

Appendix 4a

1. PURPOSE, REPORTING LINES, LIMITATIONS AND REVIEW

*This section should set out in no more than a couple of sentences the specific **PURPOSE** of this group (**WHY** it was established). It should state **WHO** established this group (usually a parent body), its reporting and accountability lines to its parent body and whether it has any limitations placed on its work, or whether it is a group of influence/ advisory body to others. If it does have any delegated powers (e.g. spend) then to state **HOW** it has been given those powers (do not state what those powers are in this section).*

Regarding reporting back to the parent group then this section should state how this is done and if relevant by whom. It should also state how often the group will review the relevance and value of its work and its terms of reference. The terms of reference can only be changed by the body which set this group up.

The Health Protection Forum has been established to provide a mechanism for warning and informing on local health protection arrangements within Blackpool to the Health and Wellbeing Board. It will provide information and advice on arrangements and plans in place to protect the health of the population of Blackpool. The Director of Public Health (DPH) is responsible for the local authority's contribution to health protection matters, including the local authority's roles in planning for, and responding to incidents that present a threat to the public's health.

The Forum is advisory to the Blackpool Health and Wellbeing Board. It has been agreed that that the frequency of reports and updates to the Health and Wellbeing Board would be biannual and by exception and that the existing Health Protection Forum becomes part of the formal governance structure reporting into the Health and Wellbeing Board, in the first instance and Strategic Commissioning Group.

2. KEY ROLES, RESPONSIBILITIES AND DUTIES

This section should state its key roles (in brief), responsibilities and the duties assigned to it from the parent body. These key roles and duties should specifically relate back to the purpose of the group and not deviate away from it.

The scope of the Health Protection Forum is to provide a mechanism for warning and informing on local health protection arrangements within Blackpool to the Health and Wellbeing Board; providing information and advice on arrangements and plans in place to protect the health of the population of Blackpool. It will provide a forum for professional discussion by local partners of health protection plans, risks and their mitigation and opportunities for joint action.

The Forum will assist the Health and Wellbeing Board by providing information and advice with a view to promoting the preparation of health protection arrangements by key health and care partners within the local area.

The Forum will:

- highlight risks and provide recommendations to the Health and Wellbeing Board about the strategic management of these risks and to escalate concerns where necessary
- To review reports of significant incidents and outbreaks, consider recommendations for change as a result, and promote quality improvement of the health protection system

through encouraging implementation of recommendations

- To promote reduction in inequalities in health protection across the Local Authority
- To identify key data on health protection needs to feed into the Joint Strategic Needs Assessment process
- Ensuring the health of the local population is protected through delivery of key health protection services by other organisations (e.g. Public Health England, NHS Trusts, NHS England).
- Ensure an appropriate response to incidents and outbreaks.

Topic included are:

- Emergency Preparedness, Resilience and Response (EPRR), including Severe Weather, Prevention and control of Infectious diseases (TB, and Pandemic Influenza)
- Public Protection Issues (food hygiene, tattoo parlours, sunbed outlets)
- Vaccination and Immunisation Campaigns
- Screening Programmes
- Infection, Prevention and Control; Blood Borne viruses, STI's, Health-care Associated Infections (HCAI)
- Prevention and Management of Environmental Hazards and Coastal Water Quality
- Relevant Public Health Schemes and initiatives

3. MEMBERSHIP, APPOINTMENTS AND INTERESTS

This section should state who can be a member, how and when and by whom they are they appointed and the duration of the appointment. It should state if the membership of the group is open to anyone else and what the restriction on numbers are. There should be balanced representation from interested organisations and a nominated deputy to attend in the representative's place. If this is not set down then a reason should be stated for this difference.

The list below identifies the members of the group, who have been appointed as members on a permanent basis and there are no arrangements for substitute members. Invited members will attend when there are items specific to their role and expertise.

The Public Health Specialist Lead for Health Protection will be the Chairman of the Forum

Core membership will be as listed below:

- Head of Adult Social Care, Blackpool Council
- Risk and Resilience, Blackpool Council
- Head of Public Protection, Blackpool Council
- Public Protection Officer, Blackpool Council
- Corporate Health Manager, Blackpool Council
- Lead Nurse Health Protection, Blackpool Council

- Public Health Business Manager/Health Emergency Planning Lead
- Senior Public Health Analyst, Blackpool Council
- Representative Blackpool Clinical Commissioning Group
- Representative Public Health England
- Representative Education services, Blackpool Council
- Head of Coastal and Environmental Partnerships Investment, Blackpool Council
- Health and Safety Representative, Blackpool Council

4. CHAIRING ARRANGEMENTS, FREQUENCY OF AND PROCEDURES FOR THE MEETING AND GOVERNANCE SUPPORT

*This section should set down **WHO** the chairman is and whether they were pre-appointed by the parent body or whether this group appoints them. It should also set down their term of office, if this is set.*

*It should state the frequency of meetings, **HOW MANY** meetings will be held each year and **WHERE** will they be held . It should state brief arrangements for how reports for the agenda are co-ordinated and when the meeting papers will be circulated in advance of the meeting.*

Regarding the format of the meetings, then this section should state any rules of debate and voting arrangements (members or nominated deputies to vote) and whether the chairman has a casting vote. It should also state who will provide secretariat for the group.

The meeting is chaired by Public Health Specialist Blackpool Council. If the Chairman is not in attendance then the Forum will appoint a Chairman for that meeting.

Meetings of the group will take place quarterly. The agenda is co-ordinated by Lynn Donkin, Public Health Specialist. Meetings will be held at No1 Bickerstaffe Square, administered by the Council's Public Health Secretary. An agenda included papers will be circulated a week in advance of the meeting.

5. SHARING OF INFORMATION, CONFIDENTIALITY ISSUES

This section should state whether the meeting will be held in private or whether it will be open to the public to attend. It should state how group members will share information and resources (and any limitations on these). It should also state whether the papers are confidential and for what reason.

The meeting is an informal one and due to the items under discussion is not open to members of the public to attend. Reports and agendas should only be shared with members of the group and members of the Health and Well Being Board unless otherwise specifically stated.

6. CONTEXT AND RELATIONSHIP TO OTHER GROUPS

This section will explain the environment to which the group belongs and it will also explain the links and relationships between associated groups and the reason for those relationships.

Under this duty the local authorities are required to take certain steps to protect the health of their local population. In particular, they are required to provide information and advice with a view to promoting the preparation of health protection arrangements by key health and care partners within the local area, recognising that Public Health England (PHE) provides the specialist health protection functions of the Secretary of State.

To provide strategic oversight of the health protection system in Blackpool and to provide a forum for professional discussion by local partners of health protection plans risks and their mitigation and opportunities for joint action.

Terms of reference last updated (date):	2 nd December 2015
Quality assured by:	Mark Towers, Director of Governance and Regulatory Services, Blackpool Council
Terms of reference last updated (name of establishing body):	Newly formalised group