



Public Health
England

PHE Board Paper

Title of meeting PHE Board
Date 26 March 2013
Sponsor David Heymann
Title of paper Global Health Committee terms of reference

1. Purpose of the paper

1.1 The purpose of the paper is to adopt the Terms of Reference of the Board's Global Health Committee.

2. Recommendation

2.1 The Advisory Board is asked to **COMMENT ON** and **AGREE** the terms of reference.

3. Background

3.1 At its meeting on global health strategy on 27 November 2013 the Board considered the creation of a Global Health Committee. After its appointment of Sian Griffiths as its non-executive Chair, it commissioned the drafting of terms of reference in conjunction with PHE's Director of Health Protection and with the Director of Public Health Strategy and staff in its international section.

3.2 The resulting terms of reference are presented here for approval. The proposed composition of the Committee is of particular interest.

Victor Knight
Board Secretary
March 2014

PHE Global Health Committee

Terms of Reference

1. Purpose

- 1.1 The PHE Global Health Committee (GHC), a committee of the PHE Board, shall provide a forum for UK government agencies and partners to come together to protect and improve global health, and by extension, the health of the nation.

2. Role

- 2.1 The role of the GHC shall be to advise PHE on how to strengthen its leadership role and maximise its influence and effectiveness around improvements to global health. The GHC will provide a forum for information exchange, policy development discussions and supportive challenge in all areas of global health. It will also seek to prevent duplication in the public health component of global health activities of the UK and identify where organisations could benefit from closer cooperation.

- 2.2 The GHC's activities will focus on the public health aspect of global health including:

- a) Global health security;
- b) Public health capacity building;
- c) Responding to outbreaks and incidents of international concern, and supporting the public health response to humanitarian disasters;
- d) Global aspects of health and wellbeing, and non-communicable diseases;
- e) Global health projects and staff secondments;
- f) Global health governance;
- g) Global health research; and
- h) Horizon scanning.

- 2.3 The GHC shall not take a role in executive matters of PHE.

3. Membership

- 3.1 The membership of the GHC shall comprise at least two PHE Board members and nominated representatives from:

- a) Public Health England;
- b) Department of Health;
- c) Foreign and Commonwealth Office;
- d) Department for International Development;
- e) Commonwealth Secretariat;
- f) Academy of Medical Royal Colleges;
- g) Devolved Administrations;
- h) All-Party Parliamentary Group on Global Health;
- i) Association of Directors of Public Health;
- j) Research Councils UK;
- k) Disasters Emergency Committee; and
- l) Academia

3.2 The GHC may review its membership as required.

4. Meetings

4.1 The GHC shall be chaired by a member of the PHE Board.

4.2 Participation will usually be in person, but members of the GHC may participate by telephone and be deemed to be present.

4.3 If a member of the GHC is unable to attend a meeting, they shall send their apologies in advance to the Secretariat and, if they consider it necessary, arrange for no more than one deputy to attend in their absence.

4.4 The GHC shall meet three times per year, and at other times as the group shall require.

4.5 The quorum necessary for the transaction of business shall be a minimum of 50% of the membership. The attendance of any deputies shall count towards a quorum.

4.6 Where a GHC meeting is not quorate under paragraph 4.5 within one half hour from the time appointed for the meeting, or becomes inquorate during the course of the meeting, the GHC members present may determine:

- a) to adjourn to such time, date and place as they determine; or
- b) to continue and confirm any decisions at the next quorate meeting.

5. Attendance of invitees at meetings

5.1 The Chair of the GHC may invite individuals with particular expertise, knowledge or experience to provide input on a specific topic or agenda item.

5.2 Invitees may provide the GHC with information by way of a written submission, oral presentation or participation in discussions.

5.3 The Chair may also invite observers to attend meetings and participate in discussions.

6. Administration

6.1 The PHE Corporate Secretariat will administer the meetings of the GHC.

6.2 All GHC members may contribute agenda items.

6.3 The agenda and papers for all meetings shall be reviewed by the Chair and the PHE lead on global health, and distributed to members in advance of each meeting at least three working days before the meeting.

6.4 Papers may be tabled at meetings only in exceptional circumstances with the agreement of the Chair.

6.5 The minutes of the meeting shall be recorded at every meeting and shall be

approved by the Chair before being submitted to the GHC in advance of its next meeting for agreement, confirmation or otherwise. The minutes shall summarise the proceedings.

6.6 The GHC shall report to the PHE Board on its activities.