

Annexes

Annex A – PHH ToR

Context

1. The York Population Health Hub [PHH] steering group is a multi-agency network that oversees the outputs of the PHH.
2. The PHH core group meets on a frequent basis to drive forward population health management programmes and the Joint Strategic Needs Assessment [JSNA]. The core group's functions are to Enable, Analyse and Undertake population health management approaches, alongside the JSNA outputs.
3. The JSNA is a statutory function that underpins the work of the Health and Wellbeing Board [HWBB], providing the evidence base for the production of the board's Joint Health and Wellbeing Strategy.
4. Legislation does not define what a JSNA should consist of. This allows the York PHH to develop its own approach, in conjunction with the HWBB.

Purpose:

5. The purpose of the PHH steering group is to ensure that the development and delivery of population health management programmes and the JSNA is well managed and embedded into local decision-making by the PHH core group.

Key Responsibilities of the PHH steering group

6. The key responsibility of the PHH steering group is to support and shape the direction of the PHH core group work programme:
 - Enabling - Supporting the York health and care system to use population health data, and PHM as a tool
 - Analysing - Improving the JSNA, making it useful and used
 - Undertaking (doing) - Leading tangible PHM projects which show the benefit of this approach
7. The PHH steering group will also be responsible for

- considering applications for in depth JSNA topic specific needs assessments and prioritising the production of health needs assessments on behalf of HWBB
- providing an evidence based summary of the overall health and wellbeing status of the people of York to fulfil the HWBB’s statutory requirements
- providing in-depth intelligence on the main emerging issues for commissioners to address including the status of assets and community resources available to address these issues
- raising awareness of the JSNA and how it can best be used
- involvement in JSNA events as and when required; including helping to agree content and purpose

Governance:

8. The PHH is a resource for the whole system. The steering group will be accountable to the York Health and Care Alliance (the city’s place-based board).
9. As a statutory duty of HWBB, JSNA content (including chapters and topic specific needs assessments) will be presented to the HWBB as and when appropriate, through regular updates. JSNA content will also be presented to other strategic boards and partnerships as required.
10. The PHH steering group will minute its meeting and keep an action log.

Membership:

11. Membership of the PHH steering group will be flexible to allow it to be responsive to identified needs. We aim to ensure a broad membership including:

Position	Organisation	Job Title
Lead Officer (chair)	City of York Council	Consultant in Public Health
Public Health Representative	City of York Council	Public Health Specialist Practitioner
Business Intelligence Representative	City of York Council	Senior Business Intelligence Analyst

ANNEX A

Business Intelligence Representative	NHS Vale of York Clinical Commissioning Group	Business Intelligence Manager
Strategic Policy Lead	City of York Council	Strategic Support Manager
Data Representative	York Teaching Hospital NHS Foundation Trust	Senior information analyst
Data Representative	Tees, Esk & Wear Valleys NHS Foundation Trust	Senior Planning and business development manager
Joint Strategic Intelligence Assessment Representative	North Yorkshire Police	Partnership intelligence analyst
Healthwatch Representative	Healthwatch York	Service Manager
Voluntary Community Sector Representatives	Organisations as required	VCS officer/managers

Requests for membership of the PHH steering group are welcomed and should be directed to the chair.

Administrative support is provided by City of York Council's public health team.

12. **Frequency of Meetings:** Flexible, but it is planned that the group will meet monthly.

13. Terms of Reference for the PHH steering group will be reviewed annually.

Date Agreed: 29 November 2021