. The Local Director of Public Health should manage the process in very close collaboration with those in the local authority and the local health board responsible for Strategy formulation and implementation. Local authorities and NHS Trusts have significant expertise in research and development and needs assessment. The Local Director of Public Health should ensure that all available local expertise and skills are deployed fully and effectively to support the needs assessment process.

**2.19** Routine data sources and local information, both quantitative and qualitative, will be required from many services within the responsible authorities and their partner agencies. Requests for data should be co-ordinated and given priority to ensure that each task is done well and on time. It is recommended that the those undertaking the needs

assessment should report regularly to those in the local health board and the local authority leading Strategy preparation and to any local partnerships working arrangements which have been agreed and established locally.

**2.20** Multi-disciplinary working across professional groups and multi-agency working across health, local government, voluntary and private bodies will be essential to ensure a comprehensive and relevant needs assessment. As information is likely to be required about a wide range of services, activities, facilities and amenities it will be important to ensure input from across the range of local health board and local authority service responsibilities, e.g. dental, public health, social services, environmental health, education and housing.

**2.21** Regional and National aggregations of local needs assessment for specialist and tertiary health services will be co-ordinated by Health Commission Wales (Specialist Services) which will also provide guidance and advice to local health board assessment requirements for these services and on subsequent service provision.

### Matters which the needs assessment will need to address

**2.22** Each needs assessment should identify the population on which the assessment is to be based. In addition to producing information relating to the resident population e.g. within a local authority boundary, it will be important also to consider information as it relates to relevant primary care practice populations which may cross such local boundaries.

**2.23** The best available evidence should inform each assessment. An appropriate and relevant balance of local/sub-local level and national and regional information should inform needs assessments.

**2.24** Each needs assessment should address wider health needs in addition to health, social care and well-being needs. A good needs assessment should present information on:

- Mortality, disability and health-related quality of life;
- Education, skills and training;
- Income;
- Employment and the economy;
- Housing;
- Physical environment;
- Community safety and crime;
- Social capital/ civic engagement;
- Geographical access.

**2.25** The local authority and local health board must ensure that needs assessment covers:

- Children and young people, including young carers;
- Disabled people;
- Carers;
- The needs of core groups identified in legislation, in particular section 17 of the 1989 Children Act;
- Vulnerable Adults;
- Older people;
- Adults with mental health needs; and
- Children and young people with mental health needs.

This list is not comprehensive. It identifies key client groups whose needs should be included in the assessment.

**2.26** The regulations require that the needs assessment should address:

- the state of health and well-being of the local population;
- the health and well-being needs of the local population;
- the existing provision of health and well-being services to the local population;
- gaps or deficiencies in the provision of health and well-being services to the local population;
- risks to the health and well-being of the local population;
- the anticipated health and well-being needs of the local population throughout the operative period; and
- factors affecting the health and well-being of the local population, including:
  - (i) social, economic and environmental factors
  - (ii) health promotion and education, health protection and nutrition
  - (iii) the safety of food
  - (iv) community development and regeneration and sustainable development
  - (v) inequalities in health and well-being
  - (vi) access to health and well-being services and inequalities in access to such services
  - (vii) the availability of and access to public and community transport
  - (viii) the availability of and access to education, training and employment
  - (ix) the standard and condition of housing.

This list does not preclude the inclusion in the needs assessment of other matters and subjects which the local authority, local health board and others consider to be important in their area.

**2.27** Annex A to this guidance provides a list of currently available data sets, which may be used to support needs assessment.

**2.28** Specialised services are available from bodies such as the Wales Centre for Health and Local Government Data Unit. Local authorities and local health boards should make appropriate links with such bodies when undertaking needs assessment.

### Related Activity and Integration with other Needs Assessments in the Local Area and Nationally

**2.29** Health and well-being needs assessment will need to be linked to and be consistent with similar assessment work and research being undertaken for Community Strategies, Community Safety Strategies, Community Regeneration (Objective 1 Strategic Partnerships, Communities First Local Partnerships), Children and Young People's Partnership Framework Plans, Health Alliances. It will be essential for the different partners to develop a shared understanding of the issues facing the local community and the most efficient and effective ways of working together to support and improve community life. Local partners need to work together to avoid duplication of effort between different geographical areas across Wales and also between different 'partnerships' serving the same area.

**2.30** Local authorities and local health boards are required in undertaking the needs assessment to have regard to any guidance or directions issued by the Welsh Assembly Government.

## Strategy contents (Regulation 5)

**2.31** The Strategy must address:

- ❖ the state of health and well-being in the area;
- ❖ the health and well-being needs of the local population;
- ❖ the existing provision of health and well-being services to the local population. Under these regulations health and well-being services are defined as any services provided by an NHS body, any local authority services, including social care services provided under Schedule 1 to the Local Authority Social Services Act 1970, section 31 of the Health Act 1999, and any similar service provided by a voluntary or other organisations. For the purposes of these regulations services may include functions or activities which facilitate or are conducive or incidental to the provision of any service referred to under these regulations;

- ❖ gaps and deficiencies in the provision of health and well-being services;
- ❖ risks to the local population's health and well-being;
- ❖ the anticipated local population's health and well-being needs throughout the operative period; and
- ❖ factors affecting the local population's health and well-being, including:
  - i. social, economic and environmental factors
  - ii. health promotion and education, health protection and nutrition
  - iii. the safety of food
  - iv. community development and regeneration and sustainable development
  - v. inequalities in health and well-being
  - vi. access to health and well-being services and inequalities in access to such services
  - vii. the availability of and access to public and community transport
  - viii. the availability of and access to education, training and employment
  - ix. the standard and condition of housing.

**2.32** The Strategy should set out the results of the health and well-being needs assessment. This should be within Chapter 3 of the template suggested at Annex B to this guidance.

**2.33** The Strategy will also cover the following, likely to be set out in Chapter 4 of the Strategy:

- ❖ how the health and well-being of the local population will be improved;
- ❖ the health and well-being services which will be required to meet the population's health and well-being needs throughout the operative period, including their effectiveness and efficiency;
- ❖ how the above services will be commissioned and delivered; and
- ❖ what financial or other resources will be required to implement the Strategy.

## **Commissioning Arrangements for Secondary Care (Regulation 6)**

**2.34** Regulations require that in formulating the Strategy, local health boards and local authorities must consider whether the interests of the local population would be best served and whether improvement in the quality of secondary care services and better value for money and efficiency

could be achieved in commissioning and delivering secondary care services by entering into a commissioning arrangement with neighbouring local authorities, local health boards and the NHS Trust or Trusts.

**2.35** For purposes of these regulations secondary care services are defined as services for or in connection with the prevention, diagnosis or treatment of illness which are mainly provided at or from a hospital. Services may include functions or activities which facilitate or are conducive or incidental to the provision of any service referred to under these regulations.

**2.36** If local health boards and local authorities decided not to enter into a commissioning arrangement they must:

- provide the Assembly with full and detailed reasons for such a proposal, together with details of the alternative arrangements which the local authority and local health board propose for commissioning of secondary care services;
- consult the Assembly before deciding not to enter into a commissioning arrangement, and
- have regard to the Assembly's response to such consultation in making a decision on whether to enter into a commissioning arrangement.

**2.37** The local authority and local health board would also need to publish their reasons for not entering into a commissioning arrangement as part of their Strategy.

**2.38** More detailed advice on the commissioning provisions of the regulations is contained in 'Planning and Commissioning NHS Services: Guidance'<sup>4</sup> which is published separately.

## **Integration and consideration of other prescribed strategies or plans (Regulations 7 & 8)**

**2.39** Local authorities are required under paragraph 1A of Schedule 2 of the Children Act 1989 to produce a Children's Service Plan and under section 46 of the National Health Services and Community Care Act 1990 to produce a Social Care Plan. Section 28 of the Health Act 1999 makes provision for the formulation of Health Improvement Plans by local health boards.

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<sup>4</sup>'Planning and Commissioning NHS Services: Guidance', Welsh Assembly Government, 2003.

**2.40** The regulations provide for the integration of these plans into the Health, Social Care and Well-being Strategy. The local authority and local health board are still under a duty to fulfil their statutory requirements of these provisions, in addition to formulating and implementing the Strategy. The final Strategy must demonstrate how it has taken into account the existing Children's Services Plan, Social Care Plan and Health Improvement Programme.

**2.41** The Children's Services Plan will be prepared as part of the work of the Children and Young People's Framework Partnership. That work will feed directly into Health, Social Care and Well-being Strategy.

**2.42** The Children's Services Plan and the Social Care Plan should form annexes to the Strategy. Key points from their content should be integrated in Chapter 4.

**2.43** The regulations prescribe that the local authority and local health board should have regard to the current Community Strategy which is formulated under section 4 of the Local Government Act 2000.

## **Consultation (Regulation 9)**

**2.44** In consulting on their draft Strategy, local authorities and local health boards should consult:

- the local population
- NHS Trusts
- CHCs
- CVCs
- the Assembly
- Health Commission Wales (Specialist Services)
- other voluntary, private and business organisations with an interest in the provision of health and well-being services
- neighbouring local authorities and local health boards
- any other persons or organisations likely to be substantially affected by the Strategy.

**2.45** If there is not a CVC in the local area the local authority and local health board should consult a body or group which performs similar functions to a CVC.

**2.46** In consulting voluntary and other organisations with an interest in the provision of health and well-being services the local authority and local health board must include patients, service users and carers and groups/ organisations representing their interests.

**2.47** Local authorities and local health boards should have regard to the results of the consultation in finalising their Strategy.

**2.48** A minimum of 12 weeks should be allowed for consultation. In carrying out the consultation, local authorities and local health boards are required to publish an executive summary as part of the draft Strategy. The consultation draft should be accessible in electronic version and as a minimum be made available at the offices of the local authority and local health boards, at public libraries in the area and on the internet. The draft Strategy should also be available in English and Welsh as well as in other languages and formats appropriate to members of the public.

## **Date for Adoption of the Strategy, operative period and review (Regulation 10)**

**2.49** The local authority and local health board are required formally to adopt the Strategy. This will need to be done by the Board of the local health board and in the case of the local authority, will need to be approved by the full Council, on submission by the council's executive or board<sup>5</sup>.

**2.50** Other bodies are not required formally to adopt the Strategy. They will however need to decide upon internal arrangements which will enable them to sign up to the Strategy.

### **The First Strategy**

**2.51** A draft version should be published no later than 31st March 2004 and should be formally adopted by the local authority and local health board before 31st December 2004. The operative period will be 3 years from 1st April 2005. It will be reviewed on an annual basis.

### **Subsequent strategies**

**2.52** The Strategy should be produced in draft by 31st December of the final year of the previous Strategy's operative period. The Strategy will be adopted on or before 31st March, with the new operative period being from 1st April. The Strategy will operate on 5-year cycles with annual reviews.

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<sup>5</sup>The Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) (Amendment) Regulations 2003 and the Local Authorities (Alternative Arrangements) (Wales) (Amendment) Regulations 2003.

## **Publication of the final strategy (Regulation 11)**

**2.53** The final Strategy should be published no more than 4 weeks after it is formally adopted.

**2.54** A copy of the adopted Strategy should be provided to the Assembly.

## **Access to draft and final strategies (Regulation 12)**

**2.55** The draft and the adopted Strategy must include an executive summary of the Strategy's contents.

**2.56** As a minimum, copies should be made available to the public at the offices of the local authority and local health board; at public libraries; and on the internet.

**2.57** Both the draft and the adopted Strategy should be published in English and Welsh. Local authorities and local health boards should consult their local Race Equality Council for advice on whether the Strategy should be made available in other languages. Advice should also be sought from the Disability Rights Commission on whether copies should be made available in formats appropriate to people with disabilities, such as braille or audio copies.



### Available data sets which may be used to support needs assessment

These tables do not claim to be exhaustive. Databases and other sources are updated continuously. Readers should treat this list as illustrative.

Further advice on data sets is available from:

The National Public Health Service  
18 Cathedral Road  
Cardiff  
CF11 9LH

The Local Government Data Unit  
8 Columbus Walk,  
Cardiff,  
CF10 4BY

The *Digest of Welsh Local Area Statistics* is a source of wide-ranging local authority area data,  
see: <http://assembly/datawales/Printed%20Sources/Publications.htm> or  
<http://www.wales.gov.uk/keypubstatisticsforwales/content/publication/publication.htm>

The National Statistics Neighbourhood Statistics System (NeSS) will also become a key source of (small) area data, particularly once the 2001 census results are included (which should be by mid-2003) - see:  
<http://www.neighbourhood.statistics.gov.uk/home.asp>  
and: <http://www.neighbourhood.statistics.gov.uk/catalogue.asp>  
for the list of data items it currently contains.

## 1. Core Data Sets

The tables below summarise some of the core datasets that are currently available for use within Community Profiling. These datasets are usually widely available and have been identified as being the most frequently used datasets within partnership working.

### Population

Dataset	Source	Description	Access
Population	ONS: census of population, Mid year	Age and sex of population	Population information and guidance are available from the LGDU <a href="http://www.lgdu-wales.gov.uk">http://www.lgdu-wales.gov.uk</a> Further population information and analyses may also be obtained from the Welsh Assembly Government <a href="http://www.wales.gov.uk/keypublicstatisticsforwales/headline/content/population/2002/headline-population.htm">http://www.wales.gov.uk/keypublicstatisticsforwales/headline/content/population/2002/headline-population.htm</a> or go to the National Statistics website and for the census see <a href="http://www.statistics.gov.uk/census2001/">http://www.statistics.gov.uk/census2001/</a> and for mid year estimates: <a href="http://www.statistics.gov.uk/cci/nugget.asp?id=6">http://www.statistics.gov.uk/cci/nugget.asp?id=6</a>

## Income

<b>Dataset</b>	<b>Source</b>	<b>Description</b>	<b>Access</b>
Income support claimants	Department of Work and Pensions	Income Support claimants and their dependants. Data on those in receipt of lone parent, pensioners and disability premium	Via neighbourhood Statistics Service (NeSS) <a href="http://www.neighbourhood.statistics.gov.uk/home.asp">http://www.neighbourhood.statistics.gov.uk/home.asp</a>
Family Credit claimants	Department of Work and Pensions	Family Credit claimants and their dependants	
Disability Working Allowance claimants	Department of Work and Pensions		
Housing benefits/Council Tax benefits data	Local Authorities	Data is sent to local authorities from the General Matching Service	Via the Local Authority
Benefits information	Labour Force Survey	Data are available on the numbers of people in receipt of different types of benefit in each local authority, possibly analysed with reference to other variables such as previous job classification etc Small sample sizes might prevent the publication of certain results, particularly for individual benefits, but the annual LFS boosted survey for Wales should provide more robust results along these lines. LFS data is not reliable at a geographic level below LAs	ONS <a href="http://www.statistics.gov.uk/Search">http://www.statistics.gov.uk/Search</a> for "Labour Force Survey"

<b>Dataset</b>	<b>Source</b>	<b>Description</b>	<b>Access</b>
Earnings	New Earnings Survey	New earnings survey can provide data on average income for local authorities(LAs) in Wales, although for some smaller LAs, publication is prohibited due to the sample sizes involved. The figures for these LAs can, in certain cases, be aggregated into groups to get around this constraint	ONS <a href="http://www.statistics.gov.uk/">http://www.statistics.gov.uk/</a> Search for "New Earnings Survey"

### Economic Activity/Inactivity

<b>Dataset</b>	<b>Source</b>	<b>Description</b>	<b>Access</b>
Employment, sector breakdowns, employment trends	Annual Business Inquiry (ABI)	The ABI is a business survey which collects both employment and financial information	Require a Chancellor's Notice from ONS to access this data
Vacancy rates	Job Centres, Labour market trends	Indicator of labour market conditions	
Economic activity/inactivity rates	Labour Force Survey	Levels and rates at local authority level. LFS data is not reliable at a geographic level below local authorities. Data from boosted annual LFS sample from 2001 onwards for Wales will provide more robust information in future	ONS <a href="http://www.statistics.gov.uk/">http://www.statistics.gov.uk/</a> Search for "Labour Force Survey"

## Employment/Unemployment

<b>Dataset</b>	<b>Source</b>	<b>Description</b>	<b>Access</b>
Employment data	Labour Force Survey	Levels and rates, including industry and social class classifications at local authority level. LFS data is not reliable at a geographic level below local authorities. Data from boosted annual LFS sample from 2001 onwards for Wales will provide more robust information in future	ONS <a href="http://www.statistics.gov.uk/Search">http://www.statistics.gov.uk/Search</a> for "Labour Force Survey"
Unemployment data (International Labour Organisation definition)	Labour Force Survey	Levels and rates at local authority level. LFS data is not reliable at a geographic level below local authorities. Data from boosted annual LFS sample from 2001 onwards for Wales will provide more robust information in future	ONS <a href="http://www.statistics.gov.uk/Search">http://www.statistics.gov.uk/Search</a> for "Labour Force Survey"
Unemployment data (claimant count)	NOMIS	Count of persons claiming unemployment benefit. Levels and rates available for local authorities, levels only for wards	Need to apply for an account first via: <a href="http://www.nomisweb.co.uk">www.nomisweb.co.uk</a>
Annual Business Inquiry	NOMIS	Business and employment data	Need to apply for an account first via <a href="http://www.nomisweb.co.uk">www.nomisweb.co.uk</a>
Longitudinal Database of the Claimant Unemployed	JUVOS	The JUVOS Cohort is a longitudinal database of a sample of claims for unemployed-related benefits	The JUVOS database is currently held with UK data archive <a href="http://www.data-archive.ac.uk">www.data-archive.ac.uk</a> You have to register and cost depends on the funding of the project for which you need the data
Job Seekers Allowance (JSA) claimants	Department of Work Pensions	Includes income Based claimants and child dependants	Via Neighbourhood Statistics Service (NeSS) <a href="http://www.neighbourhood.statistics.gov.uk/home.asp">http://www.neighbourhood.statistics.gov.uk/home.asp</a>

<b>Dataset</b>	<b>Source</b>	<b>Description</b>	<b>Access</b>
Incapacity Benefit claimants	Department of Work and Pensions	Incapacity benefits and their dependants	Via Neighbourhood Statistics Services (NeSS) <a href="http://www.neighbourhood.statistics.gov.uk/home.asp">http://www.neighbourhood.statistics.gov.uk/home.asp</a>
Severe Disablement Allowance	Department of Work and Pensions	Severe Disablement Allowance claimants	
VAT registered enterprises	ONS	By industry group and employment sizeband	
Employee jobs	ONS	Split by gender. Derived from the Annual Employment Survey	
Employment data	Census of Population	Includes number of people working as an employee/people looking for work/retirement	Census information and guidance are available from the LGDU <a href="http://www.lgdu-wales.gov.uk">http://www.lgdu-wales.gov.uk</a>  Further Census information and analysis may also be obtained from the Welsh Assembly Government <a href="http://www.wales.gov.uk/keypubstatisticsforwalesheadline/content/population/2002/headline-population.htm">http://www.wales.gov.uk/keypubstatisticsforwalesheadline/content/population/2002/headline-population.htm</a> or the ONS <a href="http://www.statistics.gov.uk">http://www.statistics.gov.uk</a>
People on New Deal options	Department of Work and Pensions	Number of people on New Deal for young people, long-term unemployed, lone-parents, disabled, partners and 50 plus	Requests via the DWP

## Community safety and crime

Dataset	Source	Description	Access
Crime Data	Police	Total and main categories of crimes recorded by, and calls on service (incidents) reported to, the police	Crime Reduction Unit or (annual) Home Office
Fires	Fire Service	Total calls on Fire Service	Project Dragon
Mortality	ONS	Details about individual births and deaths (based on information provided when registering the birth/death).	Via Neighbourhood Statistics Service (NeSS) <a href="http://www.statistics.gov.uk/neighbourhoods">http://www.statistics.gov.uk/neighbourhoods</a> Published in "Health Statistics Wales" and "Digest of Welsh Local Area Statistics" <a href="http://www.wales.gov.uk/keypublicationsforwales/content/publication/publication.htm">http://www.wales.gov.uk/keypublicationsforwales/content/publication/publication.htm</a>
Births	ONS Service (NeSS)		Via Neighbourhood Statistics <a href="http://www.neighbourhood.statistics.gov.uk/home.asp">http://www.neighbourhood.statistics.gov.uk/home.asp</a> Published in "Health Statistics Wales" and "Digest of Welsh Local Area Statistics" <a href="http://www.wales.gov.uk/keypublicationsforwales/content/publication/publication.htm">http://www.wales.gov.uk/keypublicationsforwales/content/publication/publication.htm</a>

<b>Dataset</b>	<b>Source</b>	<b>Description</b>	<b>Access</b>
Welsh Cancer Registry	Welsh Cancer Intelligence and Surveillance Unit (WCISU)	Data on the occurrence, characteristics, treatment and outcomes of all malignant neoplasms and certain non-malignant tumours occurring in the resident of Wales, wherever they may be diagnosed in the UK.	Publications containing cancer incidence data are produced and widely circulated (they are Available to anyone on request). Data in an annual report and occasional newsletters. Summary data in "HealthShow" and "Health Statistics Wales". Request to WCISU Data also published in "Health Statistics Wales" <a href="http://www.wales.gov.uk/keypublicationsforwales/content/publication/publication.htm">http://www.wales.gov.uk/keypublicationsforwales/content/publication/publication.htm</a>
Accident & Emergency data	All Wales Injury Surveillance System (AWISS)	A population-based injury surveillance system based on data from A&E depts and aiming to cover all major types of injury. Total coverage not yet complete for the whole of Wales.	Request to AWISS Aggregate information from the database is available, and summary data included in quarterly bulletins.

<b>Dataset</b>	<b>Source</b>	<b>Description</b>	<b>Access</b>
Breast Test Wales databases	Velindre NHS Trust	Databases of administrative and clinical data to support the administration and evaluation of the breast screening programme.	Data also published in "Health Statistics Wales" <a href="http://www.wales.gov.uk/keypubstatisticsforwales/content/publication/publication.htm">http://www.wales.gov.uk/keypubstatisticsforwales/content/publication/publication.htm</a> BTW produce a Director's Report every two years with various analyses of screening data plus an evaluation of the screening programme. Also data in an annual report of the UK NHS breast screening programme with other home countries. Aggregate summary information is also included in "Health Statistics Wales", and in "HealthShow", the presentation package of the Public Health Common Dataset. Some information (e.g. the annual report) is available on the Internet and the NHS Wales HOWIS intranet
Limiting long term illness/disability	Labour Force Survey	Levels and rates at local authority level. LFS data is not reliable at a geographic level below local authorities. Data from boosted annual LFS sample from 2001 onwards for Wales will provide more robust information in future.	ONS <a href="http://www.statistics.gov.uk/">http://www.statistics.gov.uk/</a> Search for "Labour Force Survey" <a href="http://www.wales.gov.uk/keypubstatisticsforwales/content/publication/publication.htm">http://www.wales.gov.uk/keypubstatisticsforwales/content/publication/publication.htm</a>

Dataset	Source	Description	Access
Welsh Health Survey	Health Statistics and Analysis Unit, Welsh Assembly	Information on a cross-section of the adult population with a range of illnesses or disabilities. Provides a picture of the health and well-being of the people of Wales, their use of health and satisfaction with health services. To date, two surveys have been undertaken, in 1995 and 1998. Further surveys are planned.	Statistical Directorate. Published in "Welsh Health Survey 1988" and "Health Statistics Wales" <a href="http://www.wales.gov.uk/keypubstatisticsforwales/content/publication/publication.htm">http://www.wales.gov.uk/keypubstatisticsforwales/content/publication/publication.htm</a> Published survey data is widely available (including a copy of the survey report on the internet), with additional analyses available on request.
Limiting Long term illness	Census of Population	Number of people with long-term illness, health problem or disability	Census information and guidance are available from the LGDU <a href="http://www.lgdu-wales.gov.uk">http://www.lgdu-wales.gov.uk</a>
Individual opinion on own health	Census of Population	Whether health is, in own opinion, good, fairly good or not good.	Further Census information and analyses may also be obtained from the Welsh Assembly Government. <a href="http://www.wales.gov.uk/keypubstatisticsforwalesheadline/content/population/2002/headline-population.htm">http://www.wales.gov.uk/keypubstatisticsforwalesheadline/content/population/2002/headline-population.htm</a>
Permanently sick	Census of Population	Number of people that are permanently sick	or the ONS <a href="http://www.statistics.gov.uk">http://www.statistics.gov.uk</a>

<b>Dataset</b>	<b>Source</b>	<b>Description</b>	<b>Access</b>
Patient Episode Data for Wales (PEDW)	Health Solutions Wales (HSW) Velindre NHS Trust	The Patient Episode Database for Wales (PEDW) is a patient based database for inpatient and day case activity undertaken in NHS Wales. The database also contains data on Welsh residents treated in England	Requests via Health Solutions Wales Data also published in "Health Statistics Wales" <a href="http://www.wales.gov.uk/keypubstatisticsforwales/content/publication/publication.htm">http://www.wales.gov.uk/keypubstatisticsforwales/content/publication/publication.htm</a> Also included in the Welsh Office publication "Health Statistics Wales" and in "HealthShow", the presentation package of the Public Health Common Dataset
Attendance Allowance claimants	Department of Work and Pensions	By higher and lower rate claimants	Via Neighbourhood Statistics Service (NeSS) <a href="http://www.neighbourhood.statistics.gov.uk/home.asp">http://www.neighbourhood.statistics.gov.uk/home.asp</a>
Disability Living Allowance	Department of Work and Pensions	Disability living allowance split by higher, middle and lower rate care component and those with higher and lower mobility.	Via Neighbourhood Statistics Service (NeSS) <a href="http://www.neighbourhood.statistics.gov.uk/home.asp">http://www.neighbourhood.statistics.gov.uk/home.asp</a>

## Social Care

Dataset	Source	Description	Access
Providers of social care	Care Standards Inspectorate Wales	<p>Details of registered provision of social care.</p> <p>Covers</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Care homes for adults - including nursing homes and adult family placements</li> <li><input type="checkbox"/> Children's homes</li> <li><input type="checkbox"/> Residential family centres</li> <li><input type="checkbox"/> Domiciliary care agencies</li> <li><input type="checkbox"/> Nurses agencies</li> <li><input type="checkbox"/> Independent fostering agencies</li> <li><input type="checkbox"/> Boarding Schools</li> <li><input type="checkbox"/> Adoption services</li> <li><input type="checkbox"/> Voluntary and private sector health care - including hospitals and clinics</li> <li><input type="checkbox"/> Day care services for children - including day nurseries, childminders, playgroups, out-of-school clubs, crèches and play schemes.</li> </ul>	<p>National Office - CSIW</p> <p>The National Assembly for Wales</p> <p>4-5 Charnwood Court, Heoladullt</p> <p>Billingsley, Nantgarw CF15 7QZ</p> <p>Telephone No: 01443 848450</p> <p>Fax No: 01443 848472</p>

Dataset	Source	Description	Access
Local authority social care services	Local Government Data Unit-Wales	<p>a) Client numbers, performance indicators, information on intensity of services: PM1 Performance return for children's services PM2 for adult services.</p> <p>b) Volume of community care services, vehicle badges, fostering numbers: AS3, SSDA310, SSDA904</p> <p>c) Numbers accommodation, adoptions and outcomes for children looked after: SSDA903, AD1, OC1, OC3</p>	<p>Data are available from the LGDU Website <a href="http://www.lgdu-wales.gov.uk">http://www.lgdu-wales.gov.uk</a> select_performance management link</p> <p>Data are available from the LGDU website <a href="http://www.lgdu-wales.gov.uk">http://www.lgdu-wales.gov.uk</a> select datasets link</p> <p>Also published in Social Services Statistics Wales available from the Welsh Assembly Government website <a href="http://www.wales.gov.uk/keypublicationsforwales/content/publication/publication.htm">http://www.wales.gov.uk/keypublicationsforwales/content/publication/publication.htm</a></p>
Local authority registers	Local Government Data Unit-Wales	Numbers on the Child Protection Register, Register of People with Physical or Sensory Disabilities, Register of People with Learning Disabilities: SSDA900, SSDA901, SSDA908.	Data are available from the LGDU website <a href="http://www.lgdu-wales.gov.uk">http://www.lgdu-wales.gov.uk</a> select datasets link

<b>Dataset</b>	<b>Source</b>	<b>Description</b>	<b>Access</b>
Number of carers and amount of care given	Census of Population	Grouped carers hours into 1 - 19 hours, 20 - 49 hours, 50 + hours	Census information and guidance are available from the LGDU <a href="http://www.lgdu-wales.gov.uk">http://www.lgdu-wales.gov.uk</a> Further Census information and analyses may also be obtained from the Welsh Assembly Government <a href="http://www.wales.gov.uk/keypubstatisicsforwalesheadline/content/population/2002/headline-population.htm">http://www.wales.gov.uk/keypubstatisicsforwalesheadline/content/population/2002/headline-population.htm</a> or the ONS <a href="http://www.statistics.gov.uk">http://www.statistics.gov.uk</a>
Child poverty index	Welsh Assembly Government	This is included as part of the Welsh Index of Multiple Deprivation publication	Welsh Assembly Government web site

## Housing

<b>Dataset</b>	<b>Source</b>	<b>Description</b>	<b>Access</b>
Housing Condition	Local Authorities Welsh Assembly Government	Local Surveys Welsh Housing Condition Survey, 1998	Request via local authorities <a href="http://www.wales.gov.uk/keypubstatisticsforwales/content/publication/housing/2001/whcs/intro.htm">http://www.wales.gov.uk/keypubstatisticsforwales/content/publication/housing/2001/whcs/intro.htm</a>
Rooms, amenities, central heating and lowest floor level	Census of Population	Key statistics table	Census information and guidance are available from LGDU <a href="http://www.lgdu-wales.gov.uk">http://www.lgdu-wales.gov.uk</a> Further Census information and analyses may also be obtained from the Welsh Assembly Government
Tenure			
Household spaces and accommodation type			

<b>Dataset</b>	<b>Source</b>	<b>Description</b>	<b>Access</b>
General health and long term limiting illness by housing variables	Census of Population	Standard area tables: some of these link health to amenities, central heating, accommodation type, lowest level of accommodation and occupancy rating (this measures under-occupancy or overcrowding)	<a href="http://www.wales.gov.uk/keypub/statisticsforwaleheadline/content/population/2002/headline-population.htm">http://www.wales.gov.uk/keypub/statisticsforwaleheadline/content/population.htm</a> or the ONS <a href="http://www.statistics.gov.uk">http://www.statistics.gov.uk</a>
Household occupancy	Census of Population	Welsh House Condition Survey, 1998	<a href="http://www.wales.gov.uk/keypub/statisticsforwales/content/publication/housing/2001/whcs/intro.htm">http://www.wales.gov.uk/keypub/statisticsforwales/content/publication/housing/2001/whcs/intro.htm</a>
Housing needs	Local authorities	Local Surveys	Request via local authorities
House prices	Halifax Nationwide Building Society	Indices of house prices	Request via Halifax and Nationwide
House prices and house purchase transactions	Office of National Statistics (ONS)	House prices and number of transaction by dwelling type	<a href="http://www.neighbourhood.statistics.gov.uk/home.asp">http://www.neighbourhood.statistics.gov.uk/home.asp</a>
Housing land availability	Local authorities/WDA	Regular land availability studies carried out by WDA	Request via local authorities or WDA
Housing Stock	Welsh Housing Statistics	Published Statistical Series	Request via Statistical Directorate, Welsh Assembly Government or <a href="http://www.wales.gov.uk/keypubstatisicsforwales/content/publication/publication.htm">http://www.wales.gov.uk/keypubstatisicsforwales/content/publication/publication.htm</a> and find "Welsh Housing Statistics"
Tenure Patterns			
Renovation grants, disabled facilities grants, group repair schemes and renewal areas			
Housing stock: Electoral Division level	Office of National Statistics (ONS)	Neighbouring statistics based on Council Tax information Statistics	<a href="http://www.neighbourhood.statistics.gov.uk/home.asp">http://www.neighbourhood.statistics.gov.uk/home.asp</a>
Second and holiday homes	Census of Population	Published Statistical Series	Request via Statistical Directorate, Welsh Assembly Government
Hidden and shared households			

## Education Skills and Training

Dataset	Source	Description	Access
No of schools	School Census	Data collected through Annual School Census by the Welsh Assembly Government	Can be obtained from publications "Schools in Wales: General Statistics" "Digest of Welsh Local Area Statistics" available from: <a href="http://www.wales.gov.uk/keypubstatisticsforwales/content/publication/publication.htm">http://www.wales.gov.uk/keypubstatisticsforwales/content/publication/publication.htm</a>
No of pupils	School Census		
Free school meals claimants	School Census		
Pupils with statements of special educational needs (SENs)	School Census and Special Education Provision Survey (STATS 2 form)	Data on pupils with SENs, according to the LEA of the school they attend, by type of SEN are collected through School Census Data on which LEA pupils with SENs are resident in are collected on STATS 2 form from LEAs, but this does not include information on the type of SEN	Can be obtained from a First Release "Pupils with Statements of Special Educational Needs, January 2002" available from: <a href="http://www.wales.gov.uk/keypubstatisticsforwales/headline/index.htm">http://www.wales.gov.uk/keypubstatisticsforwales/headline/index.htm</a> or by request from: <a href="mailto:school.stats@wales.gsi.gov.uk">school.stats@wales.gsi.gov.uk</a>
Educational qualifications held	Census of Population  Can also be obtained via LFS - dependent on sample size	Type and number of qualification specified. Census data available at local authority (LA) and ward level.  LFS data is not reliable at a geographic level below LAs. Data from boosted annual LFS sample from 2001 onwards for Wales will provide more robust information in future	Census information and guidance are available from the LGDU <a href="http://www.lgdu-wales.gov.uk">http://www.lgdu-wales.gov.uk</a> Further Census information and analyses may also be obtained from the Welsh Assembly Government <a href="http://www.wales.gov.uk/keypubstatisticsforwales/headline/content/population/2002/headline-population.htm">http://www.wales.gov.uk/keypubstatisticsforwales/headline/content/population/2002/headline-population.htm</a> or the ONS <a href="http://www.statistics.gov.uk">http://www.statistics.gov.uk</a>
Professional qualification held	Census of Population  Labour Force Survey	Type and number of qualification specified. Census data available at local authority (LA) and ward level. LFS data is not reliable at a geographic level below LAs. Data from boosted annual LFS sample from 2001 onwards for Wales will provide more robust information in future	LFS data from ONS <a href="http://www.statistics.gov.uk">http://www.statistics.gov.uk</a> Search for "Labour Force Survey"

<b>Dataset</b>	<b>Source</b>	<b>Description</b>	<b>Access</b>
Examination Performance	Welsh Assembly Government	Individual data to produce annual LEA, school and college performance statistics. Not published for schools and colleges.	Can be obtained from publications "Schools in Wales: Examination Performance" or Digest of Welsh Local Area Statistics" available from: <a href="http://www.wales.gov.uk/keypubstatisticsforwales/content/publication/publication.htm">http://www.wales.gov.uk/keypubstatisticsforwales/content/publication/publication.htm</a>
Absenteeism from schools	Welsh Assembly Government Pupil Attendance Record	Survey sent annually to schools. Data aggregated to produce LEA statistics on authorised and unauthorised absence.	Will be available in next edition of the "Schools in Wales: Examination Performance" publication. Can also be obtained from a First Release "Absenteeism from Secondary Schools in Wales" at <a href="http://www.wales.gov.uk/keypubstatisticsforwales/headline/index.htm">http://www.wales.gov.uk/keypubstatisticsforwales/headline/index.htm</a>
Exclusions from schools	Welsh Assembly Government Exclusions Monitoring Form	Data collected from LEAs in an annual survey	Will be available in next edition of the "Schools in Wales: Examination Performance" publication. Can also be obtained from a First Release "Exclusions from Schools in Wales" at <a href="http://www.wales.gov.uk/keypubstatisticsforwales/headline/index.htm">http://www.wales.gov.uk/keypubstatisticsforwales/headline/index.htm</a>
Number of people who have applied for Higher Education	University and college admissions Service (UCAS)	UCAS hold data from applications for full-time undergraduate students in the United Kingdom at UCAS member institutions only. Data available on applications and successful applicants by institution, subject etc	Information from UCAS via their website at: <a href="http://wwwucas.ac.uk">http://wwwucas.ac.uk</a>
Higher/Further Education Students	ELWa	Information held such as number in further education by full-time/part-time/evening/day release.	Requests via National Council (ELWa) or HESA websites: <a href="http://www.elwa.ac.uk">http://www.elwa.ac.uk</a> <a href="http://www.hesa.ac.uk">http://www.hesa.ac.uk</a>
Staff record in higher/further education	ELWa	Individual record of staff working in Higher and Further Education	Requests via National Council (ELWa) or HESA <a href="http://www.elwa.ac.uk">http://www.elwa.ac.uk</a> <a href="http://www.hesa.ac.uk">http://www.hesa.ac.uk</a>

### Access to Services (including transport)

Dataset	Source	Description	Access
Method of transport to work	Census of Population		Census information and Guidance are available from the LGDU <a href="http://www.lgdu-wales.gov.uk">http://www.lgdu-wales.gov.uk</a>
Number of cars or vans owned or available for use by one or more members of a household	Census of Population		Further Census information and analyses may also be obtained from the Welsh Assembly Government <a href="http://www.wales.gov.uk/keypubstatisticsforwalesheadline/content/population/2002/headline-population.htm">http://www.wales.gov.uk/keypubstatisticsforwalesheadline/content/population/2002/headline-population.htm</a> or the ONS <a href="http://www.statistics.gov.uk">http://www.statistics.gov.uk</a>
Point level datasets on a range of services	Database of public service, Cardiff University	Services range from dentists to post offices	
The influence of IT in reducing inaccessibility	Department of Trade and Industry (DTI)	Important impacts of IT in terms of accessing information and services. skills training, tele-services and tele-machines	Request via DTI

## Physical Environment (including land use)

Dataset	Source	Description	Access
Land Use data	Local Authorities		Request via Local Authorities
Flood Defence and Flood Warning	Environment Agency Wales	Indicative Flood Plains Assets, Flood Warming areas	Via their website <a href="http://www.environment-agency.gov.uk">http://www.environment-agency.gov.uk</a>
Water Quality	Environment Agency Wales	River quality (General Quality Assessment - biological and Chemical) Bathing Waters	
Emissions	Environment Agency Wales	Discharge consents. Air emissions. Landfill Gas	
Waste	Environment Agency Wales	Landfill sites, Landspreading permits (in preparation)	
Water Resources	Environment Agency Wales	Abstractions Groundwater Protection, Rainfall/ River levels, Catchment Management Plans (in preparation)	
Fish	Environment Agency Wales	Population monitoring Fisheries	
Incidents (e.g. Pollution)	Environment Agency Wales	Nature, effect, location and action taken	

## Deprivation

Dataset	Source	Description	Access
Single parent households Children in households with no employed also persons	Census of Population Census of Population		Census information and guidance are available from the LGDU <a href="http://www.lgdu-wales.gov.uk">http://www.lgdu-wales.gov.uk</a> . Further Census information and analyses may be obtained from the Welsh Assembly Government <a href="http://www.wales.gov.uk/keypubstatisticsforwales">http://www.wales.gov.uk/keypubstatisticsforwales</a> headline/population/2002/headline-population.htm or the ONS <a href="http://www.statistics.gov.uk">http://www.statistics.gov.uk</a>
Welsh index of Multiple Deprivation	Welsh Assembly Government	Based on modelling of combined datasets to identify the most deprived wards in Wales.	Welsh Assembly Government website: <a href="http://www.wales.gov.uk/statistics">http://www.wales.gov.uk/statistics</a>

## 2. Directory of National Databases (DND) from the Health of Wales Information Services (HOWIS) on NHS Cymruweb

The Directory went live in early 2002 and contains text information on some 50 National Databases across Wales (holding statistical information on health for all of Wales, or a sample). The directory was originally populated by database owners themselves and is updated by them through a password protected web page on HOWIS. Database managers are contacted on a regular basis to update the web pages and are also informed of the uses DND is put to.

### **Notes on Datasets Selected from the Directory for the Needs assessment exercise**

Emphasis has been given to resident and population data given that this is the most useful for community based needs assessment.

Additional information/datasets have been included to cover matters which the strategy must assess in (5)(2)(c) covering the existing provision of health and well-being services to the local population.

This logic also extends to (5)(2)(d) covering gaps and deficiencies, which extend from comparative inpatient/outpatient activity levels (shown in QS1 and PEDW - inpatients only), and in Hospital Waiting Times where residents place great emphasis on service provision in their local Trust catchment area (say current provisions in T&O Waiting Lists in South Wales).

Finally, the Directory of national Databases (DND) has, in addition to overall descriptions of database characteristics, twelve sections measuring the operation of the database, such as data quality, each individually scored to provide an overall "kitemark" for the database.

<b>Dataset</b>	<b>Source</b>	<b>Description</b>	<b>Access</b>
BASCD dental surveys (British Association for the Study of Community Dentistry)	The UK database is run and owned by BASCD and the Dental School at Dundee	Information for health authorities throughout Britain from annual dental epidemiology surveys of children. This data will report local health group basis in future in Wales	The Welsh element of the work is co-ordinated by a regional co-ordinator (currently Bro Taf Consultant/Director of Dental Public Health) and by the University of Wales College of Medicine Dental School. Information is held at aggregate health authority level and is freely available, including a Dundee internet site.
Bed Use Statistics (QS1)	The database is run by Health Solutions Wales (Velindre NHST) on behalf of the Welsh Assembly	Aggregate data on patient throughput and bed utilisation at NHS hospitals, clinics and units in Wales classified by speciality of treatment.	Information is available on request from HSW. Also published on from Health Statistics Wales. Quarterly Data are published to Health Authorities and Trusts via an EIS Computer package system. Web enabled on HOWIS from 2003 <a href="http://www.howis.wales.nhs.uk">http://www.howis.wales.nhs.uk</a>
Community Child Health 2000	Health Solutions Wales/Trusts (but see current limitations to access)	A standard system run by each Trust, supporting the delivery of child health services. Covering basic administrative & demographic/birth details). Also immunisation & vaccination, child health surveillance, and maternal data	CCH2000 is a standard system used throughout Wales (from June 2002) However, there is no single database covering Wales through a new national database should be available in 2003
Congenital Anomaly Register & Information Service (CARIS)	CARIS Office (Singleton Hospital)	A national register holding information on congenital anomalies. It covers babies in whom anomalies are diagnosed at any time from conception to the end of the first year of life.	Aggregate information is presented in publicly available reports. Other requests for information are considered as they arise.
Delayed Transfers of Care	Waiting Times and Emergency Pressures Branch of the Assembly	A database aimed at collecting timely data relating to patients who are delayed transfers of care - ie patients occupying a bed from which they should have moved on from as part of the pathway of care.	The data is used by both health and social care and all data in use should have been validated where the reason for delay is at the interface between the NHS and Local Government. The data is currently provisional and is therefore not currently published

<b>Dataset</b>	<b>Source</b>	<b>Description</b>	<b>Access</b>
Drug Misuse Database	Welsh Assembly	A database providing information on drug misuse in Wales, established in 1991. It contains anonymised information about drug misusers presenting for help and treatment to reporting agencies and medical practitioners.	Aggregate information from the database is freely available on request.
GP Morbidity Database (GPMID)	Health Solutions Wales (Velindre NHST)	Data extracted from a sample of GP computer systems to form a Welsh database - initially aiming for a coverage of at least 10% of the Welsh population. Includes consultation data, risk factor data and information on prescriptions. Incidence & prevalence information for selected conditions can be derived.	Information is available on request from HSW. Also published in Annual Report
GP Research Database	The database is managed by the Medicines Control Agency	Data extracted from a sample of GP's computer systems in the UK, including Wales (formerly the VAMP database)	Limited information is published in report form and freely available. For ad hoc requests, an ethical group must approve the release of data, and a charge is made. Data are only released when aggregated to groups of 3 practices or more.
General Dental Services: Dental Practice Board (DPB) data	The database is managed by DPB on behalf of Department of Health and the Welsh Assembly	Details about general dental services (GDS) in England and Wales, including dentists, their patients and certain treatments given. It is used to make payments to dentists, and also to provide information about the GDS	DPB data includes identifiable patient and dentist information. There are procedures to protect confidentiality (in general, identifiable details would only be released to the relevant health authority, DoH or Welsh Assembly). Some aggregate information is published, and other aggregate information may be available on request (there may be a charge).

Dataset	Source	Description	Access
General Medical Services (GMS) Statistics	The database is run by DoH, and jointly "owned" by DoH and BMA according to a protocol	Twice yearly information about GPs, their patients, partnerships and services	
National Health Applications Infrastructure Services (EXETER)	HSW/Health Authorities	Databases consisting primarily of GP and patient details. There is a national system but not a single national database - health authorities maintain separate physical databases. The core system comprises: <b>Patient records</b> include details about the patient (e.g. name, address, date of birth, sex, NHS number, etc), who their GP is (plus historic details), details affecting certain GP payments contraceptives services, child immunisation data, child health surveillance, temporary residents etc), cervical cytology and breast cancer screening histories. <b>GP records</b> include details about the doctor partnership details, type and level of services provided/eligibility for payments.	The system includes a number of pre-set reports, and additional queries can be made to HSW or Health Authorities.
Health Promotion Wales Lifestyle Surveys	Health Promotions Wales Welsh Assembly	Surveys of lifestyle/health related behaviours among adults and young people in Wales: the Health in Wales surveys (adults) and the Welsh Youth Health Surveys.	Access to the raw survey data is usually limited to HPD staff, but aggregate summary data from the surveys is available through the published technical reports and ad hoc requests.

<b>Dataset</b>	<b>Source</b>	<b>Description</b>	<b>Access</b>
Hospital Waiting Times/Lists	Health Statistics and Analysis Unit, Welsh Assembly	A monthly collection of counts of patients waiting on in-patients, day case and out-patients lists, by speciality, within Trust, within Health Authority, in 3-month time bands.	Quarterly statistical release and a monthly headline statement issued on the internet. Monthly Data file containing all the data at the most disaggregate level for the most recent two months on the internet, via the Statistics Wales link on the Assembly's website.
Korner returns - community health service activity (nursing, dental, family planning) (KC55, KC57, KC64, KT31)	Health Statistics and Analysis Unit, Welsh Assembly	A series of aggregate returns collecting details of total contacts with and numbers of people seen by parts of the community health service	All the information is held at aggregate level and there are no confidentiality restrictions. In practice, the databases are usually held and accessed only by HSA, but information from them is freely available. Summary data is published in "Health Statistics Wales".
Korner returns - day care (KH14)	Health Statistics and Analysis Unit, Welsh Assembly	Aggregate annual information on the availability and use of NHS day care facilities (KH14)	The information may be used by the NAFW to monitor the availability and use of NHS day care facilities. Summary data is published in "Health Statistics Wales". More detailed data is available on request. Access may be limited to NHS Wales
NHS Administrative Register	Health Solutions Wales (Velindre NHST)	Identification/demographic information about people registered with Welsh GPs and living in Wales, GPs, practices and partnerships. A mechanism enabling basic patient identification/demographic details to be shared quickly and consistently between different NHS organisations.	
Public Health Common Dataset/HealthShow	Health Solutions Wales (Velindre NHST)	Information for the Public Health Common Dataset is consolidated from a range of other sources and databases in a single dataset. Contains information on births, mortality, cancer registration and screening, mental health, oral health, selected hospital activity, communicable diseases, life style risk factors, health gain targets, Patient Activity from various external sources. In many cases down to Unitary Authority, speciality etc.	Published Annually by HSW on CD, and also via web on HOWIS end 2002 <a href="http://howis.wales.nhs.uk">http://howis.wales.nhs.uk</a>

### **SPECIFICATION OF THE HEALTH, SOCIAL CARE AND WELL-BEING STRATEGIES – FORM AND CONTENT**

#### **Contents**

	Executive Summary
Chapter 1	Introduction to the Health, Social Care and Well-being Strategy
Chapter 2	How we formulated the Health, Social Care and Well-being Strategy
Chapter 3	About the local area
Chapter 4	How we propose to improve health and well-being in our area
Chapter 5	Next steps – developing the Health, Social Care and Well-being Strategy in future years
Appendix A:	Childrens Services Plan
Appendix B:	Social Care Plan

# Executive Summary

## Purpose

To summarise the key themes and proposals contained in the Strategy. The Executive Summary might also be used as a shorter version of the Strategy for distribution to a wider group of stakeholders.

# Chapter 1: Introduction to the Health, Social Care and Well-being Strategy

- 1.1 Purpose
- 1.2 Purpose and Scope of Strategy
- 1.3 Vision and Values
- 1.4 Overview of document
- 1.5 Process

## 1.1 Purpose

To set out the key messages about the Strategy and what they mean locally.

## 1.2 Purpose and Scope of the Strategy<sup>6</sup>

Likely contents:

- Reasons for the Strategy.
- Geographical coverage (including links to factors outside the local area).
- Time period.
- Description of the scope of the Strategy – services, activities etc with which it deals.
- How this Strategy has taken account of the local Community Strategy and the Strategies related to each other.
- How this Strategy has taken into account the existing Children Services Plan, Social Care Plan and Health Improvement Programme.

## 1.3 Vision and Values

Likely contents:

- Local vision statements and values set in the context of the local Community Strategy<sup>7</sup>.
- Links with Welsh Assembly Government's vision, principles and aims (Policy Guidance Chapter 2 and Chapter 3).
- Statement of local commitment.

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<sup>6</sup>Health, Social Care and Well-being Strategy Guidance: Policy Guidance, Welsh Assembly Government, 2003.

<sup>7</sup>'Preparing Community Strategies: Guidance to Local Authorities from the National Assembly for Wales', National Assembly for Wales, August 2001.

## **1.4 Overview of document**

Likely contents:

- Identification of sections that are well developed.
- Identification of sections that need to be built upon in future years and explanation of this.

## **1.5 Process**

Likely contents:

- Summary of organisations involved in Strategy development.
- Description of how the Strategy has been adopted.

# Chapter 2: How we formulated the Health, Social Care and Well-being Strategy – process and co-operation

## 2.1 Purpose

## 2.2 Partnership Working

## 2.3 Priority Setting Process

### 2.1 Purpose

To set out the partnership context that underpins Strategy formulation and implementation. This chapter will explain how the local health board and local authority have discharged their duties under regulation 3, to ensure how they have co-operated with the local NHS Trust or Trusts, Health Commission Wales (Specialist Services), the CHC, the CVC, voluntary organisations, businesses and private bodies, patients, services users and carers and the general public in Strategy formulation. It should also describe the procedure for co-operation and its relationship to other local partnerships and principally the Community Strategy, the Children and Young People's Framework Partnership, Health Alliances and the Community Safety Partnership.

### 2.2 Partnership Working

#### Likely contents:

- A statement to confirm that procedure for co-operation has been developed in consultation with the NHS Trust or Trusts, Health Commission Wales (Specialist Services), the CHC, the CVC, voluntary, private and business organisations, and groups representing patients, service users and carers.
- A description of the procedure for co-operation to ensure local health board and local authority compliance with the duty to co-operate.
- A description of the public participation activity connected with Strategy formulation.
- A statement of the wider partnership and consultation arrangements that are being used for strategy formulation.
- A statement about how the local authority, local health board, NHS Trust or Trusts, Health Commission Wales (Specialist Services), the CHC, CVC, voluntary bodies, private bodies groups representing patients, users and carers have agreed to review the partnership process. This will include methodology, timing and who will be involved.

- Links to other local partnerships, for example, Community Strategy, Children and Young People Framework Partnership, Health Alliances and Community Safety Partnership.
- Any specific joint planning team arrangements which have been put in place, for example for needs assessment.

## 2.3 Priority Setting Process

### Likely content:

- An account of how involvement of all sections of the community (geographical and cultural) has been achieved in priority setting and action planning, ensuring that a broad range of priorities has been considered.
- How core values underpin the priority setting process.
- How links have been established between local and national priorities.
- How the priorities have been matched across the NHS, local government, the voluntary and private sectors.
- How decisions about lower priorities or issues not identified as priorities have been handled.

Each Strategy will include a clear statement of aims and objectives. This should provide a clear set of local priorities for action over the operational period taking account local needs and resources as well as national priorities and all-Wales targets. The Strategy should also provide evidence of how the key messages highlighted within the consultation exercise have been reflected in the priorities and how they have helped to inform decisions.

# Chapter 3: About the local area

- 3.1 Purpose
- 3.2 Needs of the Local People: Health and Well-being Needs Assessment
- 3.3 Existing Provision and Resource Mapping
- 3.4 Health Impact Assessment
- 3.5 Risks

## 3.1 Purpose

The purpose of the chapter is to set the local context for Strategy formulation and implementation. This chapter will describe the area, its particular characteristics and needs, and the services and resources that are currently available to promote and improve health and well-being. This should focus on the determinants of health, local inequalities in health and well-being and access to services and link clearly to the establishment of local priorities.

Regulations<sup>8</sup> require that the following must be addressed (most of these should be covered in carrying out a needs assessment of the local area):

- state of health and well-being of the local population;
- health and well-being needs of the local population, including their anticipated needs throughout the operative period;
- existing provision of health and well-being services to the local population;
- gaps or deficiencies in health and well-being services to the local population;
- the risks to the health and well-being of the local population;
- factors affecting the health and well-being of the local population; and
- anticipated health and well-being needs of the local population throughout the operative period.

## 3.2 Needs of the Local People: Health and Well-being Needs Assessment

Before formulating the Strategy, local authorities and local health boards, in co-operation with NHS Trusts, Health Commission Wales (Specialist Services), CHCs, CVCs and other voluntary, private and business organisations will need to undertake a needs assessment of the local population.

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<sup>8</sup>National Health Service, Wales, Health, Social Care and Well-being Strategies (Wales) Regulations 2003.

## Purpose

To summarise the results of the health and well-being needs assessment of the community.

## The Strategy will:

Provide an evaluation of the results of the needs assessment process and outcomes.

### **3.3 Existing Provision and Resource Mapping**

## Purpose

To set out existing NHS, local authority, voluntary sector and private sector service provision which supports the health and well-being of the local population. The assessment of existing provision and resources will cover:

- Capital resources;
- Human resources, including carers as a significant human resource;
- Strengths and weaknesses; and
- Financial resources.

Gaps and deficiencies in existing resource provision should also be identified.

## The Strategy will:

Demonstrate how and what existing resources are allocated and utilised across specific areas, including:

- Delivery of Health Care services:
  - Primary care
  - Community care
  - Intermediate care
  - Secondary care
  - Specialist health services
  - Mental health services
  - Managed Clinical Networks
- Delivery of Social Care Services:
  - Adults
  - Children and Young People
  - Carers, including young carers and the parents of disabled children

In respect of children and young people, the Strategy should reflect the content of the local Framework. This will include reference to the existing social services Children's Plan, as a statement of needs, priorities and provision for the most vulnerable, including those in need and looked after.

- Delivery by other providers such as the voluntary and private sectors
- Other local services which support health and well-being, including:
  - Housing and homelessness
  - Employment opportunities
  - Education and training
  - Youth services
  - Environmental health
  - Leisure services
  - Public health, including health promotion
  - Environmental services
  - Transport, including community transport
- Supporting Strategies and Services :
  - Clinical Governance
  - Information Management & Technology
  - Capital
  - Human Resources, acknowledging the contributions of and particular issues for both the paid workforce and unpaid carers
  - Finance

The Strategy should also identify any gaps or deficiencies in existing service provision. The response to these gaps and deficiencies will be identified in Chapter 4 of the Strategy.

Examining existing resource provision should help to identify opportunities for using resources in different ways to provide more efficient, effective, joined-up responses and services to patients, service users and carers. In particular the strategy should identify where opportunities exist to make use of the Health Act 1999 'Flexibilities'.<sup>9</sup>

### **3.4 Health Impact Assessment**

#### **Purpose**

In formulating, implementing and reviewing their Strategy the local authority and local health board will wish to make use of health impact assessment as a tool that can assist the development of an integrated approach.

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<sup>9</sup>The National Health Service and Local authorities Partnership Arrangements (Wales) Regulations 2000.

### The Strategy will:

- Ensure that the health consequences of decisions – positive and/or negative – are not overlooked
- Identify new opportunities to protect people's health and, equally importantly, identify new opportunities to improve health by building action into other local services, activities and developments.

A more detailed description of health impact assessment is provided in Annex B of the 'Health, Social Care and Well-being Strategies: Policy Guidance', together with contact details for the Welsh Health Impact Assessment Support Unit which can provide advice and assistance on the use of the approach.

## 3.5 Risks

### Purpose

To identify any potential risks to the health and well-being of the population that may have been identified in carrying out their needs assessment.

### The Strategy will:

Identify how the local authority, local health board and others intend to respond to these risks.

# Chapter 4: How we propose to improve health, social care and well-being in our area

- 4.1 Purpose
- 4.2 Promoting and improving Health, Social Care and Well-being
  - a. Tackling the root causes of ill health
  - b. Priority areas for tackling inequality
  - c. Addressing the Health, Social Care and Well-being of Children and Young People
- 4.3 Provision, effectiveness and efficiency of services
- 4.4 Commissioning and service delivery
- 4.5 Resources
- 4.6 Responding to priorities
- 4.7 Targets and Indicators

## 4.1 Purpose

To identify how the health, social care and well-being needs will be met and proposals for improving the health and well-being of the local population.

### The Strategy will address:

- the improvement of the health and well-being of the local population;
- the provision of health, social care and well-being services which will be required throughout the operative period to meet the health and well-being needs of the local population, and the effectiveness and efficiency of such services;
- means of commissioning and delivery of health and well-being services; and
- the financial or other resources which will be required to implement the Strategy.

This chapter must demonstrate how the existing Children's Services Plan, the Social Care Plan and the Health Improvement Programme have been taken into account in Strategy formulation. The Children's Service Plan

and the Social Care Plan should also be integrated but identifiable within Chapter 4 of the local Health, Social Care and Well-being Strategy.

## 4.2 Promoting and Improving Health, Social Care and Well-being

### Purpose

To address specific health, social care and well-being promotion and improvement issues and priorities, and health gain targets for particular groups in the population. This will include families, children and young people, including the vulnerable and those in need, homeless people and travellers, women, men, people from black and minority ethnic groups, older people, vulnerable adults, carers' of all ages, including the parents of disabled children, sensory and physically disabled people and people with mental health needs and learning disabilities.

The Strategy will set out clearly what priorities have been identified and how they are to be addressed including the following:

#### a. Tackling the Root Causes of Ill Health

The Strategy will set out how it will address, either directly or in support of other local strategies and plans, the wider determinants of health, such as poverty and economic activity, employment rate, learning participation and educational attainment, access to public and private transport, access to healthy and affordable food, the environment and environmental health, public health, lifestyle, access to and condition of housing, workplace health, community safety and accidents, child protection and crime and disorder.

It will address specific areas which support the promotion and improvement of health and well-being. These will include, for example, workplace health, injuries, nutrition, physical activity, tobacco/smoking, sexual health, coronary heart disease prevention and cancer prevention.

Where these matters have been fully dealt with in other local strategies or plans, for example, the Community Strategy, Children and Young People's Framework Plans, the Community Safety Strategy, Communities First Partnership activity, Health Alliance activity, it is not expected that the Strategy should repeat or revisit that work but that it should take account of the strategic direction and operational targets set elsewhere and make cross reference as necessary.

## b. Priority Areas for Tackling Inequality

The local authority and local health board need to identify how they propose to respond to priority areas where inequalities have been identified in Chapter 3. Inequalities may exist within localities, between localities, between socio-economic groups, or according to age, gender, ethnic origin or physical, sensory or learning ability. The priorities may also feature in other strategies and plans and will need to be cross-referenced.

In doing this, the local authority and local health board may:

- Summarise main priorities and the work that will be undertaken over the operational period, within a broad timetable.
- Detail proposals for immediate priorities and identify lead roles and partner contributions linking to agreed targets and milestones.
- Identify milestones and outcomes which will provide evidence that targets have been met.

The Strategy needs to identify measures to ensure that the wider population can have full access to services. For example, groups such as homeless people can experience particular difficulties in accessing health care: services need to take account of their unstable circumstances and be able to respond to the needs of such groups in a flexible way.

People with multiple needs often have difficulty in getting the services they need in a joined-up way, particularly if each need is not acute but cumulatively they cause significant problems. The Strategy should identify the arrangements and services which will be put in place to ensure that the needs of people with multiple needs/diagnoses are fully met. People needing this approach to service provision are likely to include, for example some older people; disabled children with complex health, social, educational and recreational needs; carers who may have health and social care needs of their own as well as their caring responsibilities; disabled people who may have health and social care requirements but who also need assistance to live as independently as possible.

## c. Addressing the Health, Social Care and Well-being of Children and Young People

Health, Social Care and Well-being Strategies will take account of children and young people by reference to the local Children and Young People's Framework. The Framework sets the strategic direction for all provision affecting children and young people and will retain this focus. The local Framework Partnership has the lead on strategic planning for this group

and for ensuring that this responsibility is exercised in a multidisciplinary way across all responsible agencies, including health services and the local authority. The Framework will already have been agreed jointly and this will assist the process for incorporation of the relevant parts into the Strategy.

In respect of children and young people, the content of the Strategy should reflect the work carried out in producing the local Framework. This will have set out an assessment of need, strengths and gaps in provision, responses to equal opportunities and diversity issues, priorities and the funding contributions of the partner services. Its contents will have been agreed by Framework partners - including the health service - and service users, particularly children and young people. It will also include reference to the social services Children's Plan, as a statement of needs, priorities and the provision for the most vulnerable.

### **4.3 Provision, effectiveness and efficiency of services**

#### **Purpose**

To identify how and what local services will be delivered and configured to respond to national priorities and local priorities that have been identified jointly by the local authority and local health board, together with the range of local partners.

#### **The Strategy will:**

Demonstrate how service delivery will be improved to support the health and well-being improvement process, and how it will be implemented and resourced throughout the operative period in response to national priorities and local needs.

### **4.4 Commissioning and Service Delivery**

#### **Purpose**

To describe how the Strategy will drive and shape change in service delivery over time. It will set out how services will be commissioned and delivered and how priorities have been set and met. This should cover relevant contributions from key partners and sectors.

To highlight whether the interests of the population would be best served and whether there would be better value for money and clinical effectiveness in commissioning and delivering secondary care services via a commissioning arrangement.

### The Strategy will:

Identify commissioning priorities across NHS and local government services. It will describe how primary care, NHS community care, secondary care, specialist/tertiary care and all health-related local government services will be improved and changed over time to ensure that they are responsive to local needs and national priorities for health, social care and well-being.

Explain whether the interests of the local population would be served (whether there would be better value for money and efficiency and whether the quality of secondary care services could be improved) by entering into a commissioning arrangement with neighbouring local authorities and local health boards and the NHS Trust or Trusts. If the local health board and local authority decided not to enter into a commissioning arrangement the Strategy must set out the full and detailed reasons, together with the proposed alternative arrangements for commissioning secondary care services. The local authority and local health board should also consult the Welsh Assembly Government with regard to this information and must take into account the Assembly's response before making a final decision on whether to enter into a commissioning arrangement.

Highlight other service providers such as the voluntary and business sectors.

Identify opportunities for joint working and for service delivery including the use of the Health Act 1999 'Increased Flexibilities Partnership Framework'<sup>10</sup>.

## 4.5 Resources

### Purpose

To address the financial or other resources which will be required to implement the Strategy.

### The Strategy will:

Provide an assessment of how and what financial resources are currently deployed within a financial framework and how, identifying planned changes in service provision to deliver the Strategy.

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<sup>10</sup>Health Act 1999 'Flexibilities for Joint Working between the Health and Local Government – Guidance Document' National Assembly for Wales, December 2000. The National Health Service and Local Authorities Partnership Arrangements (Wales) Regulations 2000.

Resources will need to be mapped to track changes over time so that progress on addressing health inequalities and achievement against national and local priorities can be monitored.

The Strategy will set out current investment levels on a programme basis and how these will change over time to reflect the needs of the Strategy. This will include an incremental financial plan which describes how changes in resources available are applied, by reference to:

- Funding baseline inflation;
- Core cost pressures;
- Specific service developmental changes;
- More efficient use of existing resources;
- Improvements in quality and responsiveness;
- Use of Health Act 1999 'Flexibilities' opportunities for joint working.

Specifically, the Strategy will need to identify how NHS and local authority resources will be applied to delivering:

- Health Care services:
  - Primary care
  - Community care
  - Intermediate care
  - Secondary care
  - Specialist health services
  - Mental health services
  - Managed Clinical Networks
- Social Care Services:
  - Adults
  - Children and Young People
  - Carers, including young carers and the parents of disabled children.

In developing and resourcing a strategic response to the needs of patients, services users and carers the local authority and the local health board need demonstrate that they are taking a whole systems integrated service delivery approach to meeting these needs. To assist the development of this approach to service planning for vulnerable people local authorities and local health boards may find it helpful to explore with their partners the needs of imagined example patients, service users and carers. This case-study lead quality assurance of the proposed strategic responses may assist in setting priorities and allocating resources.

The Social Care Plan and the Children's Services Plan will be published within Chapter 4 of the Strategy.

- Delivery by other sectors such as the voluntary and private sectors.
- Other local services which support health and well-being, including:
  - Housing and homelessness
  - Employment opportunities
  - Education and training
  - Youth services
  - Environmental health
  - Leisure services
  - Public health, including health promotion
  - Environmental services
  - Transport
- Supporting Strategies and Services :
  - Clinical Governance
  - IM&T
  - Capital
  - HR
  - Finance

A gap analysis of existing resource provision against the resources that will be required to implement the Strategy may assist in the planning of how the Strategy's contents will be delivered. By providing a baseline of existing resource provision, the Strategy should identify shifts in resources to address priority areas.

#### **4.6 Responding to priorities**

In tackling priority areas, the Strategy should set out:

- a summary of the main priorities for the area including where the quality of service delivery needs to be improved;
- the development work required over the 5 year period of the Strategy (3 years for the first Strategy) and a broad timetable for action;
- detailed priorities for tackling priorities in year 1 (i.e. 2004/5), with a clear link to National priorities and local needs;
- identification of lead roles and partners' contributions, recognising that neither the local authority nor the local health board necessarily has the lead role in delivering the service (or other) response;

- how action to protect and to improve health will be integrated into other community and community regeneration services and activities;
- information about how the effectiveness of the service or other intervention will be ensured and monitored;
- identification of targets and milestones for each of the immediate proposals, in terms of process and outcomes and in light of the new health gain targets and indicators which are due to be published from March 2003; and
- information about monitoring, evaluation and performance management.

#### **4.7 Targets and Indicators**

The Strategy will need to identify targets and indicators, milestones and outcomes which will provide evidence that targets have been met. These target and indicators will guide the detailed service and business plans of the local health board, local authorities, NHS Trust and other bodies.

# Chapter 5: Next steps – developing the Health, Social Care and Well-being Strategy in future years

## 5.1 Purpose

The purpose of this chapter is to set out a clear action plan for the further development of the Strategy for the area. This chapter should outline the local arrangements which the local health board and the local authority have put in place jointly or separately, as appropriate, for performance management and how this links to interim annual reviews of the Strategy and to full five year reviews.

## 5.2 Further Development of the Strategy

### Purpose

To identify action plans for further development of the Strategy.

### The Strategy will:

Refer to annual service delivery, financial and business plans which the local health board and local authority have in place, jointly or separately as appropriate, to give effect to the priorities and proposals in the strategy. For example, the Service and Financial Framework (SAFF), Local Health Action Plans, Social Services business plans, and business plans for Health Act 1999 Flexibilities schemes.

## 5.3 Monitoring and Review Arrangements

### Purpose

To determine systems for monitoring, reviewing and performance managing the partnership process which deliver the strategy and the impact and outcomes of the Strategy itself.

This will enable the local community, neighbouring authorities and the Welsh Assembly Government to know what to expect and how they will be involved.

### The Strategy will:

Address the following questions:

- How was the Strategy formulated and delivered?
- Was the process right?

- Did it work?
- Did it suit all partners?
- Were the strategy action and services responses and outcomes right?
- Did they meet the needs of the whole community?
- Whose needs were not met?
- Was expenditure cost effective?
- Was operational level joint working effectively delivered, eg how did we perform on managing delayed transfer of care?
- Have local authority housing, education, environment services, transport, leisure services and public health department been involved as fully as they ought?

Where the analysis reveals shortcomings in either process or outcome the local authority and local health board should in co-operation with partners identify the means of overcoming them.