

**Health Protection Committee
Peterborough City Council**

Terms of Reference

1. BACKGROUND

- 1.1 Peterborough City Council (PCC), through the Director of Public Health (DPH), has statutory responsibilities to advise on and promote local health protection plans across agencies, which complements the statutory responsibilities of Public Health England, NHS England, the Cambridgeshire and Peterborough CCG, and Peterborough City Council.
- 1.2 The services that fall within Health Protection include, but are not limited to:
- communicable diseases
 - infection control
 - antenatal/newborn and adult screening
 - immunisation and vaccine-preventable diseases
 - sexual health
 - environmental hazards
- 1.3 It is important that there is publicly available information that demonstrates that statutory responsibilities for health protection have been fulfilled; to have the means to seek assurance of this; and to have processes in place to address and escalate any issues that may arise.
- 1.4 To facilitate information sharing and planning across agencies, the DPH has established the Peterborough Health Protection Committee (PHPC). In addition to this Committee, “Task and Finish” groups may be convened, taking into account the reduced staff resources overall in the system and therefore ensuring that maximum efficiency is achieved.
- 1.5 The DPH will develop an annual health protection report to the Health & Wellbeing Board (HWB) which would provide a summary of relevant activity. This report would cover the multi-agency health protection plans in place which establish how the various responsibilities are discharged and identify their relationship to the Joint Strategic Needs Assessment and Health and Wellbeing Strategy priorities. Any other reports would be provided on an ad hoc basis where a significant incident, outbreak or concern had arisen.

2. ROLE OF THE HEALTH PROTECTION COMMITTEE

- 2.1 The aim of the Health Protection Committee is to provide assurance to the Director of Public Health and Peterborough Health & Wellbeing Board that there are safe and effective mechanisms in place to protect the health of the population of Peterborough.
- 2.2 To provide a forum for information sharing and planning between public agencies that have responsibilities in Peterborough for health protection as defined in 1.2.
- 2.3 To receive reports from member agencies that enable monitoring of these arrangements and reporting of any issues or incidents.
- 2.4 To provide a mechanism to consider the implications of national guidance/changes for local implementation and be assured that there are mechanisms in place for their delivery.

- 2.5 To identify:
- Gaps and issues which need resolution by one or more of the member agencies
 - Procedures/processes which need to be developed or improved
 - The actions that need to be taken jointly by member agencies
 - Gaps and resources needed by the Committee to function effectively, e.g. missing data or information
- 2.6 To support the production of an annual health protection report for submission to the HWB
- 2.7 Public health emergency planning responsibility is shared between the Local Health Resilience Partnership (LHRP), which is co-chaired by the NHS England Area Team Director of Operations and the Cambridgeshire DPH and the Local Resilience Form (LRF). The Director of Public Health will report health protection emergency planning issues to the LHRP on a regular basis.
- 2.8 The Committee has an advisory role. The minutes of the Committee meetings will be circulated for information to the Health & Wellbeing Board.

3. Membership

- Director of Public Health (Peterborough City Council)
- Consultant in Public Health Medicine (Peterborough City Council)
- Public Health England Anglia & Essex Centre (CCDC)
- Cambridgeshire and Peterborough CCG (rep for HCAI)
- Public Health England Anglia & Essex Centre (Screening & Immunisation coordinator)
- Acute Trust (Infection Prevention & Control/Microbiology)
- Principle Environmental Health Officer (Peterborough City Council)
- Strategic Housing Manager (Peterborough City Council)
- Sexual Health Commissioner (Peterborough City Council)
- Adult Social Care Representative (Peterborough City Council)
- Children's Services Representative (Peterborough City Council)
- Other members to be invited as the agenda requires.

The Board will be chaired by the Director of Public Health or the Consultant in Public Health Medicine.

4. Reporting

- 4.1 The PHPC will support the DPH in the production of an annual report to the Peterborough HWB
- 4.2 The DPH, on behalf of the PHPC, will report any significant issues for health sector resilience to the LHRP.

5. Meeting Frequency

Bi-monthly

Date: 12.12.2013