

Portsmouth Health Protection Forum Terms of Reference

Purpose of the Health Protection Forum

The Portsmouth Health Protection Forum supports and enables the Director of Public Health to deliver their statutory responsibility to protect the health of the local population. This includes the development and operational implementation of local outbreak control plans, to ensure they meet the needs of the local population.

The Health Protection Forum will take an 'all hazards' approach as outlined above, which will be delivered at different levels and by different organisations, brought together at local authority level under the leadership of the Director of Public Health to ensure a community focus and appropriately tailored approach. These levels will include:

- National/Regional - taking guidance and direction where necessary from central government, including UK Health Security Agency (UKHSA).
- System - Co-ordination required at a system level will be provided through the Local Resilience Forum and Integrated Care System arrangements
- Local - Working to ensure a coordinated, place-based focus to health protection.

Scope

- Health protection practice aims to prevent, assess and mitigate risks and threats to human health arising from communicable diseases and exposure to environmental hazards such as chemicals and radiation.
- The effective delivery of local health protection services requires close partnership working between UKHSA, the NHS, local government and partner organisations.
- Core health protection functions of the Portsmouth Health Protection Forum:
 - Support for emergency preparedness, resilience, and response
 - Communicable disease control (including the growth and spread of anti-microbial resistance) in liaison with UKHSA and partner agencies
 - Risk assessment and risk management
 - Risk communication
 - Incident and outbreak consequence management
 - Monitoring and surveillance of communicable diseases (including emerging infectious disease)
 - Awareness of, and possible response to public health alerts
 - Supporting infection prevention and control in health and care settings
 - Support for immunisation and vaccination programmes
 - Support for environmental population health and control of chemical, biological and radiological hazards - including those outlined in the HIOW LRF Community Risk Register that have implications for human health including, but not limited to: flooding; heatwaves; poor air quality; low temperatures.

Objectives

The Forum will:

- Identify, monitor and escalate risks through surveillance data on infectious disease, immunisations, and environmental threats to inform member organisation planning and policy.
- Receive and share information on all hazards potentially harmful to human health from member organisations.
- Where necessary, member organisations will take action in response to shared information.
- Where necessary, and in consort with existing response structures, mount a coordinated response to incidents, outbreaks and other hazards, which may include:
 - communications and recommendations to the Health and Wellbeing Forum, PCC GOLD, LRF, member organisations and partner organisations not represented at the Forum.
- Receive and act on data and intelligence, including epidemiology and early warning indicators, provided from sources including the HIOW LRF, UKHSA, European Union (EU - via the European Centre for Disease Prevention and Control) and the World Health Organisation (WHO) through the International Health Regulations.
- Recommend approaches to community engagement, including with vulnerable and/or higher risk communities of interest
- Monitor the response to local outbreaks and ensure learning informs future practice
- Be responsible for developing and implementing the Local Covid-19 Outbreak Control Plan, and ongoing contingency planning for Covid-19, including:
 - Planning to prevent and respond to local outbreaks in settings such as care homes and educational settings
 - Identification and management of other high-risk settings, locations and communities of interest
 - Identifying methods for local testing to ensure a swift response that is accessible to the entire population.
 - Oversight of infection control capability and capacity in local complex settings and identifying and escalating requirements
 - Ensuring local services can support vulnerable people to self-isolate
 - Recommend what to include in the communications strategy
 - Ensure that the conditions of relevant grant funding are complied with
 - Monitoring the expenditure incurred in implementing the plans to ensure it remains affordable within the grant allocation

Accountability

The group will be accountable to the Health and Wellbeing Board, in its statutory role bringing together key partners in the local health and care system.

It will also have reporting relationships to:

- HIOW level governance process for functions delivered at this level via the Local Resilience Forum
- Local Gold Command where this is established.

Meetings

- Meetings will be held quarterly, but with extraordinary meetings convened if required.
- Meetings are not held in public
- An agenda and papers will be circulated at least 1 working day before the meeting.
- Conflicts of interest must be declared by any member of the group.

Membership

- Director of Public Health (Chair)
- Assistant Director - Regulatory Services, PCC (Deputy Chair)
- Communications, Health and Care Portsmouth
- Director Adult Social Care or representative
- Director of Children, Families and Education or representative
- Emergency Planning and Resilience Response representative
- UKSHA Consultant in Health Protection
- Housing (appropriate representation to pick up homeless and sheltered housing), PCC
- Culture and Leisure, PCC
- Finance, PCC
- Regeneration, PCC
- The HIVE
- Director of Quality and Safeguarding, Health and Care Portsmouth
- Portsmouth Hospitals University NHS Trust
- Solent NHS Trust
- HM Naval Base
- University of Portsmouth
- Hampshire Constabulary

The Board will invite key advisers as required by the agenda items under consideration.

Specific invitations to persons in other roles may be made where warranted by the business of the meeting.

Quoracy

There will be least six representatives, one of whom will be the Chair or nominated Deputy Chair.

September 2022

Review

Terms of reference will be reviewed on a regular basis.

References

- [What-Good-Looks-Like-for-High-Quality-Local-Health-Protection-Systems.pdf \(adph.org.uk\)](#)
- Hampshire and Isle of Wight Local Resilience Forum 'Community Risk Register'