

Asylum Seekers and Refugees Network Terms of Reference

1. Background

Stood up in July 2022 in response to local partner requests, the network grew from earlier work with displaced Afghan arrivals in bridging hotels during 2021/22. It now brings together colleagues across London to address changing needs, new policies, and operational challenges affecting people seeking asylum and refuge.

2. Purpose

London hosts people seeking asylum and refuge who face unique barriers to health, care, safety, and dignity. This community of practice connects practitioners across boroughs and systems to share evidence, solve problems, and coordinate action so that asylum seekers and refugees experience equitable, trauma informed, and inclusive services. Our collective work reduces health inequalities, strengthens safeguarding, and supports whole system improvements that protect and promote wellbeing.

3. Aims and Objectives

The Asylum Seekers and Refugees Network aims to provide:

- A trusted, practical space for peer learning and rapid problem solving.
- Timely sharing of intelligence, resources and innovations.
- Clear routes for escalating issues and influencing strategic decisions.
- Consistent approaches that improve local practice and reduce avoidable harm.

4. Scope

The scope of the network is as follows:

- **Geography:** London wide.
- **Focus:** Public health priorities for asylum seekers and refugees, shaped by member input and regional/national guidance.
- **Key populations:** Unaccompanied minors; children and young people; pregnant people; older adults; people with disabilities; survivors of violence and trauma; other inclusion health groups.

Areas of focus:

- Access to primary care, immunisations, screening, maternity and mental health support.
- Safeguarding, accommodation and placement issues affecting health.
- Health protection, public health intelligence, data quality, and lawful data sharing.
- Pathways, timelines, roles of agencies, and system navigation.
- Workforce capability, service continuity, and co production with lived experience

5. Outputs

- Time limited task & finish groups to develop products requested by members (e.g. pragmatic guidance, position statements, shared resources).

Network members to apply insights locally:

- Map local pathways for asylum seekers/refugees; identify gaps and quick wins.
- Strengthen links with VCSE partners; co produce culturally safe interventions.
- Embed trauma informed practice; ensure easy registration with GP and immunisation access.
- Use network resources to support JSNA updates, health protection plans, and safeguarding processes.
- Share a short case study on KHub: what you tried, what changed, and tips for others.

6. Membership

Open to practitioners and partners supporting asylum seekers and refugees in London, including Local Authorities, NHS (ICBs, providers), UKHSA, OHID, GLA, ADPH London, Home Office (by invitation/observer), academia, and VCSE/third sector organisations.

Diversity & inclusion: Membership should reflect the breadth of London's services and communities. We welcome constructive challenge and encourage participation from people with lived experience (directly and via VCSE partners), ensuring safeguards are in place.

7. Network Leadership

- Tara Piasetski, CPH, Lewisham - ASR Thematic Lead & Network Co Chair
- Priyal Shah, West and North London ICB, Network Co Chair
- Rosa Treadwell, Public Health Strategist, ADPH London – Network Coordinator

8. Roles and Responsibilities

Network Chairs:

- Chair meetings, shape agendas, facilitate inclusive discussion, and ensure decisions are clear.
- Review the action log and contribute to the annual report.

Network Secretariat:

- Circulate agendas/materials; provide minutes and maintain the action log and distribution list.
- Coordinate surveys and compile the annual report for ADPH London Leadership Team.

Members:

- Attend meetings; contribute items; share resources; use KHub.
- Take forward assigned actions and report progress at subsequent meetings.
- Declare conflicts of interest informally when they arise.
- Promote network activities across local channels; encourage participation.
- Respond to the annual survey with practical examples of best practice and implementation.
- Inform ADPH London promptly if you change roles and connect your successor to maintain continuity.

9. Resources and support

- Funding: London DsPH fund ADPH London secretariat annually.
- Capacity: Secretariat support is proportionate to other ADPH London workstreams running concurrently.
- Technical input: Chairs, members, academics, and experts by experience provide subject matter expertise where consulted.

10. Confidentiality, data protection and safe space

- GDPR: We share information lawfully and proportionately for public health purposes.
- Confidentiality: Discussions are generally not confidential; where sensitive items arise, members must respect confidentiality and follow local policies.
- Safeguarding: Members should escalate concerns via local safeguarding pathways and inform the chairs/secretariat where appropriate to coordinate system level responses.

Distribution Lists & Contact Details:

ADPH London will keep contact details for the sole purpose of:

- Sending network emails and updates.
- Inviting members to meetings.
- Enabling access to our online collaboration platform (KHub).

Use of Artificial Intelligence (AI) at ADPH London Meetings:

To protect confidentiality and maintain a safe space for open discussion, AI bots/assistants are not permitted at ADPH London meetings. ADPH London manages its own recording/transcription and will inform attendees at the start. If members require an AI assistant for accessibility, contact the secretariat in advance to agree supportive arrangements.

11. Governance and Reporting

- Decision making: Chairs, ADPH London and members agree decisions in and outside meetings; outcomes and next steps are communicated to all members.
- Records: Action log maintained and reviewed each meeting; succinct minutes circulated.
- Annual report (April) submitted to ADPH London Leadership Team, including network activity, impact highlights, and member case studies.
- Annual survey: Every Dec/Jan to assess usefulness, capture examples and identify improvement priorities.
- Network review: ADPH London considers survey feedback to confirm ongoing viability.
- ADPH London & Partners meeting: Chairs to present Network annually to London DsPH.

12. Meetings

- Three network meetings annually, generally virtual on MS Teams.

13. Review and amendments

- Annual review of the Terms of Reference around the time of the network survey, led by the secretariat and agreed by chairs and members.
- Continuous improvement: Format, membership and meeting cadence may be updated to enhance effectiveness and impact.