

# Cheshire East Health Protection Forum

## Terms of Reference

### Purpose:

To provide a forum to identify threats and assess risks to health to the population of Cheshire East, to review health protection arrangements and plans, and to provide assurance to the Cheshire East Health and Wellbeing Board that there are safe and effective arrangements in place to address threats and risks.

To improve integration and partnership working on health protection between the Local Authority, NHS, Public Health England and other local services.

The scope of health protection and threats to be covered by the forum will include:

- Prevention and control of communicable diseases, including management of outbreaks. This will cover healthcare-associated infections; food borne, water borne, blood borne and respiratory infections; and anti-microbial resistance
- Vaccination against infectious diseases
- National screening programmes which promote the early detection of disease
- Emergency planning and response including extreme weather events
- Environmental hazards including air quality, contaminated land, noise and statutory nuisances

### Functions:

1. To provide strategic oversight of the health protection system in Cheshire East, and provide assurance to the Health and Wellbeing Board that there are safe and effective health protection arrangements and plans
2. To provide a forum for discussion by local partners of health protection plans, risks and their mitigation and opportunities for joint action
3. To provide oversight of key health protection intelligence, including outcomes and information derived from incidents, complaints and investigations and surveillance of infectious diseases
4. To produce an annual report, summarising key elements of assurance across the local Health Protection system
5. To highlight risks and provide recommendations on behalf of the Health and Wellbeing Board about the strategic management of these risks
6. To share and escalate concerns and risks to commissioners and appropriate bodies when health protection plans and arrangements may be inadequate to provide sufficient protection of patients or public safety. The appropriate escalation route will depend on individual concern or risk, e.g. Health and Wellbeing Board, Senior Management team of Cheshire East Council, CCGs, NHS England (C&M), Local Health Resilience Partnership
7. To share and escalate concerns to commissioners and regulators, where relevant, when a provider's management of healthcare associated infections is, or may be, inadequate to provide sufficient protection of patients or public safety
8. To review the 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

9. To promote reduction in inequalities in health protection across the Local Authority area
10. To identify key health protection needs for collaborative work to feed into the Joint Strategic Needs Assessment process

### Reporting Structures:

The minutes of the Health Protection Forum will be provided to the Health and Wellbeing Board quarterly through the Director of Public Health. Where there is a need to escalate concerns to the Board more urgently, this will be done through the Director of Public Health or their nominated deputy.

### Chair and Membership

The Director of Public Health will chair the group. The Consultant in Public Health (Health Protection) will be deputy chair. Core membership will be as listed below:

Title	Organisation	Name
Director of Public Health	Cheshire East Council	Dr Heather Grimbaldeston
Consultant in Public Health (Health Protection)	Cheshire East Council	Dr Guy Hayhurst
Consultant in Communicable Disease Control (or deputy)	Health Protection Team, Public Health England	Dr Anjila Shah
PHE Consultant in Screening and Immunisation (or deputy)	C&M Area Team, NHS England	Dr Daniel Seddon
Manager, Joint Cheshire Emergency Planning Team (or deputy)	Cheshire East Council	Chris Samuel
Principal Manager, Regulatory Services and Health (or deputy)	Cheshire East Council	Tracey Bettaney
Extreme Weather Planning Team	Cheshire East Council	Guy Kilminster
Health Protection Manager	Cheshire East Council	Helen John
Lead Commissioner for Drug and Alcohol services	Cheshire East Council	Shelley Brough
Quality and Performance Manager	NHS Eastern Cheshire CCG	Jacki Wilkes
Quality Lead	NHS South Cheshire CCG	Dr Andrew Hudson
Microbiologist	MCHFT and ECT joint role	Dr Raj Rajendran
Lead for Infection Prevention and Control (or deputy)	East Cheshire NHS Trust	Anita Swaine
Lead for Infection Prevention and Control (or deputy)	Mid Cheshire Hospitals NHS Foundation Trust	Karen Egan
Community Infection Control Service Manager/ Lead Nurse	Staffordshire and Stoke-on-Trent Partnership Trust	Carrie Felgate

### Non – core membership

Other organisations and departments may be called upon to provide information and assurance to the forum, such as TB lead nurse, sexual health commissioner, children's services commissioner, adult health and social care.

### Administration of Meetings

Capacity will be identified through the Office of the Director of Public Health to take minutes and distribute papers.

### Frequency of meetings

The group will meet on a quarterly basis, or more frequently if required. The schedule of meetings will be agreed at the inaugural meeting.

### **Items for the Agenda**

- Healthcare Associated Infection reports, covering MRSA/ Clostridium difficile etc. Available for previous 12 months as monthly rolling and quarterly data for trusts and CCGs.
- Environmental Health reports for significant food and water borne infections
- PHE reports for communicable diseases
- Immunisation and screening uptake reports
- Emergency Planning/ Incident response reports
- Public Health Outcome Indicator profiles relating to health protection
- Relevant JSNA sections related to health protection

An outline timetable will be developed to indicate which members will be discussing their areas of responsibility over a 12 month period, to enable them to be allocated over the year.