



Department  
of Health &  
Social Care

# HIV Action Plan 2022 to 2025 Implementation Steering Group: terms of reference

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In December 2021 The Department of Health and Social Care (DHSC) published [‘Towards Zero – An action plan towards ending HIV transmission, AIDS and HIV-related deaths in England – 2022 to 2025’](#). The HIV Action Plan Implementation Steering Group, Chaired by Professor Kevin Fenton, Chief Advisor for HIV, will support and drive forward implementation and ensure progress in line with the Action Plan's ambitions and objectives.

The ambitions set out in the HIV Action Plan are:

- to reduce the number of people first diagnosed in England from 2,860 in 2019, to under 600 in 2025
- to reduce the number of people diagnosed with AIDS within 3 months of HIV diagnosis from 219 to under 110
- to reduce deaths from HIV/AIDS in England from 230 in 2019 to under 115

The objectives set out in the HIV Action Plan are:

1. ensure equitable access and uptake of HIV prevention programmes
2. scale up national HIV testing in line with national guidelines
3. optimising rapid access to treatment and retention in care
4. improving the quality of life for people living with HIV and addressing stigma

## **Purpose**

The purpose of the Implementation Steering Group is to provide oversight of the delivery of the HIV Action Plan during 2022 to 2025.

## **Responsibilities**

The Implementation Steering Group will:

- monitor progress of HIV Action Plan ambitions via the monitoring and evaluation framework developed by UK Health Security Agency (UKHSA) and make recommendations on where further action might be required
- monitor progress on delivery of actions set out in the HIV Action Plan and make recommendations on where further action might be required
- discuss and provide advice to the OHID Director of Prevention and Public Health System and DHSC on any barriers to progress of implementation of the HIV Action Plan and to work with partners in the development of potential solutions
- share learning across organisations on implementation of the HIV Action Plan
- contribute to the Annual Progress Report on the HIV Action Plan which the Secretary of State will present to Parliament
- provide advice to DHSC towards the end of the 2022 to 2025 Action Plan period on priority actions for 2026 onwards to meet the 2030 ambitions

## **Chair**

The Implementation Steering Group will be Chaired by Professor Kevin Fenton, Chief Advisor on HIV, OHID.

## **Membership**

The Implementation Steering Group will include in its membership senior responsible officers (SRO) (Director/Deputy Director level) from each national organisation that has responsibility for delivery of actions in the HIV Action Plan. Membership will also include key partners, including the voluntary sector.

The membership is as follows; the chair will write to each organisation to nominate their representative:

- Prevention and the Public Health System Directorate, Office for Health Improvement and Disparities (OHID)
- Places and Regions Directorate, OHID
- Clinical and Public Health Group, UK Health Security Agency (UKHSA)
- Specialised Commissioning, NHS England (NHSE)
- Prevention, NHSE
- Health Education England
- National Adviser, Lesbian, Gay, Bisexual and Trans Health
- Association of Directors of Public Health
- Local Government Association
- English HIV and Sexual Health Commissioners' Group
- British Association for Sexual Health and HIV (BASHH)
- British HIV Association (BHIVA)
- Terrence Higgins Trust (THT)
- National AIDS Trust (NAT)
- BHA for Equality

Each member should nominate a deputy to attend the Implementation Steering Group meeting if for any reason they are unable to be present at meetings, and they may bring other members of their organisation as needed. Members will not be remunerated for their time.

In addition, HIVAP ISG will be supported by a Community Advisory Group, comprised of members of the voluntary and community sector, including people who live with HIV, which meets twice a year (see Annex A for full membership details). The group will report into the HIV Action Plan Implementation Steering Group through the lifetime of the HIV Action Plan to 2025 to provide advice and expertise on progress towards the Action Plan's ambitions.

## **Quorum**

A simple majority would constitute as a quorum for the meetings. Wherever possible, members of the Implementation Steering Group should delegate their attendance to a deputy in the event that should they be unable to attend themselves.

## **Secretariat**

Secretariat will be provided by OHID.

## **Meetings**

It is expected that the Implementation Steering Group shall meet quarterly (unless the Chair determines otherwise), starting April 2022 and ending in 2025 to 2026. The meetings will usually be held virtually over Microsoft Teams. If the Group decides to meet in person, then the option for virtual attendance will remain available. Members will be consulted and duly notified in case of any proposed changes to the meeting format.

An annual stakeholder engagement meeting to reflect on the progress of the Action Plan will take place to coincide with annual reporting. Members are encouraged to attend this event alongside key stakeholders.

## **Governance**

The Implementation Steering Group will report to the Director of Prevention and Public Health System in the Office for Health Improvement and Disparities. Members will be responsible for delivery of actions within the HIV Action Plan. The Secretary of State for Health and Social Care will update Parliament on the progress of the Plan on an annual basis.

## **Confidentiality**

All discussions and documents relating to the HIV Action Plan Implementation Steering Group (including the Task and Finish Groups and Community Advisory Group) are classified as OFFICIAL SENSITIVE. Members should not share with anyone outside of the groups unless given explicit permission by the Chair.

# Task and Finish Groups

To support the effective delivery of the HIV Action Plan, the following Task and Finish (T&F) groups have been set up as subgroups of the HIV Action Plan ISG:

- PrEP Access and Equity
- Retention and reengagement in care
- Low prevalence areas
- Workforce

The purpose of these groups is to:

- clarify working arrangements on key actions within the HIV Action Plan
- engage a range of stakeholders on defining the issues and identifying solutions
- enable the HIV Action Plan ISG to monitor and support ongoing work at a strategic level
- provide momentum towards delivery

Each sub-group will be led by existing members of the ISG, have their own terms of reference and the organisations chairing each group will provide the secretariat role.

Task and Finish groups will report to the chair of the Implementation Steering Group and are ultimately accountable to the action owner organisations.

## Review

The terms of reference will be reviewed by the Implementation Steering Group before March 2024.

# **Annex A: Community Advisory Group members**

The members of the Community Advisory Group are:

- National AIDS Trust (NAT) (Co-Chair and Secretariat)
- LGBT Foundation (Co-Chair)
- Yorkshire Mesmac
- UK-Community Advisory Board (UK-CAB)
- BHA for Equality
- Metro
- Trade Sexual Health
- Gordon House Trust
- Martin Fisher Foundation
- Positive East
- Brigstowe
- BlackOut UK
- Terrence Higgins Trust (THT)
- Positively UK
- Sahir House
- National Aids Map (NAM)
- CliniQ
- The Love Tank CIC
- Sophia Forum
- House of Rainbow

- Elton John AIDS Foundation (EJAF)
- African Advocacy Foundation (AAF)
- Gordon House Trust
- CHIVA
- Sussex Beacon