

# North Yorkshire Health Protection Assurance Group

## Terms of Reference

### 1. Aim

The aim of the Group is to provide assurance to North Yorkshire County Council and the North Yorkshire Health and Wellbeing Board about the adequacy of prevention, surveillance, planning and response with regard to health protection issues.

The Groups will assist the Director of Public Health, as the Chair, to discharge his/her responsibility for ensuring oversight of health protection in North Yorkshire, and in providing a strategic challenge to health protection plans/arrangements produced by partner organisations.

### 2. Accountability

The Group will provide Statements of Assurance to North Yorkshire County Council and to the Health and Wellbeing Board with respect to health protection plans. It will produce an annual report on health protection issues for the Health and Wellbeing Board and will report other issues by exception.

### 3. Specific duties and functions

The Group will oversee health protection plans and arrangements in North Yorkshire through an agreed health protection assurance framework. This assurance framework will seek evidence that plans and arrangements meet the following criteria:

- Identification of key elements of health protection, with appropriate lead roles allocated to cover each element,
- Assessment of risks for each element of health protection and control measures in place, and
- Mechanisms to monitor health protection risks which should be reviewed on a regular basis, or at least annually.

The key elements of the framework include but are not restricted to:

- Prevention
  - Vaccination and Immunisation
  - Screening – nationally defined and commissioned cancer and non-cancer programmes
  - Infection prevention and control (IPC) – usually within the health and care setting,
  - Environment, enforcement, trading standards, food, animal health, water, and health & safety
  - Drugs and substance misuse
  - Prevention of injury including Suicide prevention
  - Sexual health

- Emergency preparedness, resilience, and response (EPRR)
- Incidents and outbreaks of infectious diseases and environmental hazards
- Surveillance of infectious diseases and environmental hazards

The Group will have key responsibilities to:

- Highlight concerns about significant health protection issues and the appropriateness of health protection arrangements in North Yorkshire, raising any concerns with the relevant commissioners and/or providers or, as necessary, escalating concerns to the Health and Wellbeing Board or relevant Chief Executives
- Provide an expert view on any health protection concerns on which the Council or Health and Wellbeing Board request advice from the Group
- Monitor local performance in addressing the key health protection issues in North Yorkshire
- Review significant areas of poor performance and to expect recovery plans to be in place
- Identify the need for, and review the content of, local plans relevant to significant health protection issues
- Make recommendations as to health protection issues that should be included in the local Joint Strategic Needs Assessment
- Consider the lessons identified from any serious incidents or outbreaks and to expect that learning from such incidents is embedded in future working practices

## **5. Membership**

The membership of the Health Protection Assurance Group includes:

- Director of Public Health for North Yorkshire
- Consultant Public Health lead for sexual health commissioning (NYCC)
- Consultant Public Health lead for substance misuse commissioning (NYCC)
- Consultant Public Health lead for Screening and Immunisation (PHE)
- Consultant in Communicable Disease Control (PHE)
- Lead Officer for Infection Control Prevention commissioning (e.g Executive Nurse) on behalf of all CCGs
- Lead Director of Infection Prevention and Control on behalf of Provider Trusts
- Chief Environmental Health Officer representative on behalf of all Chief EHOs
- Head of Emergency Planning Unit (NYCC) representing secretariat of NYLRF
- Health Emergency Planning Officer (NHS England Area Team) representing LHRP secretariat

Members should be in a position to provide assurance on behalf of the organisation or partnership that they represent. Each member will be responsible for reporting back to their organisation or partnership on the work of the Group.

## **6. Nominated substitutes**

Each member will nominate a named substitute with appropriate seniority and knowledge to attend and act in their absence.

## **7. Chair and vice chair**

Chair: Director of Public Health for North Yorkshire.

Vice Chair: Deputy Director of Public Health or Consultant Public Health (NYCC)

## **8. Quorum**

The quorum for the Group will be one half of its membership. Representation within that number must include the Chair or Vice-chair. A Statement of Assurance can only be made when a quorate Group is able to review evidence pertaining to all key elements of the Health Protection Assurance Framework.

## **9. Secretariat and recording meetings**

The secretariat will be provided by the Administrator to the Director of Public Health for North Yorkshire. The agenda and reports will normally be distributed no later than seven days before the meeting date. Members will be expected to submit evidence to support Statements of Assurance in their lead area in time to be circulated seven full days before the meeting date. All meetings will be formally minuted. The minutes will be circulated to all members and substitutes.

## **10. Frequency of meetings**

The Board meets two times per year

## **11. Review**

The Terms of Reference will be reviewed annually.