

**Manchester Health and Wellbeing Board
Report for Information**

Report to: Manchester Health and Wellbeing Board – 18 September 2013

Subject: Manchester Health Protection Expert Advisory Group: Terms of Reference

Report of: David Regan, Director of Public Health

Summary

The status of the Manchester Health Protection Expert Advisory Group as an expert advisory group to the Health and Wellbeing Board was endorsed by the Board in January 2013. At its inaugural meeting the Group refined its Terms of Reference. These are submitted for information and confirmation by the HWB.

Recommendations

The Board is asked to confirm the terms of reference of the Manchester Health Protection Expert Advisory Group

Board Priority(s) Addressed:

All

Contact Officers:

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Background documents (available for public inspection):

Minutes of the Health and wellbeing Board January 2013

Manchester Health Protection Expert Advisory Group

Terms of Reference

Background

Health protection – the control of infectious diseases, including healthcare associated infections, and the health effects of non-infectious environmental hazards – presents considerable challenges in Manchester. Although good progress has been made in tackling some of the key problems, major challenges remain.

Many organisations have a role to play in protecting the public from infections and infectious diseases, and the overlapping roles and responsibilities of the main agencies/departments (particularly the NHS, Public Health Manchester, Environmental Health and Public Health England), working with many different stakeholder organisations, can be complex.

In January 2013, Manchester's Health and Wellbeing Board received a report on Health Protection.¹ In light of that report, and in line with a Dept of Health recommendation, The Board agreed to the establishment of a health protection group for Manchester, and to receive its reports.

The Health and Wellbeing Board also agreed that the first key task of the new group would be to review what health protection plans are already in place in Manchester, particularly in response to a public health emergency, and, in light of the 2013 health economy transition, advise the Director of Public Health and other key stakeholders on what additional or revised plans may be needed.

Purpose of the group

The primary role of the Health Protection Expert Advisory Group is to enhance partnership working on health protection in Manchester and to assist the Director of Public Health, who will chair the group, to discharge his responsibility for ensuring oversight of health protection in Manchester, and in providing a "strategic challenge to health protection plans/arrangements produced by partner organisations".²

The Group will provide assurance to the Health and Wellbeing Board that robust plans and arrangements are in place and will draw to the attention of the Board any matter of concern in this context. It is particularly important that there are clear arrangements for responding to public health emergencies – as a successful response to emergencies, such as the swine flu pandemic of 2009, is an 'acid test' of the ability to protect public health.

Scope

¹ 'Health Protection in Manchester'. See attached link, item 7.

http://www.manchester.gov.uk/meetings/meeting/1885/health_and_wellbeing_board

² 'The new public health role of local authorities'. Department of Health, October 2012.

The Group will consider health protection issues in, or relevant to, the City of Manchester. Topics that are within the scope of the Group include, but are not restricted to:

- Infectious diseases in the community
- Healthcare acquired infections, especially MRSA and *Cl. difficile*
- Vaccine preventable diseases and immunisation programmes
- Tuberculosis
- Pandemic influenza
- Sexually transmitted infections, including HIV
- Blood borne viruses
- Environmental hazards

Issues that are out of scope of the Group are:

- Health services emergency planning and response arrangements, and business continuity arrangements, that are not related to public health emergencies (such as a fuel shortage or extreme weather events)
- Health and social care winter planning, except where there is a health protection element, such as flu vaccination.

Key responsibilities of the Health Protection Expert Advisory Group

- To provide assurance to the Health and Wellbeing Board as to the adequacy of local arrangements for the prevention, surveillance, planning for, and response to, health protection issues and problems in Manchester
- To highlight concerns about significant health protection issues and the appropriateness of health protection arrangements in Manchester, 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
- To provide an expert view on any health protection concerns on which the Health and Wellbeing Board request advice from the Group
- To monitor a 'health protection dashboard' in order to assess local performance in addressing the key health protection issues in Manchester
- To review significant areas of poor performance and to expect recovery plans to be in place
- To identify the need for, and review the content of, local plans relevant to significant health protection issues
- To make recommendations as to health protection issues that should be included in the local Joint Strategic Needs Assessment
- To consider the lessons identified from any serious incidents or outbreaks and to expect that learning from such incidents is embedded in future working practices

Meeting arrangements

The Group will be chaired by the Director of Public Health and will normally meet four times per year. Meetings will normally be of no longer than two hours duration.

The meetings will be convened by Public Health Manchester. Items for inclusion on the agenda will be sought from all members in advance of each meeting. Draft minutes will be sent electronically to members and then approved at the next meeting.

Reporting arrangements for the Health Protection Expert Advisory Group

The Health Protection Expert Advisory Group will report to the Health and Wellbeing Board. The Director of Public Health, with the assistance of the Consultant in Public Health Medicine – Health Protection, and other members of the Group, will raise any concerns or recommendations, and submit formal reports, to the Health and Wellbeing Board as agreed by the group.

Sub-groups of the Health Protection Expert Advisory Group

Three existing local health protection groups will report to the Health Protection Expert Advisory Group, namely, 1. The Vaccination and Immunisation Management Group,³ 2. The Manchester TB Steering Group and 3. The Infection Prevention and Control WHE Clinical Leads Group (the “Clinical Leads Group”).

The chairs of each of these groups will be members the Group and will report on the work of the group they chair.

Membership and quorum

The quorum for the Manchester Health Protection Expert Advisory Group will be one third of its membership. Representation within that number must include the Chair or Vice-chair. The Chair and Vice-chair are indicated in the list of group members overleaf.

Role	Representative
Director of Public Health (Chair)	David Regan
Consultant in Communicable Disease Control for Manchester, Public Health England (Vice-Chair)	Dr William Welfare
Consultant in Public Health Medicine – Health Protection	Dr Kevin Perrett
Chair of the Manchester TB Steering Group	Professor Mark Woodhead
Chair of the Clinical Leads Group	Leasa Benson
Chair of the Vaccination & Immunisation Advisory Group	Dr Kevin Perrett
Head of the Community Infection Control Team	Leasa Benson
Director of Infection Prevention and Control for the three Clinical Commissioning Groups	Craig Harris

³ The nature of this group may change in 2013, as the responsibilities for immunisation programme commissioning are changing.

Immunisation Coordinator for Manchester (NHS England)	Ellen Cooper
Environmental Health representative	Stuart Bayley
LMC (GP) representative	Dr Mo Miah
Specialist Nurse in Health Protection (CICT)	Helen Fabrizio
Representative of provider trust Infection Control Teams	Julie Cawthorne
Medical Microbiology Partnership representative	Dr Andrew Dodgson
MCC Resilience Forum representative	Lucy Kennon or Fiona Worrall
Manchester Health Economy Resilience Group representative	Nick Gomm or Andrew Bidolak
GM Commissioning Support Unit NHS emergency planning representative	Andrew Bidolak
Public Health Consultant with responsibility for sexually transmitted infections and HIV	Barry Gillespie
Public Health Consultant with responsibility for substance misuse and blood borne viruses	Janet Mantle

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Contact Officer:

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