



Bristol Clinical Commissioning Group
AGENDA ITEM NO: 6

Bristol Health & Wellbeing Board

Protecting the Health of the Local Population

Author, including organisation	Janet Maxwell, Director of Public Health, Bristol City Council
Date of meeting	5 September 2013

1. Purpose of this Paper

- 1.1 To inform the Health and Wellbeing Board on the establishment of a local Health Protection Committee and to recommend that it reports to the HWB.

2. Context

- 2.1 There is a new health protection duty on local authorities that came into force on 1st April 2013. Details are contained in the Appendix briefing document.
- 2.2 The purpose of the Bristol Health Protection Committee is to provide assurance on behalf of the population of Bristol that there are safe, effective and well-tested plans in place to protect the health of the population. These plans cover communicable disease control, infection prevention and control, emergency planning, sexual health, environmental health, and screening and immunisation programmes.

3. Key risks and Opportunities

- 3.1 The attached report outlines local arrangements and accountability. Clearly there are risks if these are not put into place.

4. Recommendations

- 4.1 It is recommended that the new Health Protection Committee reports to the Health and Wellbeing Board.

5. Appendices

Appendix A: Bristol City Council Health Protection Committee Role, Proposed Governance Arrangements and draft Terms of Reference



Bristol City Council Health Protection Committee

Role, Proposed Governance Arrangements

&

Draft Terms of Reference

Report for:

Strategic Director of Public Health, Bristol City Council; Bristol Health and Wellbeing Board; Bristol Health and Adult Social Care (ASC) Scrutiny Commission; Bristol City Council Strategic Leadership Team; Bristol Clinical Commissioning Group; Avon-Gloucestershire-Wiltshire (AGW) Public Health England Centre; Bristol-North Somerset-Somerset-South Gloucestershire NHS England Area Team; Bristol Health Partners (BHP).

Report prepared by

Dr. Kelechi Nnoaham – Service Director - Public Health, Bristol City Council

Purpose of report

- To describe the role of the newly formed Bristol Health Protection Committee.
- To outline the proposed governance arrangements for the Bristol Health Protection Committee and seek approval for these arrangements from the afore-listed bodies/teams

Introduction

Health Protection is broadly concerned with arrangements for preventing, planning for and responding to incidents and outbreaks, including those which require mobilisation of a multi-agency response under the Civil Contingencies Act 2004. It commonly involves prevention or reduction of harm due to communicable diseases or environmental hazards which threaten the health of the public.

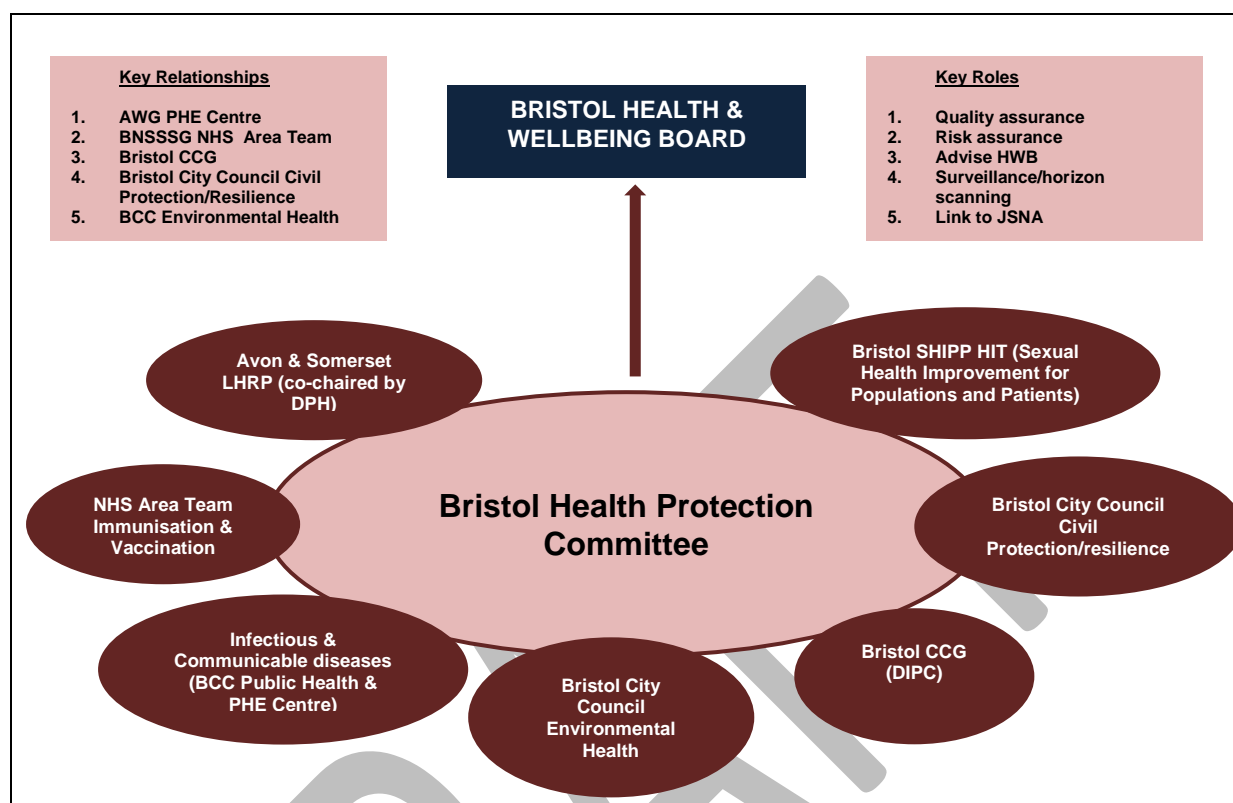
The Secretary of State (SoS) for Health has a statutory duty for health protection but upper tier and unitary local authorities have a new role under section 6C of the NHS Act 2006 in support of this duty. Although local authorities had existing duties and powers in relation to health protection before April 2013, they (and directors of public health acting on their behalf) have since taken on a critical role in protecting the health of their population, both in terms of helping to prevent threats arising and in ensuring that appropriate responses are put in place when things do go wrong. As such, a local authority would expect to understand key threats to the health of local people and support preventative services (such prevention and control of tuberculosis, preventing spread of Blood-Borne Viruses and sexually transmitted infections and preparation for winter and extreme weather events) that tackle those threats.

A key focus of the health protection function of the Local Authority will be on the quality of health protection arrangements in their local area or, more specifically, developing and assuring plans for protecting the public's health with Public Health England and the key health and care partners within the local area. Accordingly, the Department of Health suggests that local authorities establish a local forum for health protection issues (a Health Protection Committee), chaired by the director of public health, to review plans and issues that need escalation and assure that partners have effective plans in place.

The purpose of the Bristol Health Protection Committee is to provide assurance on behalf of the population of Bristol that there are safe, effective and well-tested plans in place to protect the health of the population. These plans cover communicable disease control, infection prevention and control, emergency planning, sexual health, environmental health, and screening and immunisation programmes.

Figure 1 outlines membership, relationships and key roles of the Bristol Health Protection Committee.

Figure 1 - Bristol Health Protection Committee: members, roles and relationships



Role of the Bristol Health Protection Committee

- Quality and risk assure current and emerging health protection plans on behalf of the local population for Bristol City Council.
- Provide a forum for reviewing all local health protection plans and identifying risks and opportunities for joint action
- Provide recommendations (on behalf of Bristol Health and Wellbeing Board and Health/ASC Scrutiny Commission) regarding the strategic/operational management of risks to health.
- Escalate concerns where necessary via both internal (Health and Wellbeing Board and Health/ASC Scrutiny) and external (e.g. Local Health Resilience Partnership) structures.
- Provide oversight of the public health outcomes related to health protection.
- Set and recommend to the Bristol Health and Wellbeing Board a strategy for health protection
- Influence local commissioning through the Joint Strategic Needs Assessment process.

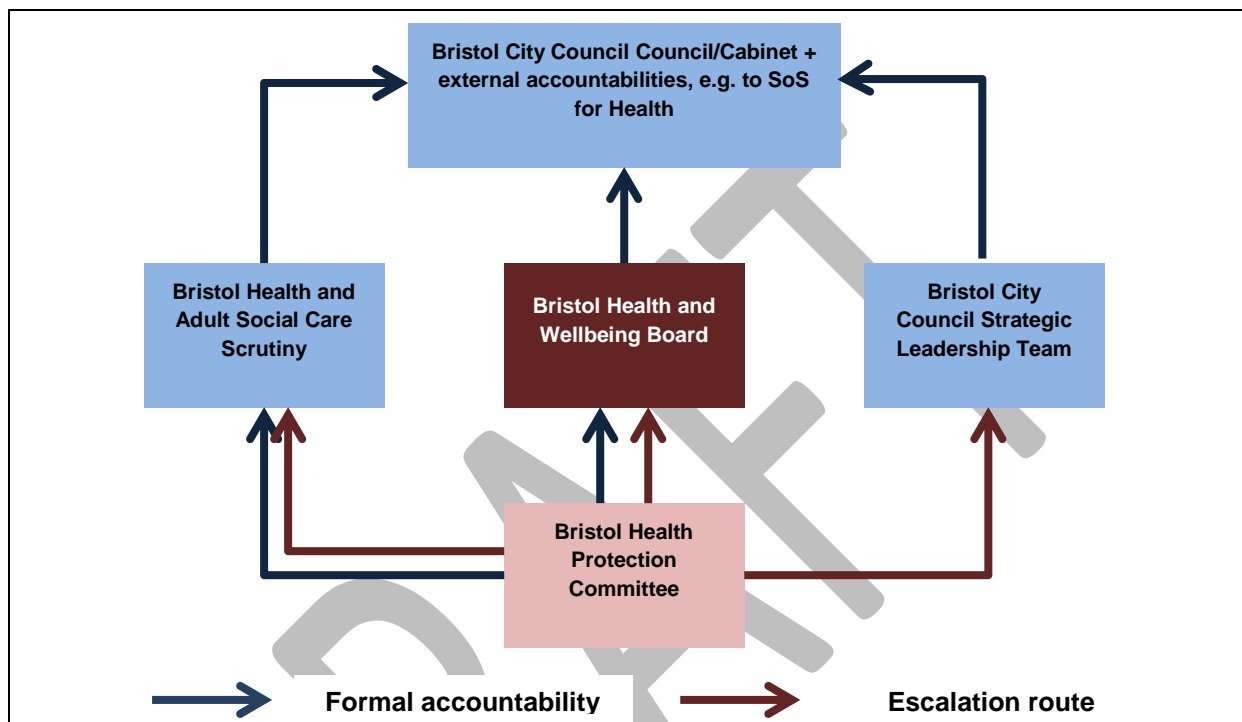
Proposed Governance Arrangements for Bristol Health Protection Committee

It is proposed that the Bristol Health Protection Committee provides written reports to the Bristol Health and Wellbeing Board on a quarterly basis through the Strategic Director of Public Health. Where the Health Protection Committee has any concerns related to any issue within its remit and determines that escalation is needed, this will be done through the Health and Wellbeing Board, Health/ASC Scrutiny and the Strategic Leadership Team within

Bristol City Council as appropriate, as well as through partner organisations or commissioners of services where appropriate.

Figure 2 below shows the proposed accountability structure and escalation routes of the Bristol Health Protection Committee with regard to the City Council's health protection function.

Figure 2 – Accountabilities and escalation routes for Bristol Health Protection Committee



NB: This diagram does not show the accountability structures of all partner members of the Bristol Health Protection Committee

BRISTOL HEALTH PROTECTION COMMITTEE

TERMS OF REFERENCE

July 2013

Purpose

The key role of the Health Protection Committee of the Bristol Health and Wellbeing Board would be to assist the Strategic Director of Public Health, who would chair the group, in her role in ensuring appropriate oversight of health protection plans and arrangements for Bristol. The Committee will provide assurance on behalf of the population of Bristol that there are well developed, tested, safe and effective plans in place to protect the health of the Bristol population. This health protection remit covers control of communicable diseases, infection prevention and control, emergency planning, sexual health, environmental health, and screening and immunisation programmes.

The membership of the Health Protection Committee will primarily comprise representatives of relevant existing health protection groups in/covering Bristol. This will include a number of professional partner members who hold health protection responsibilities - principally the following groups: communicable diseases (Public Health England Centre), Local Health Resilience Partnership, Bristol City Council Civil Protection/Resilience function, Bristol CCG infection prevention and control, Bristol Health Partners (BHP) Sexual Health Improvement for Populations and Patients (SHIPP) Health Integration Team (HIT), TB and Blood-Borne Virus prevention services, Bristol City Council environmental health and Public Health England screening and immunisation/vaccination quality assurance groups.

The Bristol Health Protection Committee will carry out a health protection assurance function on behalf of Bristol Health and Wellbeing Board, Health/ASC Scrutiny. In addition, the Committee will work alongside the formal accountability structures of partner organisations. More specifically, the Committee will:

- Provide strategic health protection input into the Bristol Joint Strategic Needs Assessment (JSNA)
- Drawing on academic, clinical and commissioning expertise in the BHP SHIPP, agree a Health Protection strategy for Bristol, to be approved by the Health and Wellbeing Board and by partner member organisations.
- Receive regular reports (verbal or written) from partner members for discussion at meetings of the Committee, highlighting current situation, progress against health protection outcomes, notable incidents managed and measures taken, and suggestions for process improvement.
- Ensure that relevant partner members have appropriate plans and testing arrangements in place for protecting the health of the Bristol population.
- Review significant incidents or outbreaks, identify and share lessons learnt and make recommendations on necessary changes.
- Receive and review risk registers held by partner members and make recommendations to partners regarding mitigating actions.
- Provide a forum for considering all local health protection plans, risks and identifying where there are opportunities for joint action
- Provide oversight of the public health outcomes related to health protection.
- Promote the importance and raise the profile of the health protection agenda among partner organisations.

Membership

The Core membership of the group will be as listed below. Other stakeholders will be co-opted onto the Committee as and when appropriate.

Title	Organisation/Other body
Strategic Director of Public Health	Bristol City Council
Service Director – Public Health	Bristol City Council
Public Health Specialist lead for infectious diseases	Bristol City Council
Public Health Service Manager, sexual health commissioning	Bristol City Council and Bristol Health Partners (BHP) Sexual Health Improvement for Populations and Patients (SHIPP) Health Integration Team (HIT)
Civil Protection Manager, Safer Bristol	Bristol City Council
Public Health Services Manager, Environmental & Leisure Services	Bristol City Council
Director of Infection Prevention and Control	Bristol Clinical Commissioning Group
Screening and Immunisation Lead	BNSSSG NHS England Area Team
Emergency Preparedness, Resilience and Response (EPRR) Lead	BNSSSG NHS England Area Team
Consultant in Communicable Disease Control	AWG Public Health England Centre

Quorum

For the committee's meetings to be quorate, there will need to be at least three Bristol City Council representatives including the DPH or Deputy DPH and at least two external partner organisations represented.

Communication of Committee recommendations

It is expected that all members will take on the responsibility for communicating the recommendations of the Committee to appropriate colleagues in their departments or organisations.

Framework for accountability and reporting

The Health Protection Committee is accountable to the Bristol Health and Wellbeing Board and Bristol Health/ASC Scrutiny Commission. It will report to these Boards on a quarterly basis but will also respond when specific ad hoc reports are requested by either of those groups or other external structures to which any of the Committee partners are accountable.

Risk concerns and risk management issues will be escalated to the Bristol Health and Wellbeing Board, Bristol Health/ASC Scrutiny or Bristol City Council Strategic Leadership Team, as well as through partner organisations as appropriate.

Crucially too, the Committee will oversee the health protection input into the Bristol Joint Strategic Needs Assessment process, setting out key areas of risk, need and demand to assess through the JSNA and influencing final editing of health protection JSNA sections.

Frequency of Meetings

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

Committee Chair

Meetings will be chaired by the Strategic Director of Public Health or the Service Director of Public Health when required to deputise for the SDPH. Notes/action logs will be produced by the administrative team of the DPH. Meeting papers will be circulated one week ahead of meetings, with minutes also circulated within 14 days 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 Agenda Items

Standing agenda items will include (for each partner member): current situation summary, progress against outcomes, incidents managed and measures taken, risk register discussion and suggestions for process improvement.

Review

This Terms of Reference should be reviewed in June 2014.