

**MINUTES OF THE LONDON PUBLIC HEALTH REGULATIONS  
WORKING GROUP  
18<sup>TH</sup> MAY 2010 @ 2PM, CIEH**

Barry Walsh	HPA
Alan French	Greenwich LA
Charlotte Ingram	HPA
Julian Hiscock	HPA
Matthew Collins	LB Newham
Laura Williams	HPA
Ishani Kar-Purayastha	HPA
Lucy Thomas	HPA
Rachel Heathcock	HPA
Jill Bedesha	HPA
Anthony Haworth	HPA
Graham Morrison	LB Hammersmith and Fulham
Carole Milligan	LB Islington
Sudy Anaraki	HPA
Keith Hill	ALEHM
Sian Hale	HPA/CIEH
Sayer Galib	LB Camden
Sara Shackleton	LB Sutton
Veron Rigabie	LBBD

**Action**

**1. Minutes of previous meeting**

Minutes were agreed and accepted with the following changes  
Sudy Anaraki and Ishani Kar-Purayastha, once corrected draft  
watermark to be removed and minutes to be circulated.

**SH**

**2. Terms of reference**

There was discussion about the terms of reference, various views  
were expressed about standardising approaches in London. It  
was emphasised that the group is a co-ordinating and facilitating  
group not dictating local policy. The ultimate aim is try and  
move us all forward in London to a standardised approach on  
policies where possible. The terms of reference are for each  
sector to take forward as they see fit in terms of appointing  
proper officer and agreeing routes of reporting notifications.  
There was discussion that this was the right group to be dealing  
with gastro intestinal investigations. Representation on this  
group is different from the HPA gastro group. LH suggested  
that the MOU and gastrointestinal investigations toolkit needs to  
be under the remit of the HPA gastro group and to feedback to  
this group once agreed internally with the HPA.

Comments back to SH within 2 weeks.

**All  
attendees**

**3. Representation on the group**

Concern was raised that some boroughs were feeling excluded from this group. NC have had a sector meeting to discuss issues raised in the group. It was recognised that the people represented on this group need to feedback to their relevant colleagues in their Local Authorities. It is important that lines of communication are open for all to contribute to this working group through the sector representative. It was agreed that documents once agreed by the group would go on the CIEH website for all boroughs in London to have access to and use as they see fit.

**4. Feedback from Sectors**

Each sector in London appear to be at different levels in terms of communicating with RMPs. NWL is waiting for this group today to agree an approach to communication. It was advised that each sector devise its own system of communicating with its relevant RMPs. SW London has worked using Local Authority headed paper and all RMPs in Primary Care have been communicated with already with the exception of 2 boroughs where further work is being done. It is expected to be completed in the next 2 weeks. Appointing of proper officer has been agreed, its all SWL CCDCs that will be appointed as proper officers. NC sector have had a sector meeting to discuss the issues raised in this group and to decide on their individual approach. NE sector have not at this time. SEL – AF is having a meeting of 6 practice managers to discuss ways of getting communication out in Greenwich. SEL to take up the issue of communication to their wider sector group.

**SEL  
HPU**

**5. Appointing of Proper Officers**

There was long discussion about the complexities of appointing proper officers. AF commented that LA's have Proper Officers for a variety of legislation and these are normally the Directors of the Departments which are responsible for enforcing the legislation in question. They often do not have any expertise in the area that they have been appointed as Proper Officer of. This is not needed as their appointment is just a constitutional matter, however Proper Officer's must properly authorise personnel with the expertise to implement the legislation and this scheme of delegation and authorisation is duly recorded. LA's are likely to have varying constitutions which mean there will be varying ways to appoint a Proper Officer.

LT pointed out that Proper Officers are only specifically mentioned in PH legislation in the HP Notification Regulations. GM pointed out that if there is a major outbreak the person who would be responsible for producing a report would be the CCDC in the local HPU working closely with the LA. It is important that it is a qualified CCDC in health protection is the best person placed to be the proper office in this role. It was pointed out that

it does not have to be a named person for the purpose of notifications. The title alone is sufficient and has been in existence in a number of boroughs for over 10 years. It was also discussed that a training session on LA regulatory powers for CCDC's would be useful, to improve joint working for ID control.

**6. Reporting Mechanisms**

It was pointed out that the HPA is to hold a workshop in June to agree on how notifications are reported upwards. Varying systems are in place at the present time and it was agreed that existing systems should not be dismantled until new mechanisms are in place to handle them.

SA to circulate the flow charts, options 1 and 2 with the minutes. **SA**

**7. Legal Advice**

It was agreed we needed a lawyer to work with us on exploring not just the health protection regulations but the wider ways of working, data sharing and data handling. It was agreed that BW would contact Fiona Addison and Thomas Bjorn HPA lawyers to see if they would be prepared to work with LA colleagues on a training day.

**BW**

**8. Communication with GPs**

It was agreed that IKP would work with GP sessions to complete her study on barriers to uptake of notification. Other HPUs to see if there are mechanisms by which the study could be extended to south of the river.

**BW &  
RH**

IKP to circulate her poster which could be used for hospitals and other settings whereby notifications can be handled properly. The poster should be circulated with minutes. IKP to forward to SH.

**IKP**

**9. Communications**

Laura Williams is keen to put an article in the newsletter for the Olympics about notification systems. LW to circulate a draft for the group to agree.

**LH**

Sandra Walters is working with JLars on GI protocols. SH to contact SW to see what work she has done and bring it to the next meeting.

**SH**

**10. Secure Transfer Systems**

CI discussed a data sharing document which she has developed with the help of Anthony Haworth HPA. It was agreed that NWL were very keen to use this secure transfer system which would only be between HPA and LA in the first instance. It is not intended at this point to be used for GP reporting to LAs,

that would require PCT agreement. There was general interest in getting this happening quickly. A pilot study is to take place in the next fortnight between SWL HPU and Merton LA to see if this system will work safely and securely. Document to be enclosed with minutes, CI to circulate to SH.

**CI**

It was agreed that the group needed to take time to work at Sector level before returning to the group with progress. SH to book room at CIEH for next meeting.

**SH**

*Date of next meeting: 28<sup>th</sup> September 2010 @ 2pm, CIEH*

DRAFT