

**Development of the Kirklees Place Provider Partnership 2025/26: Communications Plan**

Stakeholder	Role / Responsibility	Communication strategy (toolkit)
<b>Design Group Members</b>	A Design Group is established which has representation from providers delivering health and care services within Kirklees. It is intended that the members of this group take responsibility for communicating messages back into their respective organisations and to raise queries from their organisations at Design Group meetings.	<ul style="list-style-type: none"> <li>• Role descriptor shared as part of high level ToR for the Group to outline the expectation.</li> <li>• Meeting summary shared following each Design Group meeting for members to use to disseminate key messages within their respective organisation.</li> <li>• Briefing packs developed and shared with members for use within organisations. Developed in powerpoint for ease of sharing. Briefing pack ensures consistency of messaging.</li> </ul>
<b>South West Yorkshire Partnership NHS Foundation Trust</b>	Identified as host provider – will sign the contract with the ICB on behalf of the Partnership. Member of the Partnership – will be responsible for decision	<ul style="list-style-type: none"> <li>• MB providing regular updates to Board Members</li> <li>• Represented on Design Group (access to communications material)</li> <li>• Attend meetings as required to provide updates.</li> </ul>

	making in line with MoU and ToR for the Partnership Board.	<ul style="list-style-type: none"> <li>• Provider updates on development of place provider partnerships via Trust-wide comms e.g. monthly communication 'The Brief'.</li> </ul>
<b>Kirklees Council</b>	Member of the Partnership – will be responsible for decision making in line with MoU and ToR for the Partnership Board.	<ul style="list-style-type: none"> <li>• Represented on Design Group (access to communications material)</li> <li>• Attend meetings as required to provide updates.</li> <li>• Share updates back within organisation.</li> </ul>
<b>Locala</b>	Member of the Partnership – will be responsible for decision making in line with MoU and ToR for the Partnership Board.	<ul style="list-style-type: none"> <li>• Represented on Design Group (access to communications material)</li> <li>• Attend meetings as required to provide updates.</li> <li>• Share updates back within organisation.</li> </ul>
<b>Calderdale and Huddersfield Foundation Trust</b>	Member of the Partnership – will be responsible for decision making in line with MoU and ToR for the Partnership Board.	<ul style="list-style-type: none"> <li>• Represented on Design Group (access to communications material)</li> <li>• Attend meetings as required to provide updates.</li> <li>• Share updates back within organisation.</li> </ul>
<b>Mid Yorkshire NHS Teaching Trust</b>	Member of the Partnership – will be responsible for decision making in line with MoU and ToR for the Partnership Board.	<ul style="list-style-type: none"> <li>• Represented on Design Group (access to communications material)</li> <li>• Attend meetings as required to provide updates.</li> <li>• Share updates back within organisation.</li> </ul>
<b>GP Practices</b>	Representatives will be members of the Partnership – will be	<ul style="list-style-type: none"> <li>• Represented on Design Group (access to communications material)</li> </ul>

	responsible for decision making in line with MoU and ToR for the Partnership Board.	<ul style="list-style-type: none"> <li>Attend meetings as required to provide updates.</li> <li>Share updates back with primary care colleagues.</li> </ul>
<b>VCSE Sector</b>	Representatives will be members of the Partnership – will be responsible for decision making in line with MoU and ToR for the Partnership Board.	<ul style="list-style-type: none"> <li>Represented on Design Group (access to communications material)</li> <li>Attend meetings as required to provide updates.</li> <li>• <b>Share updates back with sector</b></li> </ul>
<b>The Kirkwood Hospice</b>	Will be invited to the board ‘in attendance – will be able to participate/influence decisions but will have no decision making authority.	<ul style="list-style-type: none"> <li>Share communications material</li> <li>Attend meetings as required to provide updates.</li> <li>Share updates back within organisation.</li> </ul>
<b>Public Health</b>	Will be invited to the board ‘in attendance – will be able to participate/influence decisions but will have no decision making authority.	<ul style="list-style-type: none"> <li>Share communications material</li> <li>Attend meetings as required to provide updates.</li> <li>Share updates back within organisation.</li> </ul>
<b>Independent Care Sector</b>	Representative will be invited to the board ‘in attendance – will be able to participate/influence	<ul style="list-style-type: none"> <li>Share communications material</li> <li>Attend meetings as required to provide updates.</li> <li>Share updates back within organisation.</li> </ul>

	decisions but will have no decision making authority.	
<b>Other Provider Organisations</b>	To be identified	<ul style="list-style-type: none"> <li>• Share communications material</li> <li>• Attend meetings as required to provide updates.</li> <li>• Share updates back within organisation.</li> </ul>
<b>Kirklees Health and Wellbeing Board</b>	Keep informed of changes and how this will impact work programmes / processes going forwards.	<ul style="list-style-type: none"> <li>• Share communications material</li> <li>• Attend meetings as required to provide updates.</li> </ul>
<b>Kirklees Overview and Scrutiny Committee</b>	Keep informed of changes and how this will impact work programmes / processes going forwards.	<ul style="list-style-type: none"> <li>• Share communications material</li> <li>• Attend meetings provide regular updates. To be scheduled.</li> </ul>
<b>ICB Staff</b>	No responsibility – keep informed of changes and how this will impact work programmes / processes going forwards.	<ul style="list-style-type: none"> <li>• Updates at Staff Briefings</li> <li>• Updates at Team Meetings</li> <li>• Access to communications material</li> </ul>
<b>CKW Sponsors Meeting</b>	Provides oversight and guidance on developments. Identifies work which can be done once across CKW.	<ul style="list-style-type: none"> <li>• Kirklees PPP represented at the Sponsors Group</li> <li>• Regular updates provided for assurance</li> <li>• CKW workstreams identified and implementation group established. KPP represented.</li> </ul>

<b>West Yorkshire ICB Core Team</b>	Assurance role, will need to ensure confidence in progress to enable transfer of responsibility via contract.	<ul style="list-style-type: none"> <li>• Regular updates provided for assurance</li> <li>• Completion of readiness assessment to outline progress</li> <li>• Peer review sessions as required</li> </ul>
<b>Well Boards</b>	Deliver system level transformation across Kirklees. Will continue to support the KPPP and transition to delivery groups. Assurance and reporting lines to be outlined.	<ul style="list-style-type: none"> <li>• Attend meetings as required to provide updates.</li> </ul>
<b>ICB Governance</b>	Inform / sign off proposed changes to governance structures	<ul style="list-style-type: none"> <li>• Regular updates on progress for assurance</li> <li>• Changes to governance signed off at each impacted committee/sub-committee</li> </ul>
<b>Members of the Public</b>	Inform of proposed changes	<ul style="list-style-type: none"> <li>• Updates via ICB comms</li> </ul>

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