

Investigation tool

Template to carry through the desk research and the interviews with Key Persons in local authorities

To be used as a first guideline when you start working with the municipality

Study and Mapping of Programming Practice

The investigation should give answers to the following overall questions.

- What written policies does the municipality have for health promoting measures?
- What are the municipality's goals in terms of health-promoting initiatives in general and the prevention of obesity in particular?
- What administrative bodies in the municipality are involved in health-promoting initiatives?
- Which settings, in particular, are objects of municipal political prioritisation?
- What economic resources have been earmarked for the task, and how have those resources been distributed?
- What demands has the municipality made of the volunteer organisations that it supports financially?
- How are advisory relations handled with regard to health-promoting initiatives?
- How does the municipality work on developing the public in a health-promoting direction?
- How does the municipality ensure that policy controlled settings live up to health-promoting policies and goals?
- How are local practices and effects of health-promoting services evaluated, and how are such evaluations followed up?
- What measurements are made in the municipality of the health and weight problems among children, young people and adults?

The policy analysis process and it's 3 stages

The investigation will be based upon data and knowledge from the municipalities' official documents and interviews with key persons. The collection of data from the municipalities' policies and practices will be based on the following three stages within the policy analysis process, which is described in the Conceptual paper on page 10.

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The Key persons that are recommended to be interviewed in this process are head of relevant departments, who has the overall responsibility for the implementation of the different policies

First stage - Political decisions

The idea is here to go into all relevant policy areas to investigate if the municipality has mainstreamed their health policy. The policy areas of relevance are:

- Health policy of the municipality
- Policy for schools and Kindergarten
- Policy for children and young people
- Policy for health contribution to families
- Policy for cooperation with voluntary organizations
- Policy for cooperation with private organizations
- Policy for the development of local communities and policy controlled settings

The investigation shall describe; the values, visions, objectives and strategies for each policy area and the following questions should be put forward for all the above mentioned policy areas:

- What is the main focus of the specific policy area?
- Is there a health oriented profile (mainstreaming) within each specific policy area?
- If yes, what are the values, visions and objectives for the health profile within each policy area? If no, what is the main reason for the non existence?
- Do you have a specific policy that promotes healthy weight and prevent excess weight in families?
- If yes, what are the values, visions and objectives for this policy?
- Please provide an overview of the economical resources used pr. citizen pr. Policy area

The first three questions are put forward for each of the above mentioned policy area.

In the interviews it could be interesting to ask the key persons about their view of reasons to unhealthy body weight (Please see the model on page 5 and 9 in the conceptual paper):

- How do you see the relationship between physical activities, psychological/social well being, food/eating habits with bodyweight in families/children/ adolescents?
- How do you see the relationship between bodyweight and a family's/child's/adolescents economic, social and cultural resources?
- Does the decision maker have the same understanding of reason to unhealthy weight?
- How is this understanding of the relationship reflected in the policy decisions?

Second Stage - Implementation through Settings

In this second stage of the process, the objective is to investigate, among other things, the action plans for the different policy areas. Exactly what kind of questions that are relevant at this stage, depend on the nature of the action plans in relation to health promotion. That is to say, where exactly the municipality has chosen to interact with its citizens.

From a policy perspective there are four different ways the political system interacts with its citizens (conceptual paper page 11)

- If the municipality has chosen to interact through public arenas such as public squares, streets and parks etc. where the municipality has direct political and administrative responsibility, the questions could be: What have you done in the public arena to contribute to the health of the citizens? What have you done in the public arena to prevent excess weight and promote healthy weight?
- If the municipality has chosen to interact through policy controlled settings, where the political management of public organizations is dominant, such as schools, youth clubs and kindergarten, the questions could be; what are you doing in the policy controlled settings to contribute to the health of children and young people? What have you done in these settings to prevent excess weight and promote healthy weight?
- If the municipality has chosen to interact through voluntary, private and civil society organizations, where the municipality has no direct control, the questions could be; How are you cooperating with voluntary, civil and private organizations in relation to the promotion of health / prevention of excess weight and promote healthy weight?
- If the municipality has chosen to interact directly towards families, the questions could be; what are you doing in relation to families to promote health / prevent excess weight and promote healthy weight?

General questions of relevance:

- How does the municipality ensure that policy controlled organizations meet the policy, action plans and outcome expectations in terms of the promotion of health and healthy weight and the prevention of sickness and excess weight?
- How does the municipality ensure that the values are implemented in both the policy controlled organizations and the cooperation with families, voluntary- private and civil society organizations?
- How does the municipality know that the directions in relation to the visions are right?
- How does the municipality measure that the objectives for the different policy areas are achieved?
- How is a municipality's practice and effects of that practice evaluated and how is the evaluation followed up?

- Which strategy of implementation is used in the different policy areas?

Third stage - Family Health

The questions which shall be investigated are the following (conceptual paper page 9):

- How has the average bodyweight of a family / child / adolescent developed over the latest 10 years?
- Is it possible for you to give any reasons for the development within the average bodyweight?
- What characterises a family/child/adolescents food and eating habits and how have these altered over the latest 10 years?
- What characterises a family's /child's /adolescents' habits within physical activity and how have these habits developed over the latest 10 years?
- What characterises a family's / child's / adolescent's physiological and social well being and how has this developed over the latest 10 years?
- Which sources do you use to provide you with knowledge to answer the questions above?
- Do you consider that any economic, social or financial issues that are relevant for your municipality have an influence on any signs of inequality in any of the five first questions mentioned above?
- From where do you have this knowledge?

Some of the questions above can be answered through the desk research; others have to be answered through a more in depth interview.

Edited 2nd May 2017 within the HEPCOM project