

Appendix A: Berkshire West Health Protection & Resilience Partnership Board (West Berkshire, Wokingham, Reading)

Draft Terms of Reference

1. Introduction

- 1.1 The Health and Social Care Act 2012 states that upper tier and unitary local authorities have planned duties to protect the health of the population. Directors of Public Health have a critical role in protecting the health of their population, both in terms of helping to prevent threats arising and in ensuring appropriate responses when things do go wrong. Directors of Public Health need to have the appropriate specialist health protection skills available to them to carry out these functions.
- 1.2 In the paper “Health Protection in Local Government” published in August 2012, the Department of Health suggested that Local Authorities establish a local forum/partnership for health protection issues, chaired by the Director of Public Health, to review plans and issues that need escalation.
- 1.3 The definition of health protection refers to the protection of the public from hazards which damage their health and limiting impact where exposure cannot be avoided. Health protection includes weather events, infectious diseases, conflict, terrorism and state security, chemical, biological, radiological and nuclear (CBRN) incidents, and cyber security.
- 1.4 The Berkshire West Health Protection & Resilience Partnership Board (HPRPB) will provide a forum for the Director(s) of Public Health and partner agencies to undertake the duties referred to above to protect the health of the population.
- 1.5 Topics covered will include:
- Infection prevention and control including healthcare associated infections
 - Pandemic Influenza
 - New and emerging infections, including zoonoses, but not animal health
 - Immunisation programmes
 - Environmental hazards and control, chemical, biological, radiological and nuclear
 - Emergency preparedness and response
 - Communicable disease control including the management of outbreaks
 - Infectious disease related to sexual health
 - Tuberculosis (TB)
 - Blood borne viruses including Hepatitis
 - NHS & Public Health Emergency preparedness, response and resilience
 - Screening programmes – cancer, infectious disease and others
 - Climate change and emergency preparedness

2. Constitution

- 2.1 The Board is established as a partnership body of both the three Health and Wellbeing Boards (West Berkshire, Wokingham, Reading), the Unified Executive (Strategic Board of the Berkshire West Place Based Partnership) and the Berkshire Resilience Group.

3. Membership

- 3.1 Core membership of the Board will comprise:

- Director(s) of Public Health representing West Berkshire, Reading and Wokingham local authorities
- Consultant(s) in Public Health, from each local authority (or agreed substitute where positions are not filled)
- Head of Emergency Planning Unit, from each local authority
- Thames Valley Local Resilience Forum (TVLRF) Partnership Manager
- Environmental Health Manager, from each local authority
- Consultant in Communicable Disease Control/Consultant in Health Protection, UKHSA
- Integrated Place Based Partnership Board Representative
- ICB Berkshire West Infection Control Lead
- South East Area Team NHSE Board Emergency Planning Resilience and Response Manager
- South East Area Team NHSE Immunisation & Screening Manager/Consultant

4. Appointments

- 4.1 Appointments to the Board will be approved by the Partnership through the authority delegated to individual members from their host partner organisations.

5. Chair Person

- 5.1 The Chair of the Board will be a Director of Public Health from the Berkshire West area. The Vice Chair will be a nominated Consultant in Public Health.

6. Arrangements for the Conduct of Business

Chairing the meetings

- 6.1 The Director of Public Health will act as Chair. In the Chair's absence, the Vice Chair will take on this role.

Quorum

- 6.2 A quorum will be the Chair or Vice Chair and at least three other members from across a range of organisations.

Frequency of meetings

- 6.3 Meetings will be held quarterly as routine, with additional meetings called if demand dictates.

Frequency of attendance by core members

- 6.4 Core members are expected to attend all meetings where reasonably possible. Where a member cannot attend, a nominated deputy with delegated authority should attend on behalf of that member.

Co-option of members

- 6.5 Members may be elected to the Board on an ad hoc basis as agreed by the Board.

Declarations of Interest

- 6.6 If any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and shall not participate in the discussion. The Chair will have the power to request that member to withdraw until the group have given due consideration to the matter. All declarations of interest will be minuted.

Urgent matters

- 6.7 Any urgent matters arising between meetings will be dealt with by Chair's action after agreement from three other members of the group.

Secretariat support

- 6.8 Secretarial support will be provided by the office of the Chair.

7. Conduct of business

- 7.1 Agendas and papers will be circulated to members at least seven days before the meeting.
- 7.2 Minutes of the meeting will be circulated as soon as possible after the meeting.

8. Authority

- 8.1 The Board is endorsed by the three Health & Wellbeing Boards (West Berkshire, Wokingham, Reading), the Unified Executive (Strategic Board of the Berkshire West Place Based Partnership) and the Berkshire Resilience Group to ensure a coordinated approach to the health protection duties of the Director(s) of Public Health covering the Berkshire West (West Berkshire, Wokingham, Reading) area. All decisions made within the Board are through the authority delegated to individual members of the Board from their host partner organisations, and the governance of such decisions is through the mechanisms of these organisations.

9. Aim and objectives

Aim

- 9.1 The aim of the Board is to provide assurance to the three Health & Wellbeing Boards (West Berkshire, Wokingham, Reading), the Unified Executive (Strategic Board of the Berkshire West Place Based Partnership) and the Berkshire Resilience Group that robust arrangements are in place, in line with the duties under the Health and Social

Care Act 2021, to protect the health of residents across Berkshire West (West Berkshire, Wokingham, Reading).

Objectives

9.2 The objectives of the Board are to:

- provide strategic direction for health protection in Berkshire West (West Berkshire, Wokingham, Reading);
- horizon scan for emerging risks and then advise and/or escalate to partner organisations to mitigate risks;
- be assured, through a reporting framework submitted by each organisation, that partners are undertaking effective and efficient discharge of duties under the Health and Social Care Act 2021, to protect the health of the population;
- provide a forum for the scrutiny of the provision of all health protection duties across Berkshire West (West Berkshire, Wokingham, Reading).

10. Work Programme

10.1 To deliver their aims and objectives, the Board will produce an annual work programme which will include work:

- To ensure effective health protection surveillance information is obtained, assessed and used appropriately so that appropriate action can be taken where necessary.
- To coordinate and agree plans and strategies in Emergency Planning Resilience and Response for public health responsibilities, within Berkshire West Councils, as a category one responder under the Civil Contingencies Act 2004.
- To gain assurance that plans and strategies in Emergency Planning Resilience and Response for both NHS and public health responsibilities, are in place and appropriately tested.
- To support partners in delivering the strategies for the commissioning and implementation of national immunisation programmes, infection prevention and control and national screening programmes.
- Across partnerships to gain assurance of standards in the commissioning of national immunisation programmes, infection prevention and control and national screening programmes. These standards will be based on national standards, whenever feasible, and be applied to the Berkshire West context.
- To monitor the performance of each provider, commissioner and stakeholder in respect of;
 - National immunisation programmes
 - Emergency Preparedness, Resilience and Response
 - Health Care Associated Infections (incidence, incidents and action being taken to address)
 - Infection prevention and control compliance to relevant standards, including sexually transmitted infection
 - National screening programmes
 - Prevention and control of environmental hazards and communicable diseases
 - Public Health National Outcomes Framework
- To manage emerging risks including delivering effective commissioning and provision of health and social care for;

- Infection Prevention and Control failure in compliance with Health and Social Care Act 2008 Code of Practice
 - Immunisations: failure to attain targets
 - Screening: failure to attain targets
 - Sexually Transmitted Infection: failure to attain targets
 - Emergency Preparedness, Resilience and Response: failure to plan or respond adequately
 - Environmental hazards and communicable disease control: failure to contain incidents
 - Health Care Associated Infections: overview and assurance through reporting from partnership groups
- 10.2 The Board will gain assurance that plans are in place to ensure prompt and effective cascade of major health protection alerts (including Chief Medical Officer cascade, Medicines and Healthcare products Regulatory Agency (MHRA) alerts, and other major alerts) to appropriate audiences and to confirm that systems are in place for responding to such alerts.
- 10.3 The Board will contribute, where appropriate, to the Berkshire West Joint Health & Wellbeing Strategy.
- 10.4 The Board will escalate risk to either the relevant Council(s), partner organisations, Unified Executive (Strategic Board of the Berkshire West Place Based Partnership) and/or the Health and Wellbeing Board(s), as appropriate and dependent on the risk, for resolution and assurance that appropriate action has been taken.

11. Relationships and Reporting

- 11.1 Minutes and recommendations of any Sub-Committees/Groups of the Board will be formally recorded and submitted to the Board.
- 11.2 The Board will produce formal minutes of meetings and a copy of those minutes will be available to the Health & Wellbeing Boards upon request.
- 11.3 The Chair, either directly or via a Director colleague, will provide verbal updates as appropriate to the Health & Wellbeing Boards.
- 11.4 The board will provide assurance to the South East UKHSA representative in relation to Emergency Planning Resilience and Response.

12. Monitoring of Compliance

- 12.1 Compliance is monitored by submission of an annual Health Protection Report to the Unified Executive (Strategic Board of the Berkshire West Place Based Partnership) and the Health & Wellbeing Boards (West Berkshire, Wokingham and Reading).

13. Review of Terms of Reference

- 13.1 These Terms of Reference will be reviewed annually or sooner if required.