

National Institute for Health and Care Excellence

Process for developing local government briefings.

1 Introduction

On 1st April 2013 local authorities take over from the NHS many of the responsibilities for commissioning and delivering public health functions. The aim of this change is to create an integrated public health system in local government under the leadership of directors of public health, elected members and senior officers. Each of these groups will need access to the best available, independent, evidence-based information in their areas of responsibility about effective and cost-effective action to improve the public's health and prevent ill health. Also from 2013 NICE takes responsibility for producing social care quality standards a principal audience for which will be local authorities.

NICE is uniquely equipped to provide independent evidence based information in both public health and social care for local authorities. It has been producing evidence-based guidance on cost effective public health interventions since 2005. From 2013 it will have responsibility for producing quality standards in social care and public health.

NICE will provide evidence resources for local authorities called *Evidence Briefings*. These were successfully piloted in as *Local Government Public Health Briefings* in 2012-13. The original pilots were based on extant NICE public health guidance. This product will be continued and will be expanded as *Local Government Briefings* to include social care as well as public health quality standards. This short manual explains the process and methods for their production.

The Local Government Briefings are designed to meet the needs of both local government and its partners working to improve the public's health and deliver social care. The Briefings will be of especial interest to health and wellbeing boards, overview and scrutiny committees, elected members, officers, directors of public health and directors of adult social care, children's services and environmental health.

2 Background

As the new public health system comes into operation a range of providers is developing information for local authorities to help them fulfill their new duties. It is important that NICE continues to support the public health function which it has done in the NHS since 2005 and establishes a pivotal role in social care. The Briefings will contribute to establishing NICE's presence in public health and social care.

The local government briefings aim to help local government meet its new public health responsibilities and support its existing social care responsibilities by providing information on cost effective interventions based on existing NICE Guidance and on the quality standards NICE will produce in social care and public health. Specifically, the briefings will aim to:

- provide guides to NICE's evidence-based recommendations and quality standards in a way that is directly relevant and accessible to local government
- raise awareness of NICE's public health and social care guidance and quality standards among elected members and officers
- demonstrate how NICE evidence and guidance can be used to help solve local public health and social care issues and problems in a cost effective way
- provide background information on the nature of public health and local government's role in public health.

3 Process.

The process for developing local government briefings is as follows:

- A draft briefing is written by staff from the Centre for Public Health (CPH) in the case of public health topics and the Health and Social Care Directorate (H&SC) in the case of social care topics. The project is led by an associate director and supported by 1 or more analysts with expertise in the topic. The briefings will be based on one or more pieces of published NICE guidance and or quality standards.

- The briefing will normally contain the following sections:
 - What can local authorities achieve by following NICE guidance or implementing the standard
 - What NICE says (recommendations, standards and basic principles)
 - Developing an action plan
 - Costs and savings
 - Facts and figures
 - Support for planning review and scrutiny
 - Other useful resources and advice.
- The draft briefing is agreed by the Senior Teams in CPH or H&SC.
- The draft is reviewed by the Local Government Steering Group (an internal group).
- The text is edited.
- The draft briefing is presented to the Local Government Reference Group (an external group).
- Further revisions are made.
- The briefing is sent to the relevant DH policy leads for information, and Public Health England.
- The briefing is road tested. Road-testing involves presenting the local government briefing to representatives from appropriate departments within 1 local authority. (The departments represented will depend on the topic being discussed.)
- The draft briefing and the results of road- testing are presented to the Local Government Reference Group.
- The Local Government Reference Group and the NICE team discuss the suggested changes and make further revisions, as necessary.

- A final edit is undertaken.
- The chair of the Local Government Reference Group signs off the briefing.
- Final approval for publication is given by NICE Publication Executive.
- A copy of each briefing is sent in confidence to the Department of Health sponsor branch, Public Health England and NHS England (if relevant) one week before publication

4 Topic identification

Topics for consideration for Briefings will be generated through the topic selection processes operational in NICE. These are currently being revised and Briefings will be part of the final agreed process. In the interim potential topics will be discussed by, the Local Government Steering Group and the CPH and H&SC senior teams. The discussions will also be informed by NICE's Implementation Field Team and external directors of public health. The Local Government Steering Group will use one of its meetings annually to finalize the list of topics for the succeeding year. DH and PHE will be informed of the annual list of topics.

5. Local Government Steering Group

The Local Government Steering Group is an internal group. It was set up initially to provide advice and support during the pilot stage of the process for developing local government public health briefings.

The Group will continue to:

- Provide advice and support to ensure the local government briefings help local government and its partners to meet their responsibilities in relation to the Health and Social Care Act.
- Inform and support the development of strong relationships between NICE, local government and local government networks.

- Support the development of new processes and methods to produce the briefings and other products aimed at local government. This includes identifying and assessing good practice.
- Contribute to the development of a corporate communications strategy on public health and social care issues with local government and local government networks. .
- Review and contribute to the content of the local government briefings.
- Advise on developments within NICE that are likely to require local government support.

5.1. Reporting relationships

The internal steering group will report to NICE's senior management team (SMT), where appropriate.

5.2. Membership

Core membership

This includes:

- Director of the Centre for Public Health (Chair)
- Director of Health and Social Care
- CPH and Health and Social care associate directors, project managers, and 4analysts with an interest in local government.
- Associate directors and managers from Evidence Resources, Communications, Corporate Services.
- Additional attendees will be drawn from across NICE on an *ad-hoc* basis.

5.3. Frequency of meetings

Meetings will normally take place on a quarterly basis. They will be chaired by the Centre for Public Health director or a nominated deputy.

Terms of reference will be reviewed annually.

6. Local Government Reference Group

The Local Government Reference Group (LGRG) is an external advisory group that will help NICE prepare the briefings. It was initially set up to help pilot the Local Government Briefings to ensure they will help local government and its partners meet their responsibilities in relation to the Health and Social Care Act.

The Group will:

- Advise on the content, format and relevance to local government of each briefing and check consistency and quality.
- Inform and support the development of strong relationships between NICE, local government and local government networks. .
- Support the development of new processes and methods to produce the briefings and other products aimed at local government. This includes identifying and assessing good practice.
- Contribute to the development of a corporate communications strategy on public health issues with local authorities and local government networks.
- This group will not extend the briefing, by including new ideas, opinions and evidence beyond that used to develop the guidance.

6.1. Composition of the Local Government Reference Group

The Local Government Reference Group will have an independent chair. Members will be drawn from councillors, officers, public health and social care specialists and community members. Experts can be co-opted to the LGRG when it is appropriate, for example, where CPH or H&SC does not have the relevant topic expertise.

The LGRG will normally meet every other month. Meetings will be held in public. New members will be recruited from September 2013 to cover social care.

7. Updating Local Government Briefings

The local government briefings will be reviewed in accordance with NICE's current policy on updating guidance. This is presently being reviewed. In the interim the review will be undertaken by the Local Government Steering Group two years after publication.

In addition, there will be a standing agenda item at the Local Government Steering Group to review forthcoming guidance. The aim is to assess the need for:

- any minor updates to current briefings
- a new local government briefing to signpost to new recommendations and guidance.

Hyperlinks in the briefings will be checked and updated in line with current practice for other NICE documents.