

# **Kirklees Joint Strategic Assessment (KJSA) Steering Group**

## **Terms of Reference (reviewed September 2017)**

### **1. Context**

The context for the Kirklees Joint Strategic Assessment (KJSA) steering group is set by the [Department of Health Statutory Guidance on Joint Strategic Needs Assessments and Joint Health and Wellbeing Strategies 2013](#) and the endorsement by the [Kirklees Health and Wellbeing Board \(HWBB\)](#) of a new approach to developing the JSNA in February 2015.

### **2. Aims**

- To ensure that the Joint Strategic Needs Assessment for Kirklees (known in Kirklees as the JSA) is developed and published to meet the legal responsibilities of Kirklees Council and the Clinical Commissioning Groups.
- To direct the production of the KJSA which will inform the Kirklees Joint Health and Wellbeing Strategy (JHWS), Economic Strategy, Sustainability and Transformation Plan, local Plans of Place and other key strategic documents.
- To steer the development of a KJSA that is fit for the future, drives local priorities, informs local commissioning and is rooted in the changing intelligence about the district and the wider evidence about what drives health and wellbeing.

### **3. Objectives**

- Ensure the KJSA updating schedule is on track and utilises appropriate and timely intelligence, insight and evidence from the council, partners and the voluntary, community and private sector to provide an overall picture of health and wellbeing for Kirklees.
- Ensure that an annual 'overview' is presented to the Health and Wellbeing Board (HWBB) for its approval and that District Committee summaries are provided two yearly.
- Ensure that the KJSA is web-based, easy to navigate and presents clear messages for commissioners, providers, community organisations and councillors.
- Ensure there is appropriate engagement with colleagues, the voluntary and community sector, councillors and wider stakeholder organisations to develop the KJSA on an ongoing basis.
- Ensure that the mapping, interpretation and presentation of assets (strengths) is undertaken alongside needs analysis using appropriate participatory methods and approaches.
- Ensure that an appropriate communications plan is in place to promote awareness and understanding of the KJSA to all stakeholders and the implications for the district that arise.
- Establish and oversee working groups or 'task and finish' groups as required which will report to the steering group (for example, an 'asset-based approaches' working group).

### **4. Organisation of the Agenda**

Agenda and papers will be kept flexible and open, with action/decision points only noted.

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Meetings will focus on monitoring the objectives outlined above and raising awareness of relevant new research, data, intelligence, insights and evidence.

### **5. Membership**

Membership is drawn from the council, North Kirklees and Greater Huddersfield CCGs, the wider NHS, partner organisations, Third Sector Leaders and the voluntary and community sector. There is an option to co-opt or extend membership to other organisations/ stakeholders as required and membership will be reviewed as part of the annual review of the Terms of Reference. Current members are listed at point 11.

### **6. Quorum**

Quoracy is not required, but actions must be agreed by all members for whom the action has implications. NB. If a member is unable to attend a meeting, a nominated deputy can attend on their behalf.

### **7. Accountability and reporting**

The steering group will be accountable to the Kirklees Joint Health and Wellbeing Board for developing the KJSA and ensuring that it is delivered to defined quality standards, in line with national guidance and according to the principles agreed with the HWBB. Reports on progress will be provided to the HWBB as appropriate.

Steering group members will ensure that their own services/ organisations are aware of and endorse the KJSA process.

### **8. Frequency of Meetings**

The KJSA steering group will meet every 2-3 months, reviewed annually.

### **9. Support to the meetings**

Secretarial support to the group provided on a rota basis from existing membership.

### **10. Review date**

These terms of reference will be reviewed on an annual basis.

### **11. Membership list**

Helen Bewsher (Public Health, KC)  
Phil Longworth (Adults Commissioning, KC)  
Andrew Dolman (Community Plus, KC)  
Julie Walker (CYP, Kirklees Council)  
Niel Stewart (Communications, KC)  
Bridget Hughes (Third Sector Leaders)  
Natalie Ackroyd (GHCCG)  
Rory Deighton (Healthwatch)

Michelle Anderson (KNH)  
Chris Porter (Adults, KC)  
Vina Randhawa (ANAT, KC)  
Richard Hollinson (Planning, KC)  
Saf Bhuta (Adults, KC)  
Fatima Khan-Shah (NKCCG and Kirklees Carers)  
Ruth Garbutt (Huddersfield University)

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### *Version control:*

version	date	author	Comment
1.0	30/6/16	HB	
1.2	30/6/16	TC	Minor edit and additions
1.3	09/07/16	HB	Minor edits following discussion at Steering Group and addition of reference to legal responsibilities (PL)
1.4	15/07/16	HB	Minor edits from Karen Coleman (Comms)
1.5	29/7/16	HB	Replaced Karen Coleman with Niel Stewart for membership
1.6	30/08/17	CP	Updated membership list