

COVENTRY & WARWICKSHIRE HEALTH PROTECTION COMMITTEE

TERMS OF REFERENCE

(to be reviewed prior to April 2013)

V 7.0

July 2012

Purpose

The collective purpose of the Coventry and Warwickshire Health Protection Committee is to provide assurance on behalf of the population of Coventry and Warwickshire that there are safe and effective plans in place to protect population health, to include communicable disease control, infection prevention and control, emergency planning, sexual health, environmental health, and screening and immunisation programmes.

The Committee will comprise a number of professional partner members who hold health protection responsibilities to include the following groups: communicable diseases (Health Protection Agency), local health resilience partnership, local authority emergency planning, infection prevention and control, sexual health, environmental health, antenatal/newborn and adult screening quality assurance groups, and an immunisation and vaccination group.

The Health Protection Committee will carry out a health protection assurance function on behalf of Coventry and Warwickshire Shadow Health and Wellbeing Boards, Health Overview and Scrutiny and the Arden Cluster Board. However, the Committee will work alongside the formal accountability structures of partner organisations. The Committee will:

- 1) Co-ordinate the transition of health protection functions to partner organisations.
- 2) Provide strategic health protection input into the Joint Strategic Needs Assessment processes (Warwickshire County and Coventry City Councils) and agree a Health Protection Strategy for Coventry and Warwickshire, to be approved by the Health and Wellbeing Boards and by partner member organisations.
- 3) Receive short reports from partner members for discussion at Committee meetings to include the following: current situation, progress against health protection outcomes (activity/quality data/plans developed/epidemiological summaries), incidents managed and measures taken, and suggestions for process improvement.
- 4) Ensure that appropriate plans and testing arrangements are in place for all partner member programmes.
- 5) Review all significant incidents / outbreaks to identify and share lessons learnt and make recommendations to commissioners / providers / partners (to be considered through existing accountability structures of these organisations) regarding necessary changes.
- 6) Receive and review risk registers held by partner members, and make recommendations to partners regarding mitigating actions and to commissioners where appropriate (to be considered through existing accountability structures of these organisations).

- 7) Provide a forum for professional discussion of health protection plans, risks and opportunities for joint action.
- 8) Encourage continuous quality improvement through receiving and reviewing suggestions from partner members regarding process improvements.
- 9) Provide oversight of health protection outcomes.
- 10) Promote the importance of the health protection agenda among partner health organisations.

Membership

The Core membership of the group will be as listed below. At least one representative of each partner member group will form the membership of the Health Protection Committee, alongside a number of other stakeholder members, to include local authority and Clinical Commissioning Group members. Other stakeholders will be co-opted onto the Committee as and when appropriate.

Title	Organisation
Director of Public Health	Arden Cluster/Warwickshire County Council/Coventry City Council
Emergency Planning Lead	Coventry City Council, Warwickshire County Council
Director of Infection Prevention and Control	Arden Cluster
Consultants in Public Health	Arden Cluster
Consultant in Communicable Disease Control	Health Protection Unit West Midlands East
Chair of Cluster Immunisation and Vaccination Group	Arden Cluster
Screening Co-ordinator	Arden Cluster
Head of Coventry/Warwickshire/Solihull Resilience Team	Solihull Metropolitan Borough Council
Director of Performance and Governance (Responsible for Emergency Planning and Resilience)	Arden Cluster
Assistant Director, Public Safety & Housing	Coventry County Council
Emergency Planning Managers	Arden Cluster
Heads of Environmental Services	Coventry City Council/Warwickshire Borough and District Councils
Assistant Director Policy and Performance	Coventry City Council
Chief Operating Officer – Inspires Clinical Commissioning Group	On behalf of Clinical Commissioning Group Confederation (Coventry)

General Practitioner and Clinical Commissioning Group Member	Inspires Clinical Commissioning Group On behalf of Clinical Commissioning Group Confederation (Coventry)
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Quorum

For the group to be quorate, there will need to be representation from at least 50% of all partner groups including the Chair always present.

Communication of Committee recommendations

All members will assume responsibility for communicating Committee recommendations to appropriate colleagues following each meeting.

Accountability and reporting framework

The group is accountable to the Shadow Health and Wellbeing Boards and Health Overview and Scrutiny at Warwickshire County Council and Coventry City Council and to the Arden Cluster Board, and will report to the former and latter of these Boards on a quarterly basis. Extraordinary risk concerns and complex risk management issues will be escalated to the Shadow Health and Wellbeing Boards, Arden Cluster Board, Overview and Scrutiny or the Executive Team within local authorities, as well as through partner organisations as appropriate.

The Committee will oversee health protection input into the Joint Strategic Needs Assessment process.

Frequency of Meetings

The group will meet on a quarterly basis unless otherwise required to meet.

Committee Chair

Meetings will be chaired by the Director of Public Health from either Coventry or Warwickshire. The chair of the group will rotate annually between the Directors of Public Health from Coventry and Warwickshire.

Notes/action logs will be produced by the administrative team of the Director of Public Health who is chairing the group for that year. Meeting papers will be circulated 7 days ahead of meetings, with minutes also circulated in a timely fashion to Committee members following each meeting.

Reports

Short reports and risk registers for discussion at the Health Protection Committee will be submitted by each partner member at least 10 days ahead of the meeting date to allow time for collation and circulation to the group.

Standing Items

Standing agenda items will include (for each partner member): current situation summary, progress against outcomes (activity/quality data/plans developed/epidemiological summaries), incidents managed and measures taken, risk register discussion and suggestions for process improvement.

Annual review and Joint Strategic Needs Assessment

On an annual basis, representatives from each of the partner members will be invited to present (verbally and in written form) an annual review report. This will include information as outlined for the short report structure. The timing of the report request and format of the report will be aligned to the Joint Strategic Needs Assessment process for the local authorities.

Review

Terms of Reference should be reviewed prior to April 2013 when accountabilities of the Committee will change (i.e. will become accountable to the Health and Wellbeing Board proper, and cease being accountable to the Arden Cluster Board), and as health protection functions migrate to partner organisations. Subsequently, terms of reference should be reviewed on an annual basis.