



# Health Protection Network Terms of Reference (ToR)

## **Term**

This is a network coordinated by the Association of Directors for Public Health London, in partnership with UKHSA London region. The engagement guidelines are effective from March 2026 and will be reviewed in March 2027 and will be ongoing until terminated by agreement between its members.

## **Role/Purpose**

The purpose of this network is to:

- Allow opportunity/space for collaboration and be a vehicle for disseminating key information to Health Protection (HP) leads pan London, to support the health improvement agenda and addressing health inequalities (key focus areas will be; communicable diseases, immunisations, climate and environmental hazards)
- Share best practice and evidence base across London
- Support building resilience across the health protection system

## **Membership**

The network comprises of:

### **Leadership team**

- ADPH London Lead & Network Co-chair – Carolyn Sharpe, Consultant in Public Health - City and Hackney Public Health
- UKHSA London Co-Chair – Sara Atkin, Consultant in Health Protection & Team Lead – UKHSA London
- ADPH London Lead for Immunisation – Kirsten Watters, Director of Public Health – London Borough of Camden
- ADPH London Lead for Climate and Health - Claire Greszczuk, Director of Public Health (interim) – London Borough of Newham
- Network Coordinator – Joleene King, ADPHL Public Health strategist
- Network Coordinator – Suzanne Elwick, head of regional engagement, UKHSA London

### **Members**

- Public Health Consultants and Public Health Immunisation Leads from the 32 London Local Authorities & City of London
- Public health principals and/or public health practitioners working in a health protection role within Local authorities, UKHSA and NHS.
- Public Health Consultants and relevant leads from London NHS Trusts and Integrated Care Boards
- Health Protection Consultants and Health Protection Practitioners from UKHSA
- Public Health Consultants and leads from London academic institutions



- GLA Public health Consultants and Specialists
- DHSC London Public health consultants and the Operations team
- NHSE London Imms Lead.

### **Additional potential members - topic dependent**

- Adult social care commissioners from the 32 London Local Authorities & City of London
- Environment Health Officers the 32 London Local Authorities & City of London

### **Roles and Responsibilities**

#### **Leads and Co-chair's**

- To lead the network and provide leadership
- Be the link between CsPH and public health, imms and HP leads and DsPH
- Set the themes/ identify priorities for network agenda.

#### **Coordinator**

- Coordinate an agenda to meet the needs of the group based on liaising with the chairs
- Follow up on any delegated action arising from the meeting and feedback to the team as and when appropriate
- Maintain membership list with support from the ADPH London office.

#### **Members**

- Be willing and forthcoming with ideas and experiences of benefit to the wider network
- Readiness to share with colleague's intelligence (experiences, learning etc.) via email, verbally or formally presenting
- Participate in task and finishing groups as and when appropriate

#### **Meetings**

- Meetings will be held four times a year, three on teams and one in person
- Meetings will be mix of topic based deep dives, related to seasonal concerns and include a short section for hot topics that can be used by any member to raise an issue to discuss
- An annual forward plan will be agreed between the chairs in consultant with the members and will be initially based around the topic included in the Health Protection Assurance Framework
- If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

#### **Use of Artificial Intelligence (AI)**

- To protect confidentiality and maintain a safe space for open discussion, AI bots and assistants are not permitted at ADPH London meetings.
- ADPH London manages its own recording and transcription processes and will always inform attendees at the start of a meeting. The use of external AI tools may compromise this control and is therefore prohibited.
- If you use an AI assistant for accessibility reasons, please contact us in advance of any meeting, to agree how we can assist you.



### **Knowledge Hub (KHub)**

- From September 2025, the ADPH London [KHub](#) site will be used to share information and resources relating to the networks. It is the members responsibility to sign up to [KHub](#) and request access to the relevant ADPH London networks.

### **Data protection**

#### **Email distribution list**

- By joining this network, members consent to their email address(es) being held by ADPH London
- ADPH London asks that members who join this network contact ADPH London if their email address(es) require updating (i.e., be added to the list, change email address or be removed from the list)
- ADPH London will use the distribution list to share information/intelligence relating to the role/purpose of the network through the ADPH London office mailbox, and on behalf of members and external partners
- The distribution list will be shared with UKHSA London but no other third parties.

**To be reviewed in March 2027**