

# Sandwell Health Protection Board

## Terms of Reference

**August 2025**

### **1. Purpose**

- 1.1. Provide assurance to the Director of Public Health that plans are in place to protect the population's health; a mandated function of the Health and Social Care Act 2012.
- 1.2. The Health Protection Board (HPB) is a sub-group of the statutory Health and Wellbeing Board and will focus on the Director of Public's Health statutory oversight and assurance role of health protection plans to protect the health of the population of Sandwell.
- 1.3. The Board will provide assurance to the Health and Wellbeing Board and its partner organisations on the delivery of health protection plans, including outbreak management, infection prevention and control, public protection and performance of immunisation and screening programme.

### **2. Objectives**

- 2.1. To provide a multi-agency forum to plan, prepare and respond to intelligence regarding health protection, surveillance, emergency preparedness and incident response to significant public health emergencies and events affecting Sandwell Borough.
- 2.2. Ensure there is a process in place to assure there are effective arrangements for health protection incidents and outbreaks with key risks identified and appropriate mitigation measures undertaken. Ensuring effective communication amongst partner agencies and the community, sharing relevant information in a timely manner.
- 2.3. The scope of health protection and threats to be covered by the board can include but not limited to:
  - 2.3.1. *Communicable Diseases*
  - 2.3.2. *Non-communicable Diseases*

2.3.3. *Immunisations and Screening*

2.3.4. *Emergency Planning, Resilience and Response (EPRR)*

2.3.5. *Infection Prevention and Control (IPC)*

2.4. To ensure that partner organisations understand their roles and responsibilities in surveillance, strategic planning, delivery and response.

### **3. Functions**

3.1. To improve integration and partnership working on health protection through scrutinising services/provider regarding health protection between the Local Authority, UKHSA, NHS and other local services.

3.2. To provide oversight of key health protection intelligence including incidents, investigations, surveillance, and new emerging trends/ themes of infectious disease

3.3. To ensure that partner organisations understand their roles and responsibilities in surveillance, strategic planning, delivery, and response, as appropriate.

### **4. Chair of the meeting**

4.1. The Board will be chaired by the Director of Public Health. Deputy chair will be Service Manager for Health Protection within the local authority.

### **5. Reports**

5.1. UKHSA, NHS England, BC ICB, Sandwell and West Birmingham NHS Trust and Black Country Healthcare Trust are expected to submit an update report 10 working days before the Health Protection Board Meeting. All papers/ exception reports will be collated and circulated to member.

### **6. Governance**

6.1. The Board will provide reports to the Health and Wellbeing Board through the Director of Public Health and escalate items where necessary to the Health and Wellbeing Board.

## 7. Accountability and responsibility

7.1. Each organisation will be responsible for ensuring that their nominated representative/s or appropriate substitute/s is available to attend all meetings, which will be scheduled in advance.

## 8. Meeting Arrangements

8.1. The Health Protection Board will meet quarterly via Microsoft Teams.

8.2. All members are requested to attend meetings or arrange for a nominated representative in their place.

## 9. Core Health Protection Board Membership

Title	Organisation
Chair – Director of Public Health	Sandwell Council
Deputy Chair – Service Manager (Health Protection)	Sandwell Council
Health Protection Project Manager (Health Protection)	Sandwell Council
Infection Prevention Specialist Nurse	Sandwell Council
Infection Prevention Nurse	Sandwell Council
Sexual Health Project Manager	Sandwell Council
Resilience Manager	Sandwell Council
Healthy Urban Development Lead	Sandwell Council
Screening Lead	NHS England
Vaccination and Immunisation Lead	NHS England
Health Protection Team	Black Country Integrated Care System (BC ICB)

Lead Microbiologist	Black Country Pathology Laboratory/ Sandwell and West Birmingham NHS Trust
Lead Infection Prevention and Control Nurse	Sandwell and West Birmingham NHS Trust
Lead Infection Prevention and Control Nurse	Black Country Healthcare NHS Trust
Consultant in Communicable Disease Control (CCDC)	UK Health Security Agency (UKHSA) (Health Protection Team)
Other health protection partners will periodically be invited to the meetings to provide information and assurance to the board.	

## 10. Quorate

The meeting will be considered quorate with a minimum of 5 members present and must include representation from the Public Health Department and two external organisations.