

Title:	Draft Bournemouth, Dorset & Poole Local Health Resilience Partnership Sub-Group Terms of Reference		
Owner:			
Version:	V0.2		Date: May 2013
Classification:	NOT PROTECTIVELY MARKED		

***Bournemouth, Dorset and Poole
Local Health Resilience Partnership
Sub-Group***

Terms of Reference

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1.0 INTRODUCTION

- 1.1 The Local Health Resilience Partnership (LHRP) has established a sub-group.
- 1.2 The LHRP sub-group is a forum for Emergency Planning, Resilience and Response (EPRR) practitioners to share expertise and carry out the LHRP work programme.
- 1.3 These terms of reference have been developed by the group's membership and approved by the LHRP.

2.0 PURPOSE OF THE LHRP SUB-GROUP

- 2.1 The purpose of the Sub-group is to:
 - Develop and deliver the LHRP work programme;
 - Provide EPRR advice, expertise and support to Accountable Emergency Officers
 - Provide health representation to the Bournemouth, Dorset and Poole Local Resilience Forum's sub-groups

3.0 OBJECTIVES OF THE LHRP SUB-GROUP

- 3.1 The LHRP Sub-group will:
 - a) Develop organisational and health sector resilience by sharing good practice, expertise and experience, including for example exercise and incident debrief materials.
 - b) Members of the Forum will:
 - co-operate with all Category One, Category Two and providers of NHS funded care in Bournemouth, Dorset and Poole and surrounding areas;
 - share examples of good practice in emergency preparedness;
 - provide support and assistance across the LHRP health community EPRR activities;
 - brief their Accountable Emergency Officer on all EPRR matters;
 - establish and maintain communications arrangements within their own organisation so that Sub-group work is disseminated;
 - carry out actions agreed at Sub-group meetings (these may be in addition to participation in the work programme as set out in (c) below).
 - c) The Sub-group will deliver the work programme as agreed by the LHRP to ensure a co-ordinated approach to improve NHS resilience, which is

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supported by appropriate plans, training and exercises in line with the requirements set out in the Civil Contingencies Act 2004.

4.0 CHAIR AND SECRETARIAT

4.1 NHS England (Wessex) will provide a chair for the Sub-group.

4.2 Sub-group members will elect the Vice Chair. When necessary, the Vice Chair will deputise for the Chair by:

- Chairing meetings of the Forum;
- Ensuring that the work programme achieves objectives;
- Attending Local Health Resilience Partnership meetings.

4.3 Sub-group members will:

- a) Ensure delivery of the work programme for the LHRP. It is expected that in developing the work programme consideration will be given to the expertise of members of the TPG as well as capacity and capability. Agreement for participation in the work programme will be indicated by Trust representative at the LHRP and subsequently secured with the individual members of the TPG;
- b) Work with their respective accountable emergency officers to ensure a consistent approach to the effective sharing of information, development of policy and resolution of strategic and operational planning issues;
- c) Work with Local Resilience Forum Business Management and other LRF Groups to ensure a consistent approach to the effective sharing of information, development of policy and resolution of strategic and operational planning issues
- d) Be responsible for the effectiveness of the Sub-group (see Section 5 below).

4.4 Secretariat support will be provided by NHS England (Wessex)

5.0 ORGANISATION OF THE SUB-GROUP

5.1 Meetings

5.1.1 Within a fortnight of LHRP meetings all Sub-group members will receive minutes from the LHRP.

5.1.2 The Sub-group will meet at least four times a year (usually quarterly) and approximately two weeks after LHRP meetings. Members responsible for actions arising from the LHRP meetings will be agreed at each Sub-group meeting.

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5.1.3 Members will report back on agreed actions by email or by requesting a teleconference if necessary.

5.1.4 Dates of meetings will be scheduled at least one year in advance. Agenda and papers for meetings will be prepared and circulated at least 5 working days prior to each meeting.

5.1.5 Members wishing to raise agenda items should notify the Chair no less than 10 working days prior to the scheduled meeting and ensure that relevant papers are available for circulation as set out in 5.1.4 above. Any member that is unable to meet these deadlines will be able to raise their matter under "Any other Business" at the meeting. It will be at the discretion of the Chair whether any decisions on the matter raised will be taken at the meeting or be deferred until the matter can be formally considered at a subsequent meeting, when the relevant supporting papers will be available; or to adopt any other form of communication (i.e. teleconference or virtual meeting) to reach a decision.

5.1.6 Notes of meetings will be circulated for within 10 working days following each meeting.

5.2 Membership

5.2.1 Membership for the Bournemouth, Dorset and Poole LHRP Sub-group is at Annex 1.

5.2.2 Deputies, where relevant people are in post, may be asked to attend meetings in the event that the designated member is unavailable. The Deputy must be well briefed by the member and be capable of fully discharging the duties and responsibilities of the designated member.

5.3 Quorum

5.3.1 The meetings of the Forum will be quorate when 50% of Trusts' representatives are present.

5.4 Governance and Reporting arrangements

5.4.1 Individual members of the Sub-group are accountable to their respective organisations.

5.4.2 The Sub-group is accountable to the LHRP.

5.4.3 The Sub-group will report to the LHRP on progress, plans and work completed. Arrangements will then be made for the relevant documents to be circulated for local adoption and/or implementation.

5.5 Relationships with other groups

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5.5.1 The Sub-group has links to the Bournemouth, Dorset and Poole Local Resilience Forum (LRF) through:

- LHRP co-chairs' attendance at the LRF's Executive meetings
- The Sub-group Chair's attendance at the LRF Business Management Group meetings.

5.5.2 Members of the Sub-group will have direct links with the LRF's sub-groups through active participation (as agreed) with the work of that sub-group.

6.0 REVIEW

6.1 These Terms of Reference will be reviewed by the Sub-group every year, or whenever there is a substantial organisational change within LHRP arrangements. Any changes will be submitted to the LHRP for approval.

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Annex 1

BOURNEMOUTH, DORSET AND POOLE

LHRP SUB-GROUP

CCA 2004 Lead Schedule 1 Reference	Organisation Represented	Nominated
5	<i>A National Health Service trust established under section 5 of the National Health Service and Community Care Act 1990 (c. 19) if, and in so far as, it has the function of providing-</i> <i>(a) ambulance services</i>	
	South Western Ambulance Foundation Trust Ambulance Service NHS Trust	Chris Chambers/Wayne Darch
6	<i>A National Health Service trust established under section 5 of the National Health Service and Community Care Act 1990 (c. 19) if, and in so far as, it has the function of providing-</i> <i>(b) hospital accommodation and services in relation to accidents and emergencies</i>	
	Dorset County Hospital Foundation Trust	Tony James
	Poole Hospital Foundation Trust	Colm Gayton
	Royal Bournemouth Foundation Trust	Troy Welch
TBC	<i>A NHS Commissioning Board Local Area Team established under National Health Service Act 2012.</i>	
	NHS England (Wessex)	Chris Hansen (Chair)
TBC	<i>The Public Health England established under National Health Service Act 2012.</i>	
	Public Health England	Paul Bolton
N/A	<i>NHS Commissioning Board established under National Health Service Act 2012.</i>	
	Dorset Healthcare University Foundation Trust	Libby Beasley
	Dorset Clinical Commissioning Group	Liane Jennings/Sarah Walker
N/A	Dorset Local Resilience Forum (LRF)	Karen Eagle
To be invited as necessary or when requested:		
	Local Authority Emergency Planning representative	Liam Patton
	Local Authority Public Health Representative	Rachel Partridge
	St Johns Ambulance	TBC
	British Red Cross	TBC
	Burns Clinical Network	Catherine Parsons

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