

SUNDERLAND HEALTH AND WELLBEING BOARD

18 March 2022

SUNDERLAND HEALTH PROTECTION BOARD TERMS OF REFERENCE

Report of the Executive Director of Public Health & Integrated Commissioning

1.0 Purpose of the Report

- 1.1 To establish Terms of Reference for a Sunderland Health Protection Board that will increase the scope of focus of the Board to include general health protection functions in addition to COVID-19.

2.0 Background

- 2.1 The Director of Public Health has a statutory responsibility for health protection including surveillance, programme quality assurance and emergency response.
- 2.2 Sunderland COVID-19 Health Protection Board was established in March 2020 to support SCC's response to the COVID-19 pandemic.
- 2.3 On 21 February 2022 the Government announced its 'Living with COVID-19' plan for removing the remaining legal restrictions while protecting people most vulnerable to COVID-19 and maintaining resilience.
- 2.4 The main purpose of the Health Protection Board is to facilitate the Director of Public Health's statutory oversight and assurance role for health protection and to provide a link between the Health and Wellbeing Board and partner organisations with roles in the delivery of health protection plans.
- 2.5 The members of the Sunderland COVID-19 Health Protection Board have been consulted on the proposed Terms of Reference.

3.0 Health Protection Board Terms of Reference

- 3.1 The proposed Terms of Reference are attached for information.

4.0 Recommendation

- 4.1 The Board is recommended to:
- agree and accept the proposed Terms of Reference for the Sunderland Health Protection Board.

Sunderland County Council

Health Protection Board

Terms of Reference

1. Purpose

- 1.1. Sunderland Health Protection Board (HPB) aims to enable the Director of Public Health to fulfil the statutory role in assuring the Council and Health and Wellbeing Board that satisfactory arrangements are in place to protect the health of the local population.
- 1.2. The HPB will focus on facilitating the Director of Public Health's statutory oversight and assurance role for health protection.
- 1.3. The HPB will provide a link between the Health and Wellbeing Board and partner organisations with roles in the delivery of health protection plans.
- 1.4. The HPB will provide a setting for the exchange of information, scrutiny of plans and analysis of data with all partners with a role in the delivery of health protection in Sunderland, ensuring they are acting jointly and effectively to protect the population's health.

2. Objectives

The objectives of the Board are to:

- 2.1. Provide assurance to the Director of Public Health that plans are in place to protect the population's health (mandated function, Health and Social Care Act 2012);
- 2.2. Co-ordinate public health input to Council plans and policies relevant to health protection, for example flu pandemic planning and air quality;
- 2.3. Ensure a system is in place to alert the Director of Public Health to any issues and provide an appropriate response;
- 2.4. Provide regular updates to the Sunderland Health and Wellbeing Board;
- 2.5. To strengthen the health protection aspects of emergency preparedness with consideration for lessons learned from the COVID-19 pandemic, including, preparing for future COVID-19 waves or response to a new threat and ensuring consideration is given to vulnerable and complex populations and settings;
- 2.6. Seek to improve population health and wellbeing in the context of health protection, advising the local system on areas for improvement and where health inequalities should be addressed;

- 2.7. Reflect on local incidents and outbreaks, securing assurance that lessons are learned and actions arising from them are implemented;
- 2.8. Oversee preparation of the annual health protection assurance report;
- 2.9. To support the Director of Public Health in providing information for the purposes of Scrutiny on any health protection related matter; and
- 2.10. To receive reports on any other issue that would enable the Director of Public Health to undertake their assurance role in relation to health protection.

3. Membership

The membership of the group will be:

- Director of Public Health, SCC (**chair**)
- Consultant in Public Health, SCC
- Senior Communications Officer, SCC
- Assistant Director of Adult Services, SCC
- Principal Environmental Health Officer, SCC
- Public Health Lead (Business Management), SCC
- Public Health Lead (Health Protection), SCC
- Assistant Director of Business and Property Services, SCC
- Medical Director, Sunderland CCG
- Executive Director of Nursing, Quality and Safety, Sunderland CCG
- Head of Primary Care, Sunderland CCG
- Executive GP and Clinical Chair, Sunderland CCG
- Clinical Director of ATB (also Sunderland West locality Executive GP lead and Clinical Vice-Chair, Sunderland CCG)
- Consultant in Health Protection, UKHSA
- Executive Medical Director, South Tyneside and Sunderland NHS Foundation Trust
- Consultant Microbiologist, South Tyneside and Sunderland NHS Foundation Trust
- Director of Education, Together for Children
- Harrogate and District NHS Foundation Trust

4. Frequency of Meetings

- 4.1. The group will meet quarterly and at other times as required by the Director of Public Health.

5. Chair

- 5.1. Meetings will be chaired by the Director of Public Health, or their appointed deputy.

- 5.2. Minutes will be produced by the administrative team of the Director of Public Health. Meeting papers will be circulated ahead of meetings, with minutes also circulated in a timely fashion to Board members following each meeting.

6. Reporting arrangements

- 6.1. The group, through the Director of Public Health, will produce an annual assurance report to the Health and Wellbeing Board.

7. Review

- 7.1. Terms of Reference will be fully reviewed at least once a year.
Next review by March 2023.

8. Standing Agenda Items

- i. Model agenda for Health Protection Board:
- ii. Apologies for absence
- iii. Minutes and matters arising
- iv. Action log
- v. Health protection dashboard
- vi. Feedback from meetings
- vii. Emergency planning issues
- viii. Partner updates
- ix. Any other business

9. Example of types of issues to be discussed at the Board will include:

- 9.1. Communicable diseases
- 9.2. Infection prevention and control in care settings
- 9.3. Health care associated infections
- 9.4. Screening and immunisation
- 9.5. Environmental hazards (air quality, adverse weather)
- 9.6. Outbreaks and incidents
- 9.7. Emergency planning and preparedness

