

## City of York Health Protection Assurance Board

### Draft Terms of Reference

Reporting to:	City of York Health and Wellbeing Board
Responsible Directorate:	Public Health Directorate, City of York City Council
Approval date of TOR:	March 2015
Review date of TOR:	March 2016

#### 1. Purpose and Scope

The role of the Health Protection Assurance Board is to support the Director of Public Health, who chairs the group, to carry out their statutory responsibility to protect the health of the community through effective leadership and coordination, ensuring appropriate capacity and capability to detect, prevent and respond to threats to public health and safety.

The Board exists to provide assurance that there are well developed, tested, safe and effective plans in place for prevention, surveillance, planning and response with regard to the health protection issues that affect those who live, work, visit or are educated in the City of York. It also provides a route of escalation should there be specific health protection concerns, from a variety of stakeholders.

This health protection remit covers;

- Infection Prevention and Control
- Screening and Immunisations
- Communicable Disease Management including TB, blood-borne viruses, gastro-intestinal (GI) infections, seasonal and pandemic influenza
- Sexual Health
- Emergency Preparedness, Resilience and Response
- Disease/Hazard Surveillance, Alerting and Tracking
- Environmental Hazards to Health and Pollution Control. Including biological, chemical, radiological and nuclear, air and water quality, food safety, contaminated land
- New and emerging infections, including zoonoses but not animal health

**NB: The scope of the Board would not be limited to those mentioned above.**

It is anticipated that each of the health protection programmes is likely to have its own programme board covering a wider geography, typically York, North Yorkshire and the Humber, but this may not be the case in all areas. These programme boards will be monitoring the commissioned services and performance managing the providers, as well as dealing with challenges and risks that arise. It is anticipated that the chair or other representative from those boards would attend the Health Protection Assurance Board as part of the assurance process.

## **2. Aims and Objectives**

### **2.1 Aim**

To ensure that effective arrangements are in place and are implemented, to protect the City of York population.

### **2.2 Objectives**

- a. Provide a forum for considering all local health protection plans, risks and identifying where there are opportunities for joint action
- b. Ensure effective health protection surveillance information is obtained, assessed and used appropriately so that appropriate action can be taken where necessary.
- c. Ensure that public health threats requiring local intervention are identified, analysed and prioritised for action to protect the public's health.
- d. Identify risks and mitigation of those risks in review of progress and action to be taken. Escalate to the appropriate management level within the Council and the Health & Wellbeing Board, as appropriate.
- e. Ensure that health threats are prevented through implementation of relevant local and national guidance and regulations to protect public's health.
- f. Review significant incidents or outbreaks, identify and share lessons learnt and make recommendations on necessary changes.
- g. Ensure that appropriate plans and policies exist to coordinate responses to public health activities, emergencies and threats.
- h. Ensure appropriate response to environmental hazards and control, biological, chemical, radiological and nuclear, including air and water quality, food safety, contaminated land incidences.
- i. Ensure appropriate governance for all health protection activities and programmes.

- j. Receive reports that demonstrate compliance with, and progress against, health protection outcomes.
- k. Ensure appropriate response to service challenges, major incidents and outbreaks
- l. Promote the importance and raise the profile of the health protection agenda among partner organisations.
- m. Quality-assure and risk-assure health protection plans on behalf of the local authority and provide recommendations regarding the strategic and operational management of these risks.
- n. Provide strategic health protection input into the City of York Joint Strategic Needs Assessment (JSNA),
- o. Enable / ensure systems are fit for purpose in achieving the desired outcomes, especially in managing the interdependencies between organisations and programmes.
- p. Manage emerging health protection risks in delivering effective commissioning and provision of health and social care.
- q. Reporting progress and forward planning:
- r. Review quarterly performance monitoring against agreed outcomes and standards
- s. Produce an annual assurance report for the Health & Wellbeing Board
- t. Produce an annual work programme to ensure effective health protection risk review

### **3. Accountability**

- a. The Health Protection Board and its member agencies will report to the City of York Health and Wellbeing Board annually through an assurance statement.
- b. The DPH is accountable to the City of York City Council for discharging health protection duties of the local authority.

### **4. Strategic Linkages:** to receive minutes and/or update from relevant committees/groups

- a. Local Health Resilience Partnership and Local Resilience Forum
- b. Joint Commissioning Group: for drugs and substance misuse in relation to hepatitis and HIV/AIDS
- c. Public Health England: for surveillance data and outbreak control
- d. District Infection Control Group in relation to infection prevention and control re health care associated infections
- e. NHS England: Strategic Screening Group, Strategic Immunisation Group and local Screening Programme Boards
- f. Seasonal flu planning
- g. Any other groups whose work remits are linked to the health protection assurance framework.

## 5. Membership of Health Protection Assurance Board

The membership of the Health Protection Assurance Board will primarily comprise representatives of relevant existing health protection groups in/covering City of York. This will include a number of professional partner members who hold health protection responsibilities - principally the following groups;

- DPH (Chair)
- Public Health Consultant/ Health Protection Coordinator
- Public Health England: Consultant in Communicable Disease, or their representative
- NHS England (NHSE) Area Team Head of Public Health Commissioning or their representative
- NHSE Area Team Consultant for Screening and Immunisation or their representative
- Civil Protection Lead, City of York City Council
- NHSE, Emergency Preparedness, Resilience and Response lead
- Regulatory Services (Environmental Health lead for Air and Water Quality and Food) or their representative
- CCG Director of Infection Prevention and Control
- Representative from Sexual Health commissioning
- Representative from other groups/programme areas, where needed, to make sure all areas of risk represented

## 6. Quorum

It is expected that core members will attend all meetings and representation will be from the appropriate senior level. Where they cannot, an appropriately competent deputy, with the relevant skills and delegated authority, should attend in their place.

Attendance of core members to board meetings will be monitored and reported in the annual reports of the Board.

## 7. Frequency of meetings

Quarterly.

## 8. Agenda deadlines

Items to be received two weeks prior to meeting.

Agenda to be circulated one week prior to meeting.

**9. Minutes**

Minutes will be circulated within two weeks of the meeting.

Minutes will be circulated to all members of the Health Protection Board.

**10. Administration**

Consultant responsible for Health Protection/Health Protection Coordinator, City of York Council.

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