

Southend-on-Sea Health Protection Oversight & Engagement Board

Terms of Reference

Purpose

The Board shall exist to

1. Provide oversight, assurance and scrutiny of:
 - a. Wider health protection issues including local immunisation rates and screening programmes
 - b. Plans to prevent and manage local outbreaks of communicable and infectious diseases in Southend;
 - c. Actions taken to prevent, contain and manage outbreaks and their outcomes.
2. Engage and communicate with citizens and stakeholders.
3. Monitor levels of infection and assure the Council that the local response is proportionate and optimally deployed.

The Board will be one of two sub-groups, reporting into the Southend Health and Wellbeing Board. The second sub-group, the Health Protection Board will report into this Board.

Chair

The Board shall be chaired by the Chair of the Health and Wellbeing Board for Southend City Council and a representative from the NHS, shall be Vice-Chair.

Membership

In addition to the Chair and Vice-Chair, the Board shall comprise of the Leader of the Council, the Cabinet Member for Community Safety, the Cabinet Member for Adults Social Care and Integration (Chair of the Health and Wellbeing Board), the Chair of the People Scrutiny Committee, thus ensuring cross-party engagement at a strategic level.

If any legislative powers are enacted to support the local response to health protection concerns, a senior representative of the Essex Police and Crime Commissioner, will be nominated as a core member of this Board.

Substitutes

Each Member may nominate a substitute (who must be an elected member on HWB or in the case of the NHS and/or Police and Crime Commissioner representatives, their Deputy, if they are unable to attend a meeting). The Vice-Chair will be a standing substitute for the Chair when unable to attend.

In Attendance

The Chief Executive, the Executive Director of Children and Public Health and the Director of Public Health of the City Council as key members of the Officer-led Health

Protection Board, the Head of Communications and such others as the Board shall determine.

Secretariat

Members' Services of the City Council will provide the secretariat.

Quorum

The Board shall be Quorate if any three persons are present including the Chair and/or Vice-Chair.

Meetings

Meetings may be held with such frequency as are required. Currently, this will be every two months.

Date approved and for review: 26 May 2022. Review in 3 months

Southend Health Protection Board

Terms of Reference

Background

Since 1st April 2013, the City Council, through the Director of Public Health (DPH), has statutory responsibilities to advise on and promote local health protection plans across agencies, which complements the statutory responsibilities of UK Health Security Agency (UKHSA), NHS England/Improvement (NHSE&I) and the local NHS – (from the 1st July 2022 this will be the Mid and South Essex's Integrated Care Board – **MSE ICB**).

The services that fall within Health Protection include :-

- Communicable disease and environmental hazards
- Public health emergency planning
- Immunisation
- Screening
- Sexual health
- Health in the Justice System

The Health Protection Board (HPB) for Southend was established in March 2020, in response to the COVID-19 pandemic outbreak. It was set up as a multi-agency Board to facilitate information sharing, planning and emergency response across the system. Whilst responding to the need to suppress increase infection rates from COVID-19, it also assumed responsibility to support the system in tackling significant pockets of COVID vaccine hesitancy and consider the risks associated with the reduced staff resources overall in the system, due to both excess demand on health and care services and staff illness, and therefore ensuring that maximum efficiency is achieved.

In March 2022, at the bequest of the DPH, the HPB and the Outbreak Management Oversight and Engagement Board (now renamed the Heath Protection Oversight and Engagement Board) unanimously approved that the two Boards will continue to operate as an established governance for all Health Protection matters in Southend.

The HPB will also have a direct link into the Local Health Resilience Partnership (LHRP) which is a forum across Essex chaired by one of the three DsPH across Southend, Essex and Thurrock. Member agencies share responsibility for oversight of health emergency planning in this forum. The Council's Public Health Consultant will liaise with the LHRP, TB Network and the NHS Immunisation and Screening team to update the HPB - whilst we await the finalisation of the local NHS restructure and the creation of the MSE ICB. The Environmental and Food Safety issues will be covered by the Director of Public Protection.

Purpose

The Board shall exist to:

1. Provide a forum for information sharing and planning between public agencies that have responsibilities for health protection in Southend;
2. Review, engage and seek assurance that appropriate mechanisms are in place to protect public health and agree what collective support is required;
3. Lead on the development and implementation of the Local Outbreak Management Plan;
4. Active surveillance of all communicable and infectious diseases' outbreaks and likely risks;
5. Identify public health action required and identify key supporting agencies to ensure action is taken and collective support is agreed;
6. Responsible for scientific, ethical and technical oversight;
7. Co-ordinate contract tracing service responsibilities, linking into both the national and regional system architecture – as and when required;
8. Monitor and recalibrate local actions and responses;
9. Provide assurance and lead on the exit strategy for winding down the local response as necessary;
10. Agree on collective approach, where necessary, and deployment of resources to ensure the effective local service delivery and response.

The Board will be one of two sub-groups under the Southend Health and Wellbeing Board. This Board will report into the second sub-group, the Outbreak Control Oversight and Engagement Board.

Chair

The Board shall be chaired by the Director of Public Health for Southend Borough Council and the Council's Chief Executive and local NHS Alliance Director shall be co-Vice Chair.

Representation

The Board shall comprise of:

- Krishna Ramkhelawon – Director of Public Health (Chair)
- Andrew Lewis – Chief Executive (Vice-chair)
- Tricia D'Orsi – NHS Alliance Director, NHS representative
- Michael Marks - Executive Director of Children and Public Health (DCS rep)
- Smita Kapadia - UKHAS Consultant in Communicable Disease Control
- Tandra Forster – Executive Director of Adults & Communities (DASS rep)
- Joanne Stowell – Public Protection Director
- Gary Cullen – Resilience & Emergency Planning Manager
- Margaret Eni-Olotu – Public Health Consultant (LHRP rep)

The Vice-Chair will be a standing substitute for the Chair when unable to attend, but another nominated qualified senior Public Health professional must be in attendance.

In Attendance

It may be necessary from time to time to co-opt other members for specific areas of interest such as representatives of the Environment Agency.

The Public Health lead for the Pandemic Outbreak Management and the Head of Communications, will be co-opted members.

Secretariat

The Council will provide this support through the Graduate who supports the Chief Executive's Office.

Quorum

The Board shall be Quorate if any 4 persons are present including the Chair and Vice-Chair and a nominated senior Public Health professional, in the absence of the Director of Public Health and a representative from the NHS.

Meetings

Meetings may be held with such frequency as are required. This is likely to be monthly currently, due to the ongoing COVID-19 pandemic.

Date approved and for review: 22 April 2022 - Review in 2 months

Last reviewed - 17 November 2020