

Joint Health Protection Plan 2018-2020



Foreword

This Joint Health Protection Plan (JHPP) provides an overview of health protection (communicable disease and environmental health) priorities, provision and preparedness for NHS Grampian, Aberdeen City, Aberdeenshire and Moray Councils as required by the Public Health etc (Scotland) Act 2008. www.opsi.gov.uk/legislation/scotland/acts2008/pdf/asp_20080005_en.pdf

This is the fourth Grampian Joint Health Protection Plan, which covers the period from 1 April 2018 to 31 March 2020 and has been prepared by NHS Grampian in collaboration with Aberdeen City, Aberdeenshire and Moray Councils.

The main section of the plan describes the national and local priorities for health protection and what actions we plan to take over the next two years. The appendices provide more detail on our planning infrastructure, resources and operational arrangements, capacity and resilience, and public involvement.

We hope that you will find this plan of interest and that the actions described will contribute to protecting the health of the people who live and work in Aberdeen City, Aberdeenshire and Moray.



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This JHPP has been approved by

- NHS Grampian Board
- Aberdeen City Council
- Aberdeenshire Council
- Moray Council

The plan is a public document and is available to members of the public on the NHS Grampian website at www.nhsgrampian.org and on request from

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Health Protection: National and Local Priorities and Local Actions

NHS Grampian, Aberdeen City, Aberdeenshire and Moray Councils work closely together with our partner agencies to deliver services to protect the health of the Grampian population. 'Health Protection' is the term used to describe the surveillance, investigation, control and prevention of communicable disease and environmental hazards to human health.

This plan outlines our current and future actions to address the national and local priorities for health protection in Scotland and Grampian, taking account of local risks and challenges and lessons identified from recent outbreaks and incidents.

Since 2014, the Scottish Government has completed a review of Health Protection in Scotland and the NHS Grampian Health Protection Team has become part of the national obligate Scottish Health Protection Network. Currently, two further national reviews are underway: a review of the NHS Public Health function and a Shared Services review. We await their final reports which are likely to influence our priorities for 2018-2020.

Effective communication with all communities in Grampian is an essential component of public health activity. Grampian is an attractive area for inward migration, especially from Eastern Europe and many migrant workers and their families are non-English-speaking when they first arrive. Accordingly, to ensure effective communication with these communities, NHS Grampian has put in place the Language Line telephone interpretation service in over 600 locations and expanded the pool of available face-to-face interpreters. There is also a great deal of relevant healthcare material readily available in the main local ethnic community languages. Specific material can be produced, if required.

The needs of people with communication disabilities are also carefully considered. NHS Grampian provides a wide range of support to help overcome any communication barriers.

1. Managing Threats to the Public's Health

Our overriding priority is to provide a response to incidents that may present a threat to the public's health. This includes responding to both communicable disease and environmental incidents. This response must be available 24 hours of each day and 365 days in a year.

The operational response is dependent on having effective surveillance systems in place to detect changes in communicable disease and environmental exposures and the resources to respond in an effective and efficient way.

We have continued to manage a large number of single cases of communicable disease, outbreaks and incidents over the last couple of years. In 2017, the Scottish Health Protection Network revised the Scottish guidance on the *Management of Public Health Incidents: Guidance on the Roles and Responsibilities of NHS led Incident Management Team, Updated 2017*.

From April 2016 the NHS Grampian Health Protection function has supported Shetland Health Board in meeting its statutory Public Health (Health Protection) responsibilities within and out of hours. This support was reviewed in March 2017 and it was agreed to continue providing the support on a longer term basis.

Action

NHS Grampian will respond to the conclusions of the Scottish Government reviews of Public Health and Shared Services. Together with our three Local Authorities and Shetland Health Board, we will consider the implications for our organisations and our joint working arrangements with the aim of maintaining a sustainable response to threats to public health.

2. Major Infectious Diseases including Pandemic Influenza

Pandemic influenza continues to represent the most significant civil emergency risk in the Cabinet Office National Risk Register of Civil Emergencies (NRR) (2015). Influenza pandemics are intrinsically unpredictable with regard to timing, severity and impact. In comparison with previous influenza pandemics, the H1N1 (2009) influenza pandemic was very mild, but there are no grounds for complacency.

Major infectious disease preparedness is an essential part of integrated civil protection and emergency management. Although a pandemic is most likely to be caused by a new subtype of the Influenza A virus, the required response should be precautionary, but proportional and flexible enough to meet the specific demands of any local major infectious disease incident. NHS Grampian planning is undertaken through the Major Infectious Disease Group, inclusive now of Health and Social Care Partnership.

The nature or magnitude of the wider consequences associated with a Major Infectious Disease Incident may require a multi-agency coordinated response, in addition to the Health Protection response and an integrated Health and Social Care delivery response. Timely and sufficient escalation to tactical and strategic multi-agency coordination is required to manage an effective and efficient joint response. NHS Grampian retains the responsibility for the local investigation and management of the public health aspects of an incident, irrespective of a Resilience Partnership coordinated response.

The Grampian Local Resilience Partnership (GLRP) plan has been revised and the Major Infectious Disease Response Framework was approved in 2017. In 2018, the existing NHS Grampian Major Infectious Disease Plan (2013) will be replaced by an integrated Major Infectious Disease Response Framework for Health and Social Care. Plans and lessons learned are reviewed during real life incidents or are otherwise exercised in differing scenarios.

Actions

- NHS Grampian and Local Authorities are required to maintain up-to-date operational plans, based on the UK Influenza Pandemic Preparedness Strategy 2011.
- Regular exercises should be conducted to test and validate assumptions and ensure that plans are fit for purpose and workable, and that staff are appropriately trained and prepared to activate them. The Personal Protective Equipment (PPE) aspects of the Major Infectious Disease Plan were exercised in March 2017 (Exercise Soteria)
- All sectors of the NHS and partner organisations should have robust Business Continuity Plans (BCPs) in place plus detailed surge capacity where appropriate. These plans can be generic and support a response to both pandemic influenza and other major outbreaks of infectious disease.

3. Immunisation and Vaccine-preventable Diseases

Infant immunisation uptakes have remained good in Moray, exceeding the Scottish average in 2017. Uptakes in Aberdeenshire were slightly lower and very similar to the Scottish average. However, infant uptakes in Aberdeen City have been generally lower than elsewhere in Grampian and in 2017 failed to meet the recommended 95% target uptake at 12 months of age which is advised should be achieved to maintain herd immunity. This is a cause for concern as it means significant numbers of babies are not being afforded the early protection offered by immunisation against a number of serious infections. In addition, the increasing pool of unvaccinated children carries with it an increased potential for community

outbreaks of infection to occur. Work has been undertaken to explore the reasons underlying the reduced vaccination uptakes in Aberdeen City children. A number of factors have been identified and actions are being taken forward aimed at returning vaccinations uptake to the recommended level.

During the period from April 2018 to March 2021 major changes to the way local vaccination services are organized will take place as a result of the national Vaccination Transformation Programme. The purpose of this initiative is to contribute to the re-shaping of primary care services by transferring responsibility for delivery of routine vaccinations from general practice to a dedicated Grampian-wide adult and child vaccination service. It is anticipated that this initiative will provide a service which is able to be more flexible and responsive to the needs and circumstances of patients.

Actions

NHS Grampian will:

- Continue to take forward actions aimed at improving child immunisation uptake in Aberdeen city
- Implement the service delivery changes required as a result of the national Vaccination Transformation Programme
- Continue to review and update our existing policies for vaccine-preventable disease in light of new and emerging evidence
- Implement changes to local child and adult vaccination programmes as required by developments in national vaccination policy.

4. Tuberculosis

The Tuberculosis Framework for Scotland published in October 2017 sets out the Scottish Health Protection Network's strategy in relation to tuberculosis control for the next five years 2017-2021. The development of the Tuberculosis Framework reflects the importance of building on previous successes and continuing work of the 2011 TB Action Plan for Scotland. It adopts an outcomes based approach anchored by effective shared ownership and joint working with a strong focus on challenging inequalities. Over the last 5 years the overall the number of cases of TB in Scotland has decreased with 35 Grampian residents diagnosed with TB in 2017. However more cases are requiring Enhanced Case Management due to complications in managing their care and treatment caused by homelessness, no entitlement to benefits and alcohol and/or drug abuse.

TB continues to be a potentially life-threatening infection requiring several months of complex antibiotic treatment to achieve a cure, so this level of infection in the community remains a cause of concern. Considerable ongoing public health effort is needed to reduce the risk of transmission of this infection within Grampian.

An area of local concern is the recent reduction in uptake of BCG vaccination immediately following birth in infants assessed as being at increased risk of exposure to TB infection. This has resulted from the cessation in August 2016 of administration of BCG vaccination within Aberdeen Maternity Hospital, due to staffing pressures. Evening clinics at Royal Aberdeen Children's Hospital have been instituted as an interim measure but the location and timing of these clinics is not optimal for patients or staff. Work is ongoing to identify a robust and sustainable approach to delivery of BCG vaccination of babies at risk and it is hoped to reinstate this service within Aberdeen Maternity Hospital during 2018-19.

Actions

- NHS Grampian will continue to lead on the management of TB cases, contact tracing and screening of contacts in liaison with Local Authority colleagues where appropriate
- New Entrant screening will continue to be targeted towards those individuals presenting the highest public health risk.
- Work will continue to be taken forward to re-establish BCG vaccination within Aberdeen Maternity Hospital

5. Gastrointestinal Illness

Gastrointestinal (GI) and zoonotic infections continue to pose a clear and present danger in Grampian. The incidence of some GI infections, particularly Shiga Toxin-producing E coli (STEC) O157 and non-O157 STEC infections, is higher in Grampian than the Scottish average. The incidence of some other infections is increasing e.g. Giardia, Hepatitis E infections. The higher incidence of cases may be attributed to the large rural population and large number of households on private water supply in Grampian, which increases the risk of exposure to animal faeces. Newer, more sensitive tests may also be a contributory factor to recent increases in case numbers.

In 2016, laboratory diagnosis of Giardia in NHS Grampian changed from a selective testing system that was focused on stool samples from patients with a history of overseas travel, to a system of universal testing of all stool samples. This change in testing has resulted in a significant increase in the number of laboratory confirmed cases of Giardia. It is anticipated that other diagnostic laboratories may implement similar changes over the next few years to their diagnostic testing for Giardia resulting in a similar increase in laboratory confirmed cases. At present there is lack of evidence on the epidemiology and public health implications of Giardia infection in Scotland. To address this gap in evidence, the Scottish Health Protection Network (SHPN) established a Giardia sub-group to consider the impact of changes in laboratory diagnostic testing from a public health perspective and make recommendations to

the Scottish Health Protection Network Gastrointestinal and Zoonoses (GIZ) group about the appropriate public health follow-up of cases. In 2017, the SHPN-Giardia sub-group recommended a time-limited surveillance of Giardia which will be undertaken by NHS Grampian Health Protection Team. This is likely going to increase the workload of the Health Protection Team (HPT) and other partners, particularly Environmental Health colleagues. A Memorandum of Understanding supports the joint working between the NHS Grampian Health Protection Team and the Environmental Health Teams in each of the Councils.

In 2018, NHS Grampian will pilot an enhanced surveillance for Giardia infection.

Actions

- NHS Grampian HPT will continue to build on partnership working and collaboration with our microbiology colleagues and local authority partners to ensure the general public is protected against the menace of GI illnesses
- NHS Grampian HPT, in collaboration with the three Local Authorities, will continue to build on the success of the public awareness campaign already undertaken
- NHS Grampian, in collaboration with the three Local Authorities, will continue to monitor and collect information and data on GI infections and zoonoses for the purposes of prevention and control and of these diseases
- NHS Grampian, in collaboration with the three Local Authorities will continue to support the work of the Scottish Health Protection Network Gastrointestinal and Zoonoses Group including piloting enhanced surveillance for Giardia

6. Sexual Health and Blood Borne Viruses

Blood borne viruses (BBVs) (Human Immunodeficiency Virus (HIV), hepatitis B, hepatitis C) are a major public health problem in Grampian. In the UK, it is estimated that a significant number of individuals infected with these viruses are unaware of their infection. A significant proportion of these infections are associated with travel to and from countries where the prevalence of BBVs is very high. In 2011, the Scottish Government published a [Sexual Health and Blood Borne Virus Framework 2011-15](#), which has been followed by a [2015 – 2020 update](#). This framework outlines the vision to improve sexual health (SH) and reduce BBVs in Scotland. The framework reiterates the need for partnership and joined-up working with local authority, third sector and other partners to achieve better outcomes for people with sexual health problems and BBV infections.

In Grampian, Sexual Health and BBV work is coordinated by the SH and BBV Managed Care Network (MCN) and the MCN sets priorities based on the SH/BBV framework.

The SH/BBV MCN priorities for the period 2018-2019 are to:

- reduce inequalities in sexual health
- increase uptake of long acting reversible contraception (LARC) across Grampian
- reduce recently acquired hepatitis C virus (HCV) infection and reduce risk of HCV infection among intravenous drug users (IVDU)
- ensure that all individuals infected with HCV are referred for specialist service
- reduce HIV late diagnosis
- continue to support harm reduction programmes including needle exchange provision, and active HCV infection case finding
- reduce undiagnosed BBV infections in Grampian by increasing testing for BBVs in at risk groups including prison inmates, and care and support for those with hepatitis B, hepatitis C and HIV infections

Since the Scottish Government published the SH/BBV framework, NHS Grampian, through the MCN and in collaboration with its partners has:

- completed an HIV needs assessment and subsequently implemented an improvement plan in 2013/14
- rolled out dried blood spot testing (DBST) in non NHS sites including in drug services and voluntary organisations providing needle exchange for people who inject drugs 2009 to date
- completed a Hepatitis B needs assessment 2013/14
- completed a review of abortion and repeat abortion in Grampian (2009-2013) in 2014
- continued work to promote increased BBV testing in primary care, workplace and university settings, 2013 to date
- promoted increased support and care for people living with viral hepatitis and HIV, 2013 to date
- completed a 'Teenage Pregnancy Report (2006 -2015)' in 2016
- established an audit of all newly diagnosed cases of HCV to ensure that all cases have been referred for specialist care, 2016
- established an HIV patient forum in 2017
- piloted BBV testing in community pharmacies using DBST methodology, 2017

Actions

NHS Grampian will:

- continue to develop novel ways to increase BBV testing in the 'hard to reach' at risk population, to ensure early diagnosis and prompt referral to specialist services

- continue to support active HCV infection case finding
- continue to work in partnership with local authority, 3rd sector and other partners to improve the quality of services for people with sexual health and BBV disease in Grampian through the Managed Care Network

7. Healthcare Associated Infection

NHS Grampian continues to align all their programmes of work to the HAI Standards (2015) including the Annual Healthcare Associated Infection (HAI) Work Programme, stewardship of antimicrobials, and acts upon the findings from regular inspections undertaken by the Healthcare Environment Inspectorate

Within all inpatient care facilities, NHS Grampian undertakes a suite of surveillance and monitors local incidence rates and trends for *Clostridium Difficile* Infection, *Escherichia coli* bacteraemias, *Staphylococcus aureus* bacteraemias and surgical site infections. This also provides epidemiological data nationally to formulate relevant Scottish statistics. Surveillance information can be accessed from the Health Protection Scotland web site.

<http://www.hps.scot.nhs.uk/haic/sshqip/index.aspx>

Actions

NHS Grampian is committed to:

- Keeping patients safe by reducing the opportunities for the development of healthcare associated infections, by promoting & collaborating good practice within the multi-disciplinary team structure
- ensuring compliance with infection prevention and control policies, protocols and guidelines
- providing education and training in infection prevention and control for all staff, in all healthcare roles
- implementing quality improvement methodology in the prevention of healthcare associated infection.

8. Water

The NHS Grampian Health Protection Team works with the Environmental Health Departments of the three Local Authorities of Aberdeen City, Aberdeenshire and Moray, and Scottish Water, to monitor and address any issues of water quality for the populations of these local areas. Most water is distributed through the river-sourced mains system managed by Scottish Water and is routinely monitored for pathogens and chemicals of concern. The Health Protection Team and Environmental Health Teams support ongoing risk assessments of water quality in public buildings such as hospitals and schools and in outdoor environments. A significant proportion of domestic and commercial supplies in Aberdeenshire and Moray are on Private Water Supplies (PWS), with quality assurance monitored mostly through Environmental Health Teams. The relatively high proportion

of PWS in Aberdeenshire and Moray Council areas, usually in rural and agricultural settings, place our populations at some degree of increased risk, which is managed collaboratively. Apart from monitoring the water and encouraging safe use of such systems, an assessment is being made of how conversion from PWS to mains supply can be promoted and facilitated. A review of the lead content of water supplies is also progressing for both private and public water supplies.

Actions

NHS Grampian is committed to

- ensuring the continued good quality of water to the population of Grampian managing any risks in relation to water quality through education, monitoring and incident management (when needed)

9. Health Protection Priorities within Local Authorities: Local Health Protection Priorities Carried out by Environmental Health Professionals within Local Authorities

9.1 Environmental Protection

9.1.1 Monitoring and improving air quality

The Scottish Government's Clean Air for Scotland – The Road to a Healthier Future, November 2015 (CAFS) includes, for delivery by Health Boards, the action: 'NHS Boards and their local authority partners will include reference to air quality and health in the next revision of their Joint Health Protection Plans, which should identify and address specific local priority issues'.

Aberdeenshire Council completes annual reports in accordance with Scottish Government guidance. No Detailed Assessments have been required and no Air Quality Management Areas have been declared. The Council monitors nitrogen dioxide levels in a number of urban locations. Appropriate assessments are made of planning applications that may give rise to air quality concerns, including biomass boilers.

https://aberdeenshire.gov.uk/environmental/ProgressReport_2011.pdf

Aberdeen City Council, in liaison with NHS Grampian, will support the implementation of the CAFS actions and specifically promote the provision of local information about air quality, support behaviour change to improve health and air quality, and encourage active travel and alternatives to car travel. Annual reports are completed in accordance with Scottish Government guidance. Three Air Quality Management Areas have been declared: City Centre; Wellington Road

(Queen Elizabeth II Bridge – Balnagask Road); and the Haudigan roundabout/Auchmill Road corridor. An air quality model for Aberdeen is being developed to enable the source apportionment of traffic related emissions and enable future air quality predictions in support of a Low Emissions Feasibility study that will be undertaken in 2018/19.

Moray Council completes annual reports in accordance with the Scottish Government guidance. No detailed assessments for any pollutants were highlighted as being required in the 2017 update report and no Air Quality Management Areas have been declared. Nitrogen dioxide levels are monitored at 17 locations. It is intended to review the locations of the nitrogen dioxide monitoring points during 2018, to reflect any changes in traffic due to the continued development in Moray. The 2017 Annual Progress report can be found at <http://www.moray.gov.uk/downloads/file118297.pdf>

9.1.2 Controlling environmental noise/antisocial behaviour noise

Aberdeenshire Council Environmental Health Service has responsibility for investigating noise complaints. Visits are made out with normal office hours on a planned basis. Arrangements are in place with Police Scotland to work together on certain domestic noise complaints. The Service also liaises with the Council's Community Safety Officers to resolve complaints. <http://www.aberdeenshire.gov.uk/environment/environmental-protection/noise-pollution/>
<http://www.aberdeenshire.gov.uk/communities-and-events/antisocial-behaviour/>

Aberdeen City's Antisocial Behaviour Investigation Team (ASBIT), which provides an out of hour's service to deal with domestic noise complaints, transferred to the Community Safety team in June 2010. The Environmental Health Service investigates all other noise complaints.

Aberdeen came under the scope of the Environmental Noise Directive (END) in 2013 when the City's transportation network was mapped for noise. The strategic maps were used to identify Candidate Noise Management Areas (CNMAs) and Candidate Quiet Areas (CQAs). In 2015, 15 Noise Management Areas and two Quiet Areas went forward. The Aberdeen Noise Action Plan was submitted to the Scottish Government in March 2014.

Moray Council Environmental Health has responsibility for investigating noise complaints. The Antisocial Behaviour Team is part of Environmental Health and its community warden's deal with domestic noise complaints. Visits are made out with normal working hours on a pre-arranged basis. Where enforcement is not an option, mediation is offered where both parties are willing to participate.

9.1.3 Investigation and remediation of contaminated land

Aberdeenshire Council's Contaminated Land team has responsibility for undertaking site investigations under Part IIA of the Environmental Protection Act 1990, and for assessing any potential contamination issues identified from planning applications. There are four formally identified Contaminated Land sites in Aberdeenshire. Site investigation reports and remediation schemes are agreed as part of the planning application process.

<http://www.aberdeenshire.gov.uk/environment/environmental-protection/contaminated-land/>

Aberdeen City Council's Contaminated Land team investigates its area for sites where historic contamination presents a risk to human health or the wider environment. They also assess planning applications to ensure that sites with the potential for contamination are appropriately investigated and, where necessary, remediated to make them suitable for their new use.

Moray Council continues to inspect sites potentially affected by historical land contamination in accordance with the statutory duty under Part IIA of the Environmental Protection Act 1990. Recent investigations have included private gardens in Keith near the town's former gas works and recreational land on an old tip. However, many more potentially contaminated sites are dealt with through the planning process, with applications being screened to ensure the suitability of the sites for the proposed developments.

<http://www.moray.gov.uk/downloads/file88467.pdf>

9.1.4 Investigation and abatement of statutory nuisance

Aberdeenshire Council Environmental Health Service investigates reports of potential statutory nuisance and works with authors of the nuisance, owners and other relevant parties to identify improvements to protect the health of residents, neighbours etc.

<http://www.aberdeenshire.gov.uk/environment/environmental-protection/>

Aberdeen City Council's Environmental Protection Team investigates reports of potential statutory nuisances which may affect the health of residents within the city. The officers will take the appropriate action to abate the nuisance, giving advice or taking enforcement action against owners or authors of the nuisance.

Moray Council Environmental Health investigates complaints of potential statutory nuisances and takes the appropriate enforcement action to abate any nuisances to protect the health of persons who may be affected.

9.1.5 Monitor unauthorised encampments set up by the travelling community.

Aberdeenshire Council Housing Service is responsible for managing unauthorised encampments in accordance with approved policy. The Council's Officer/Member Sub Committee meets regularly to consider issues relating to the travelling community. The Housing Service employs a Gypsy/Traveller Liaison Officer (GTLO) to address the needs of the travelling community and management of unauthorised encampments. Environmental Health deal with any statutory nuisance associated with these encampments.

Within **Aberdeen City**, unauthorised encampments are primarily dealt with by the GTLO. However, Environmental Health regularly works in partnership with them to deal with any statutory nuisances occurring on private land due to encampment.

Moray Council Housing Service has responsibility for dealing with unauthorised encampments and notifies other agencies, including Environmental Health. Unauthorised encampments are dealt with in accordance with the protocol and guidance adopted by the Council.

9.1.6 Pest control

Aberdeenshire Council offers advice on how to deal with infestations. The Environmental Health Service will arrange for surveys and treatment to be carried out where an infestation is affecting a community.

A long term strategy is being implemented to reduce the number of seagulls in town centres. A falconer is employed in 3 town centres from April to September. The council installs nesting deterrents on its own buildings and has an extensive egg and nest removal programme.

Aberdeen City Council's Pest Control Officers provide advice on all pest matters. Where appropriate, the pest control officers will undertake treatments for rodent and insect infestations in domestic and commercial premises. There is a charge for any treatment carried out. The officers can also undertake bird cleaning and bird proofing measures and customized treatment and prevention contracts to commercial premises.

Moray Council's Pest Control Officer offers advice and treats rodent and insect infestations in domestic premises. There is a service level agreement with the authority's Housing, Education and Social Care services to treat pests in these premises. The Pest Control officer also undertakes Animal Health/Welfare and Dog Warden duties.

9.1.7 Promote responsible dog ownership and deal with stray dogs.

Aberdeenshire Council promotes responsible dog ownership through its Green Dog Walker Scheme. The council's Anti dog-fouling strategy seeks to strike a balance between offering advice and enforcement. Additional officers have been authorised to serve fixed penalty notices in respect of dog fouling. The council's three Dog Wardens are increasingly involved in control of dogs issues, necessitating informal and formal enforcement action.

<http://www.aberdeenshire.gov.uk/environment/green-dog-walkers/>

Aberdeen City Council Environmental Protection Team, in conjunction with the City Wardens, carry out visits to Primary 5 pupils in all the city schools to deliver talks on dog fouling and responsible dog ownership. It is hoped that the children will pass the information on to any adults they know who have dogs and also grow up to be more responsible dog owners. The talks are well received by the schools and children. Aberdeen City Council has 2 dog wardens who deal with stray dogs Monday – Friday 9 am to 5pm. Out with this time, Police Scotland are responsible.

Moray Council promotes the Green Dog Walkers Scheme through the Community Wardens along with local communities. The Animal Services Officer and Pest Officer deal with all stray/lost dog issues. The authority actively enforces the Control of Dogs (Scotland) Act 2010.

9.1.8 Minimising the risk of exposure to environmental inevitabilities such as dog fouling, illegal dumping and graffiti.

Aberdeenshire Council's Waste Compliance Officers are responsible for tackling fly tipping. Dog Wardens issue fixed penalty notices (FPNs), whilst also promoting responsible dog ownership. Dog training classes are also run by Aberdeenshire Council.

Within **Aberdeen City** these issues are dealt with jointly by the environmental health and environmental services teams. The City Wardens and Dog Wardens will also carry out patrols and issue FPNs for dog fouling.

Moray Council Environmental Health and Environmental Protection share responsibility for dealing with these issues. The Council removes graffiti free of charge. Community Wardens carry out dog fouling and fly tipping patrols. Although initiatives have been run over to raise awareness and encourage reporting of these issues the reports do not provide details of the dog owner which is required before fixed penalty notices can be served.

9.1.9 Assess impact of wind turbines for noise and shadow flicker to reduce the impact on the health of neighbours.

Aberdeenshire Council Environmental Health has a core team that assesses planning applications and investigates complaints. Appropriate conditions are attached to Planning Permissions. Planning conditions and the council's complaints protocol are to be reviewed in 2018. Policy and procedures are published on the website.

<http://www.aberdeenshire.gov.uk/planning/>

Aberdeen City Council Environmental Health assesses any planning applications related to wind turbines and investigate any complaints.

Moray Council Environmental Health continues to assess planning applications and arrange for the appropriate conditions to be attached to the consents issued. The number of small domestic applications continues to decrease, small to medium single turbine applications remain static, but large wind farms or extensions to wind farms are increasing along with the additional workload involved in also determining the cumulative effect of noise from existing approved installations.

9.2 Built Environment

9.2.1 Identify and address sub-standard housing and improve living conditions.

Aberdeenshire Council Environmental Health is responsible for identifying substandard houses and taking appropriate action, including legal action to improve living conditions. The Service works closely with the Housing Service when complaints are received regarding privately tenanted properties. Action is taken against those landlords who don't manage their properties in accordance with legislation and national standards

<http://www.aberdeenshire.gov.uk/housing/private-housing/>

Within **Aberdeen City**, substandard housing is dealt with by the Private Sector Housing Unit. They are responsible for monitoring the condition of private sector housing stock and ensuring private sector dwellings are maintained in a satisfactory state of repair. Where necessary, officers will take the appropriate action to improve living standards.

Aberdeen City is currently finalising Third Part Reporting Policy to report potential breaches of the Repairing Standard to the Housing and Property Chamber of the First Tier Tribunal. The Private Sector Housing Unit will implement this policy with it being operational from April 2018. This will open a further avenue to deal with Repairing Standard issues within the private rented sector.

Moray Council Environmental Health takes appropriate enforcement action when houses fail to meet the tolerable standard and when complaints are received regarding poor housing conditions and/or disrepair. Environmental Health is also engaged in Council wide initiatives to bring long term vacant properties back into use to help address the current housing shortage.

9.2.2 Provide a means by way of advice, enforcement or grants, to enable housing conditions to be improved.

Aberdeenshire Council's Scheme of Assistance states that advice, practical assistance and financial help can be provided to improve private properties, including disabled adaptations. The Housing Service seeks to help people over the age of 60 and those who have disabilities to carry out improvements and repairs, to allow them to continue to live at home.

In **Aberdeen City**, the Private Sector Housing Unit provides information, advice and practical assistance through the Scheme of Assistance and also administers the process of approving grant applications and making payment of grants for disabled adaptations.

Moray Council Home Improvement Services Team is responsible for the implementation of the Moray Scheme of Assistance and provides advice on the availability of housing grants. An empty homes strategy is implemented, which provides low cost loans to homeowners to bring properties in disrepair back to a reasonable standard and into the active housing stock.

9.2.3 Seek to improve the management and condition of private rented houses through the Landlord Registration Scheme.

Within **Aberdeenshire, Moray** and **Aberdeen City**, Landlord Registration is carried out by the Housing Service. The service liaises with a range of Council Services and external agencies to ensure landlords are fit and proper. Aberdeenshire Council in partnership with Aberdeen City Council and Landlord Accreditation Scotland organises several training events each year on a range of topics, including property condition and property management, tenancy management and tenancy agreements and notices, to help landlords to adhere to all legislation in relation to the private rented sector.

9.2.4 Seek to ensure houses in multiple occupation (HMOs) are safe and healthy to live in through licensing of properties and close liaison with the Scottish Fire and Rescue Service and other external agencies

Aberdeenshire Council's HMO Officer is responsible for identifying, inspecting and licensing HMOs, and undertaking any enforcement action required. The Officer participates in joint operations in conjunction with Police Scotland, Immigration and Scottish Fire and Rescue Service to target suspected unlicensed HMOs, with a view to dealing with unsuitable landlords and improving the living conditions of occupants.

<http://www.aberdeenshire.gov.uk/housing/private-housing/private-landlords-advice-and-support/>

Within **Aberdeen City**, the Private Sector Housing Unit has responsibility for Houses in Multiple Occupation. Officers deal with all issues regarding standards, enforcement and inspection, and work with Police Scotland and Scottish Fire and Rescue.

Moray Council's HMO Officer in Environmental Health deals with issues regarding the standards of HMOs including inspection and enforcement, working closely with other agencies such as the Scottish Fire and Rescue Service and Police Scotland. Environmental Health acts as consultee for the Legal Service who issue the HMO licenses.

9.3 Home Safety, Health & Safety and Food Safety

9.3.1 Home safety

Within **Aberdeen**, Home Safety transferred to the Community Safety team in July 2011.

9.3.2 Protecting health and consumer interests in relation to food by working with Food Standards Scotland (FSS), local business and other partners to achieve nationally set targets and minimising the risk of food poisoning incidents/ outbreaks through inspection, training and initiatives

Aberdeenshire Council produces an annual Food and Feed Law Enforcement Service Plan and a Review of the previous year's performance, which is approved by elected members of the Infrastructure Services Committee. In addition, the Food Hygiene Information Scheme is operated throughout the Authority. The national Eat Safe award for food businesses maintaining a standard of food hygiene in excess of that required by current food law is promoted, with 60 businesses having attained the award.

Aberdeen City Council produces an annual Food and Feed Service Plan which is approved by elected members of the Public Protection Committee. Resources are focused on high risk establishments and investigation of food borne disease is prioritised. The Food Hygiene Information Scheme is implemented and the Eat Safe award is promoted.

Moray Council produces a Food Law Enforcement Service Delivery Plan annually, which is linked to FSS national initiatives/targets and The Moray Council's corporate plans. The Food Hygiene Information Scheme and Eat Safe are promoted. High priority is given to the investigation of food borne diseases with an internal target of all cases reported by NHS Grampian to be contacted within 24 hours.

9.3.3 Minimising the risk of ill health caused by occupational health exposures (including stress) and workplace safety, through inspection, awareness raising, training etc

Aberdeenshire Council has a specific intervention strategy and Service Plan for occupational health and safety which is reviewed annually. Aberdeenshire continue to hold health and safety drop-in advisory sessions across the area. Officers are in attendance and providing free health and safety advice to local businesses and duty holders. This covers all occupational health and safety.

Aberdeen City has an intervention strategy and plan for occupational health and safety regulation. Interventions are targeted towards high risk activities and accident investigations

Moray Council adheres to the National Local Authority Enforcement Code for its programme of proactive inspections for workplace health and safety and also its other regulatory interventions. The risk based interventions are determined with the use of national and local intelligence.

9.3.4 mework in place to license all skin piercers and/or tattooists to ensure they comply with statutory provisions in particular those relating to the causes and spread of infection.

Aberdeenshire, Aberdeen City and Moray Councils license individuals who undertake skin piercing and tattooing activities as a business under the Civic Government (Scotland) Act 1982 (Licensing of Skin Piercing and Tattooing) Order 2006.

<http://www.aberdeenshire.gov.uk/business/health-and-safety/legislation-and-guidance/body-piercing/>

http://www.moray.gov.uk/moray_standard/page_65936.html

9.3.5 Arrangements in place to inspect and regulate sunbed premises in line with the provisions of the Public Health etc (Scotland) Act 2008

Aberdeenshire Council regulates the sale and hire of sunbeds in line with the statutory provisions which prohibit operators from allowing use of sunbeds on their premises by persons under 18; prohibit operators from allowing unsupervised use of sunbeds on their premises; prohibit the sale or hire of sunbeds to persons under 18. A Test Purchasing exercise using young people took place in April 2016 as part of the Service's overall regulatory function and Service Plan, and found several premises which did not comply with legislation. Appropriate action was taken.

Aberdeen City regulates the use, sale and hire of sunbeds in line with statutory provisions. An initiative targeting these establishments will be undertaken during 2018/19

Moray Council regulates the use, sale and hire of sunbeds in line with the statutory provisions. Over recent years, the number of premises in Moray offering the use of sunbeds has gradually fallen and since 2014 there are only two tanning salons.

9.3.6 Protecting consumers' health in relation to water supplies through monitoring, promotion of the private water supplies grant scheme, provision of advice and enforcement activities.

Aberdeenshire Council has a team of 5 Officers and 3 Admin Officers dealing with issues pertaining to private water supplies. The level of grant payments made annually is around £200K. The Council is working in conjunction with private estates to encourage the adoption of water safety plans, to ensure more effective management of supplies. Planning procedures have been adapted to encourage connections to the public mains. Additional legal responsibilities introduced in October 2017 will be implemented during 2018. These new requirements will increase significantly the number of supplies and premises to be risk assessed. Additional staff have been recruited.

<http://www.aberdeenshire.gov.uk/environment/environmental-protection/private-water-supplies/>

<http://www.privatewatersupplies.gov.uk/>

Aberdeen City Council: The Environmental Protection Team carries out the duties required by the regulations relating to private water supplies, though there are relatively few in this Council area. Uptake of grants to improve water supplies is currently promoted following enquires.

Publicity was undertaken in the first quarter of 2015 with the Drinking Water Quality Regulator to encourage more users to improve their supplies. 15 properties received improvement grants as a direct result of the publicity.

Moray Council presently has 2.5 full time officers involved in private water supplies. During 2017, 30 grants were completed and paid. Work is ongoing to encourage those with approved grants to complete outstanding work. The Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations requires many more supplies to be sampled annually. It is expected that there will be an increase in grant applications due to this.

9.3.7 Minimising the risk of environmental tobacco smoke/ secondary exposure through inspection, enforcement, awareness raising of smoking in public places legislation. Regulate the supply of tobacco/tobacco products to ensure compliance with various statutes through business advice, age-restricted sales test purchasing programmes and enforcement action against the illegal supply of genuine and counterfeit tobacco/tobacco products.

Aberdeenshire Council continues to regulate smoking in public places under the Prohibition of Smoking in Certain Places (Scotland) Regulations 2006 and all enforcement officers within the Service are duly authorised including the Licensing Standards Officers. A No–Smoking policy will apply to all council premises from 2016, similar to that adopted on NHS Grampian premises.

Aberdeen City's Trading Standards service has a programme of providing advice to and making test purchasing from city retailers, gathers information and intelligence on the illegal supply of genuine and counterfeit products and works with the Scottish government on the registration of tobacco retailers. Officers from the Commercial Team within Environmental Health carry out compliance/enforcement visits to ensure that premises are compliant with Smoking Ban legislation including the ban on smoking in vehicles with under -18s present and from August 2018 a ban on smoking on hospital grounds.

Moray Council continues to ensure that premises comply with the legislation banning smoking in public places. Very few complaints of non-compliance are now received, and concern mainly smoking in work vehicles. Trading Standards carries out a tobacco enforcement programme, covering age restrictions with test purchases and 'integrity checks', the ban on vending machines and the investigation into illicit sales of tobacco by unregistered sellers.

9.3.8 Activities concerning alcohol consumption regulation through new licensing standards legislation, including enforcement, education and awareness raising work

Aberdeenshire Council has four Civic Licensing Standards Officers (LSOs) who participate in joint operations with Police Scotland and other agencies to promote responsible drinking and responsible management of licensed premises. Following commencement of the Air Weapons and Licensing Regulations the LSOs became Civic LSOs, taking on a wider licensing remit.

Aberdeen City has two Licensing Standards Officers who are involved in a planned inspection programme and also respond to complaints about licensed premises.

Moray Council Trading Standards has 0.4 full time equivalent (FTE) Licensing Standards Officers who provide advice to businesses on alcohol licensing requirements and deal with complaints from consumers and businesses.

9.3.9 Protecting the health, welfare and safety of the public and animals through raising standards of premises licensed for these purposes and carrying out farm inspections.

Aberdeenshire Council has four Animal Health and Welfare Inspectors responsible for the protection of livestock on farms, at markets, ports and slaughterhouses and during transportation. An Animal Health and Welfare Service Plan is produced annually in consultation with the Animal and Plant Health Agency. Advice and guidance is provided with regard to agricultural shows and events, implementing actions within the national VTec Implementation Plan.

<http://www.aberdeenshire.gov.uk/environment/animal-health/animal-health-and-welfare/>

Aberdeen City Council has two Animal Health and Welfare Inspectors responsible for the protection of livestock during transportation and on farms, as well as licensing animal boarding, dangerous wild animals, riding schools and pet shops.

Moray Council has one Animal Services Officer who undertakes joint programmed farm inspections with Trading Standards to assess animal standards and food/feed safety standards. Reactive visits are also carried out following intelligence or complaints. Consultation has taken place with AHVLA and the existing Animal Health and Welfare Service Plan has been reviewed and updated.

9.3.10 Promoting community health and wellbeing by protecting public health through educational and advisory services

Aberdeenshire Council operates a full training programme throughout the year offering a selection of over 12 food and health and safety courses for businesses, charitable groups and organisations, and members of the public. A core Food and Safety Team promotes and publicises hygienic and healthy eating at annual events throughout Aberdeenshire and presents on wide and varied topics for schools, colleges and community groups.

Aberdeen City Council participates in initiatives to raise awareness of basic food hygiene and public health measures, including ad hoc events such as promoting safe cooking of turkeys at Christmas. Aberdeen City also participates in the Food Standards Scotland's Food Hygiene Information Scheme, publishing the outcomes of inspections online. Promotional activities to encourage active travel, reduce car usage and increase public awareness of air quality issues are also undertaken. Each year a joint initiative between Environmental Health and City wardens is carried out in primary schools within the city in relation to responsible dog ownership and dog fouling.

9.3.11 andemic flu preparedness

In **Aberdeen City, Aberdeenshire** and **Moray** this is organised in partnership with the Emergency Planning Service and the wider Local Resilience Partnerships.

9.3.12 rovide advice on reduction of radon gas levels in premises.

Aberdeenshire Council provides advice on results and improvement works and liaises with Public Health England. Private water supplies in high risk areas are sampled as part of the Type A sample programme.

Aberdeen City is not a recognised area of high radon levels, although updated radon maps identified approximately 50 properties in potential hotspots. General advice is given and direction to the Public Health England website.

The Moray Council offers advice on results of tests for radon and works in conjunction with the Public Health England.

9.3.13 Inspection of ships and other port health responsibilities.

A dedicated protocol for managing potential importation risks of infections through Ports of Entry has been recently revised for the International Airport at Dyce (2017). Similar plans for Harbour Ports of Entry are currently in progress.

Aberdeenshire Council provides a vessel inspection service at the ports of Peterhead and Fraserburgh for the issue of ship sanitation and hygiene certificates. The Council operates Scotland's only Border Inspection Post where imported consignments of frozen fishery products are inspected against EU entry requirements.

Aberdeen City Council provides a Port Health function in relation to Aberdeen harbour and Aberdeen International Airport, including the inspection of significant numbers of vessels in relation to ship sanitation (in the region of 300 ships Per annum).

The Moray Council Trading Standards inspects feed imported into Buckie Harbour and a system is in place for the Environmental Health Service to be notified if any food intended for human consumption (such as grain for the distilling industry) is imported.

9.4 General

9.4.1 Training of students to ensure continuing supply of qualified staff

Aberdeenshire Council employs Environmental Health (EH) students and supports them through the University of West Of Scotland EH degree course. Support is also offered to other students as part of their portfolio requirements.

Aberdeen City Council has a student Environmental Health Officer (EHO) post and intend to recruit two student EHOs utilising matched funding from Food Standards Scotland to sit professional exams in October 2019. Additionally, officers are supported to undertake additional/conversion qualifications to become EHOs. There are also trainee Trading Standards Officers (TTSO) employed within the city, one of whom has just qualified, there is due to complete their studies in 2018 and qualify in 2019. Also in place is a career Progression Scheme to ensure trainees can see a clear path through to qualification.

Moray Council has a graduate training scheme and sponsors students to the completion of the professional qualifications where funding allows.

9.4.2 Consider equalities legislation when introducing new policies and procedures to ensure any adverse impacts are mitigated.

Aberdeenshire Council provides training for all staff and has Service Champions in each section to ensure compliance with legislation.

Aberdeen City Council undertakes Equality and Human Rights Impact Assessments to assess the impact of our policies, procedures and functions on people with protected characteristics within Aberdeen City. This ensures we meet the commitments set out in our Single Equality Scheme. It also helps us to promote equality and good community relations.

Moray Council's Equal Opportunities Officer is always consulted when reports are submitted to Council committees including when new policies and procedures are to be introduced. Moray Council is committed to taking all steps within its power to eliminate discrimination and to promote equal opportunities and good relationships amongst all communities.

Actions

- Aberdeenshire Council will continue to implement the health protection priorities above.
- Aberdeen City Council will continue to implement the health protection priorities above.
- Moray Council will continue to implement the health protection priorities above.

10. Civil Contingencies

NHS Grampian and all three Local Authorities are Category 1 responders as defined under the Civil Contingencies Act 2004. To fulfill our statutory duties under the Act, NHS Grampian and each Local Authority has plans and systems in place to respond to emergencies which threaten the health, safety and welfare of the population of Grampian, and business continuity plans to ensure continued delivery of essential services in the face of disruptive events.

In addition to our own organisations' plans, NHS Grampian and the Local Authorities work in partnership with other responder agencies through Resilience Partnerships, to plan and prepare for coordinated, multi-agency, responses to incidents and emergencies.

Multi-agency planning and preparedness activity takes place at both a local level, at the Grampian Local Resilience Partnership (GLRP) and at regional level as part of North of Scotland Regional Resilience Partnership (NSRRP), supported by professional resilience practitioners from all Category 1 agencies. Partner agencies work together to deliver resilience in the North region: this is done through the NS RRP business plan executed via four Capability Groups and eight subgroups, each with a detailed action plan to deliver on the overarching RRP business plan. North of Scotland RRP takes in Grampian, Tayside and the Highlands and Islands.

Response plans are developed based on risks identified and detailed in the community risk registers, one for each RRP region: North RRP, East RRP and West RRP. Community risk registers are available to download from the Scottish Fire and Rescue Service website <http://www.firescotland.gov.uk/your-safety/community-risk-register.aspx>

In response mode, in situations where there are wider consequences to an incident and where a coordinated multi-agency response is required, NHS Grampian and local authorities come together with other responders (Category 1, Category 2 and other agencies) as a local Resilience Partnership. If the scale or specific circumstances of an incident requires it, a wider regional-level Resilience Partnership may be convened with involvement from appropriate North RRP members and national agencies.

Actions

- NHS Grampian, Aberdeen City Council, Aberdeenshire Council and Moray Council, as Category 1 responder organisations, will continue to ensure compliance with the requirements of the Civil Contingencies Act 2004, and will fulfil their duties and responsibilities under the Act.
- NHS Grampian, Aberdeen City Council, Aberdeenshire Council and Moray Council will continue to build on our respective business continuity management programmes and continue to drive towards resilience to ensure that critical services are

maintained, even when we are faced with disruptive challenges.

- NHS Grampian, Aberdeen City Council, Aberdeenshire Council and Moray Council will continue to work closely with partners in support of the Resilience Partnership to ensure an effective, coordinated, multi-agency response to, and recovery from, emergencies; and to ensure delivery of the North of Scotland RRP strategic objectives.

11. Effective Information Systems for Managing Outbreaks and Incidents

In early 2014, NHS Grampian implemented HPZone, This is a national information management system to support the investigation and management of health protection incidents and outbreaks. This sits as the primary data system for NHS Grampian health protection management, alongside many other NHS networked systems (e.g. laboratories, CHI, clinical systems).

12. Capacity and Resilience

The capacity and resilience of health protection services have been regularly reviewed and all agencies also continue to regularly review their business continuity plans. Please see Appendix 4 for more details.

13. Quality Assurance, Continuing Professional Development, Evidence Based Practice

NHS Grampian, Aberdeen City, Aberdeenshire and The Moray Council continually strive to improve the services we deliver. NHS Grampian meets with local authority colleagues on a monthly basis to review recent incidents. Lessons are identified following outbreaks and incidents and action plans are developed to implement any appropriate changes to practice. Training is provided on a wide range of topics such as infection control and immunisation (single and multi-agency).

Action

- NHS Grampian will continue to contribute to the review and development of national guidance through the Health Protection Network
- NHS Grampian will implement new guidance, when this arises, following an assessment of the benefits and the resource implications.

Appendix 1. Overview of NHS Board and Local Authorities Areas

The area covered by **NHS Grampian** extends to approximately 3,500 square miles of North East Scotland. NHS Grampian is one of 14 territorial Health Boards in Scotland, with a population of 588,100 (NRS, mid-2016 estimate), nearly 11% of the estimated population of Scotland.

In the future, it is predicted that our population will be different from what it is today. For example, in Grampian it is predicted that between 2016 and 2026:

- the overall size of the Grampian population will increase by 8%
- the number of children aged 0-15 years will increase by 8.5%
- the number of people aged 75 years or more will increase by 32%.

(Data from National Records of Scotland, 2012-based figures)

Grampian has three Health and Social Care Partnerships, each of which covers one of the local authority areas of Aberdeen City, Aberdeenshire and Moray.

Aberdeen City Council is a mainly urban port authority with a population of approximately 229,840. The City is the main port for the oil industry within Europe and retains a now diminishing fishing industry.

A relatively large fish processing business sector still exists within the authority, despite the closure of the fish auction market. There is also a meat products factory within the city. Additionally, the city has a diverse catering sector producing a wide range of traditional and ethnic meals, the majority of which are contained within the city centre area. Institutes of higher education provide vibrancy and resource to the city which also has a thriving air and seaport.

The main water source in Aberdeen City is the public water supply, although currently 106 properties within Aberdeen City are served by private water supplies.

Aberdeenshire is a predominantly rural area with a landscape which varies from the mountainous Cairngorms through rich agricultural lowlands to a rugged coastline.

Traditionally, it has been economically dependent upon the primary sector (agriculture, fishing and forestry) and related processing industries. Peterhead and Fraserburgh continue to have a strong fish and fish processing industry as is the meat sector in and around Inverurie. Within the last 45 years, the emergence of the oil and gas industry and the development of the service sector have led to rapid population growth equating

to a 50% rise since 1971.

Aberdeenshire's population stands at 262,190 (NRS, mid2016) with major population centres at Peterhead, Fraserburgh, Inverurie, Stonehaven, Westhill and Ellon. The population currently has a relatively high proportion of under 20s and fewer over 65s compared with the Scottish average, reflecting employment-driven in-migration in recent decades.

Many more detailed statistics on the population, economic profile, land use and census information are available at <http://www.aberdeenshire.gov.uk/council-and-democracy/statistics/>

There are in excess of 8000 private water supplies in Aberdeenshire, supplying 12.9% of the population.

The region has a high number of wind turbine developments. Much of the area is considered to be at risk from radon.

The Moray Council covers the eighth largest local authority area in Scotland, stretching from the Moray Firth coast down to the mountain summits in the Cairngorm National Park in the south. Moray is mainly a rural area, comprising 70% open countryside and a further 25% woodland.

The 2011 census shows the population of Moray was 93,295, with approximately 66% living in the five main towns of Elgin, Buckie, Forres, Keith and Lossiemouth.

Moray is the centre of Scotland's malt whisky industry, with over 50 distilleries and the area also supports a number of other global businesses, including Baxters, Walkers Shortbread and Johnstons of Elgin. A significant percentage of the economy of Moray is reliant on the RAF Lossiemouth base and the Army barracks at Kinloss.

Although Moray is categorised as one of the least deprived local authority areas in Scotland, with one data zones in the lowest 15% level of deprivation, it has 94% of the Median gross annual pay of Scotland and British Isles. Around 73% of the working population are employed in Moray.

There are 828 private water supplies in Moray, serving approximately 1870 properties as at 31 March 2018

Appendix 2 Health Protection: planning infrastructure

Joint NHS and Local Authority plans					
Plan	Last review	Next review	Last test	Planned	Notes and areas for development
Infectious Disease Incident Plan	July 2014	See notes	Used regularly	In regular use	To be reviewed in light of updated SGHD guidance on Management of Public Health incidents: Guidance on Roles and Responsibilities of NHS Led Incidents Management Teams, 2017.
Public Health response to an Environmental Incident	April 2014	2018		To be agreed	
Blue Green Algae plan	June 2013	2018	Used regularly	None planned	
Scottish Waterborne Hazard Plan	2016	National	Used regularly	National Scottish Water plan, implemented locally. Last Scottish Waterborne Hazard Plan Exercise in Grampian: 20 th October 2017	
Procedure for Management of Infectious illness on aircraft arriving at Aberdeen	2016	2019		None planned	Good working relationship between NHS Grampian and Aberdeen City Council for dealing with port health issues at Aberdeen Airport and harbor as they arise. Established infection control procedures at Aberdeen Airport (in review).
Procedure for cases of illness in vessels arriving at Aberdeen	September 2016	2018 in progress	Used regularly	None planned	
Aberdeenshire Seaport plan	2011	2018		To be agreed	As a small number of cruise ships now dock in Peterhead Harbour a seaport plan has been developed by Aberdeenshire Council and NHS Grampian.

Multi-agency plans through the Resilience Partnership (Local Resilience Partnership and Regional Resilience Partnership)	
Plan	Notes and areas for development
Grampian LRP Interim Response and Recovery Arrangements	Generic framework for the multi-agency response and recovery arrangements of the Grampian Local Resilience Partnership. Planned reviews and updates incorporate relevant lessons from exercises and responses to incidents. Arrangements will be further reviewed in light of the National Response and Recovery Arrangements
Grampian LRP Flooding Response Plan	The Grampian LRP Flooding Response Plan is to be reviewed and updated in the light of lessons identified in the response to severe flooding incidents in Grampian.
Grampian LRP Major Infectious Disease Response Framework	The major Infectious Disease Response Framework details the local arrangements for a coordinated multi-agency response to the wider consequences associated with a major Infectious Disease Incident, including pandemic influenza.
Grampian LRP Scientific and Technical Advice Cell (STAC) Plan	Flexible Grampian LRP arrangements for the collation and provision of authoritative information and agreed advice to multi-agency coordination groups, based on ongoing dynamic risk assessment of health and environmental hazards and technical failures.
Grampian LRP Care for People Plan (combined)	The Grampian LRP Care for People Plan is an overarching framework for response to care for people issues and is supported by individual local authority Care for People plans. A number of lessons identified during the response to severe flooding incidents in Grampian will be taken forward as part of the plan's review by the Care for People group.
Grampian LRP Fuel Plan	This plan describes the arrangements for the effective coordination of the joint efforts of the Resilience Partnership to minimize the impact of any disruption to fuel supplies on business function and service delivery. Reviewed and updated to include updates on Designated Filling Stations across Grampian.
GLRP Rescue Support Group	Protocol developed to provide for coordination of rescue planning and response arrangements. Community asset register under development to support local and regional rescue.
Site specific plans including offsite plans for COMAH sites in Grampian	Control of Major Accident Hazards Regulations 1999 (COMAH Regulations)
NSRRP Coastal Pollution Plan	Regional level plan being progressed to replace local coastal pollution response and recovery plans.

NSRRP Public Communications Plan	Regional level plan for the provision of a coordinated, multi-agency, public communications response to an incident in any or all areas of the NSRRP.
NSRRP Mass Fatalities Framework (under development)	This framework, at North of Scotland regional level, details arrangements for dealing with mass fatalities resulting from an emergency in the North of Scotland Regional Resilience partnership (NSRRP) area. Further development of the framework will reflect lessons taken from the regional exercise in March 2016.
NSRRP CBRN Response and Recovery Plan	Regional level plan being progressed to replace local CBRN response and recovery plans.
NSRRP Telecommunications Plan for Scotland	Regional level plan setting out the initial arrangements for dealing with an incident in connection with the failure telecommunications paying particular attention to a loss of the '999' service in the North of Scotland Regional resilience partnership (NSRRP) area.
Scottish RRP's Framework for Exotic Notifiable Animal Diseases Contingency Plans (under development)	Work is underway at a national level to develop a single Response Plan to replace the local Animal Diseases Plans.

Single Outcome Agreement

The Single Outcome Agreement (SOA) Framework underpins funding provided to local government and sets out a national performance framework based around the five strategic objectives of the Scottish Government: wealthier and fairer; smarter; healthier; greener; safer and stronger. These are underpinned by national outcomes, national performance indicators and local performance indicators. The SOA demonstrates how each of the 32 Councils and their Community Planning Partners contribute to delivering the national outcomes, prioritised by the Scottish Government. Environmental Health must champion the role of the local authority in public health and specifically health protection within the SOA and Community Planning agenda.

Local Authority plans		
	Last review	Next review
Aberdeen City		
Local Outcome Improvement Plan	2016-2026	2026
Strategic Business Plan 2017/18	2016	2018
Communities and Housing Service Plan	2017	2018
Food and Feed Regulatory Service Plan 2018-2019	2018	2019
Health and Safety Intervention Plan 2018-2019	2018	2019
Air Quality Action Plan	2017	2018
Trading Standards Operational Service Plan	2017	2018
Aberdeen Agglomeration Noise Action Plan	2014	2018
Contaminated Land Strategy	2016	2021
Air Quality Progress Report Assessment	2017	2018

	Last review	Next review
Aberdeenshire		
Food and Feed Law Enforcement Service Plan	2016	2018
Air Quality Updating and Screening Assessment	2015	2016
Health and Safety Service Plan	2015	2016
Health and Safety Enforcement Policy	2015	2016
Food Law Intervention Policy and Procedure	2015	2018
Animal Health and Welfare Service Plan	2017	2018
Contaminated Land Strategy	2011	As required.
Aberdeenshire Community Plan and Single Outcome Agreement	2015	2016
Infrastructure Services Business Plan	2013	2016
The Moray Council		
Moray 2026 A Plan for the Future includes Single Outcome Agreement	2017	2019
Food Enforcement Service Delivery Plan	2017	2018
Food Safety Incident Procedure	2017	as required
Food Related Infectious Disease Procedure	2017	as required
Food Law Intervention Procedures	2013	under review
Food Sampling Policy	2017	as required
Air Quality Updating and Screening Assessment	2017	as required
Contaminated Land Strategy	2013	as required
Environmental Health Enforcement Policy	2018	as required
Health & Safety Enforcement Policy	2003	as required
Animal Health and Welfare Service Plan	2017	as required

Appendix 3 Health Protection: resources and operational arrangements

(a) Outline the resources (health board and local authority) available to provide health protection services (CD & EH) – staffing (expressed as whole time equivalents/full-time equivalents), job titles, roles and responsibilities (statutory and non-statutory), including management, technical and professional staff. Indicate the numbers of health board and local authority competent persons, as designated under the Public Health etc. (Scotland) Act 2008

NHS Grampian - as at January 2018 and expressed as whole time equivalent

General Health Protection

2.2 WTE Consultants in Public Health Medicine (CPHM)

2.6 WTE Health Protection Nurse Specialists

Tuberculosis

1.0 WTE TB Nurse Specialist

1.0 WTE TB Nurse

0.4 WTE Health Protection Nurse Specialist

Blood Borne Viruses

1.0 WTE MCN Manager

1.0 WTE Project Manager

1.0 WTE Public Health Researcher

0.4 WTE Public Health Nurse Specialist

0.3 WTE Health Protection Nurse Specialist

0.2 WTE Consultant in Public Health Medicine

Administration

2.8 WTE Administrative staff

13 staff are designated as Health Board competent persons*

This describes the staff normally available during the day but does not reflect the staff available in an emergency. The Public Health Business Continuity Plan prioritises the response to communicable disease and environmental hazards. In emergency situations an enhanced rota or shift system can be put in place short term to ensure resilience of response and allow for adequate rest periods, drawing on staff in the Public Health Directorate and the wider NHS system if necessary. Mutual Aid agreements are in place with the North of Scotland NHS Boards.

The **Health Protection Team** (HPT) works with a wide range of agencies to protect the health of the population of Grampian including:

- NHS, Local Authorities and Emergency Services
- Animal Health and the Scottish Agricultural College
- Health Protection Scotland, including the Health Protection Network and other National Services Scotland entities and the Scottish Government Health Directorate
- Scottish Water, Drinking Water Quality Regulator (DWQR), Food Standards Scotland, Scottish Environmental Protection Agency (SEPA) and Health and Safety Executive (HSE)
- Voluntary organizations.

The HPT undertakes the surveillance, investigation and management of control of communicable disease and non-infectious environmental hazards. They lead on the development and implementation of strategy, programmes and action plans for specified areas such as Hepatitis C, Tuberculosis and Immunisation programmes. They provide public health advice to NHS colleagues, Local Authorities, universities and other agencies, individuals, the public and private businesses such as nurseries, care homes and schools. The team provides education and training to a wide range of students and professional groups in the NHS and other agencies, including care homes and contributes to health protection audit and research

Aberdeen City

Aberdeen City has 26.9 FTE competent persons* designated under the Public Health etc (Scotland) Act 2008 (comprising 10.82 designated competent persons in the Commercial Team and 4.9 in Environmental Protection). In addition, there are another 23.4 posts within Environmental Health (commercial), 4 FTE administrative staff who contribute to public health functions plus Trading Standards Enforcement staff who work on tobacco enforcement. Staff are split across two teams, Environmental Protection and Commercial, but work closely together. Other Council services are involved in health protection matters as appropriate.

Aberdeenshire

Aberdeenshire has 23 competent persons* and 33.5 FTE further technical persons who contribute to public health functions.

Moray Council

The Moray Council has 10 competent persons* designated under the Public Health etc (Scotland) Act 2008 and a further 14 FTE staff who contribute to public health functions.

Aberdeen Scientific Services Laboratory (ASSL)

ASSL has 2 competent persons under the Food Safety Act 1990* and 15 FTE further professional/specialist/administration staff who contribute to public analyst functions.

* see below for definition of competent persons

Extract from ‘The Public Health etc. (Scotland) Act’ Designation of Competent Persons Regulations 2009

Criteria and Qualifications for Health Board Competent Persons

For a person to be eligible for designation as a health board competent person, that person must:

- be employed by or have a contract for services with a health board in Scotland; and
- be a registered medical practitioner on the General Medical Council’s Specialist Register in the specialty of public health medicine with a minimum of 6 months’ work experience in health protection; or
- be a registered medical practitioner who has held a substantive consultant post in the UK NHS in public health medicine prior to 1st January 2008 with a minimum of 6 months’ work experience in health protection; or
- be a nurse, registered with the Nursing and Midwifery Council, with a minimum of 2 years work experience in health protection; or
- be registered as a public health specialist on the UK Public Health Register, having gained access to the Register by the training route, with a minimum of 6 months’ work experience in health protection; or
- be registered as a public health specialist on the UK Public Health Register, having gained access to the Register by the portfolio route, with a minimum of 2 years’ work experience in health protection

Criteria and Qualifications for Local Authority Competent Persons

For a person to be eligible for designation as a local authority competent person that person must:

- be employed by a local authority in Scotland; and
- be an environmental health officer, meaning a person holding the Diploma in Environmental Health awarded by the Royal Environmental Health Institute of Scotland (or equivalent), with a minimum of 2 years’ experience working as an environmental health officer within a local authority or equivalent.

Criteria and Qualifications for Public Analyst Competent Persons under the Food Safety Act 1990

For a person to be eligible for designation as a Public Analyst competent person that person must:

- be employed by a Public Analyst Service in Scotland; and
- be an Public Analyst, meaning a person holding the Masters of Chemical Analyses awarded by the Royal Society of Chemistry, with a minimum of 2 years’ experience working as an Public Analyst within a local authority or equivalent: or
- be a Food Examiner, meaning a person holding the required qualifications and experiences as defined by The Food Safety (Sampling and Qualifications)(Scotland) Regulations 2013

b) Briefly outline the IT and Communications Technology available to the NHS Board and local authority(ies) to facilitate health protection (CD&EH) work, including the management of incidents and outbreaks.

	NHS Grampian	Aberdeen City	Aberdeenshire	The Moray Council
Hardware				
Desktop and laptop computers	✓	✓	✓	✓
Printers (black and white and colour)	✓	✓	✓	✓
Photocopiers	✓	✓	✓	✓
Fax machines	✓	✓	✓	✓
Office and mobile telephones	✓	✓	✓	✓
Access to language line	✓	✓	✓	✓
Personal digital assistant	Limited		✓	
Pagers	✓	✓	✓	
Audio-teleconferencing equipment	✓	✓	✓	✓
Video-conferencing equipment	✓	✓	✓	✓
On call laptops	✓	Limited		
Control Room	✓			
Network access from home out with normal hours	Limited	Limited	Limited	Limited
Software				
MS Office (Word, Excel, PowerPoint, Access)	✓	✓	✓	✓
Internet and secure email	✓	✓	✓	✓
HPZone (a national NHS incident management system)	✓			
SIDSS (Scottish Infectious Disease Surveillance System)	✓			
Access to electronic information resources and databases: ECOSS (Electronic Communication of Surveillance in Scotland), SCI Store (to access laboratory results), SCI Gateway, SHPIR (Scottish Health Protection Information Resource), TRAVAX (travel advice), Toxbase (toxicology Database), SEISS (Scottish Environmental Incident Surveillance System), NHS Scotland e-library.	✓			
Uniform system for recording and management				✓

(c) Outline the organisational arrangements in place to facilitate good collaborative working between the NHS, local authorities and other health protection partners, e.g. the veterinary service, Scottish Water etc. How often do the teams meet? How are public health incidents reviewed and lessons shared locally?

The NHS Grampian Health Protection Team, Infection Prevention and Control Nurses, Infection Control Doctor/Consultant Medical Microbiologist Consultant Medical Virologist and Environmental Health Officers (EHOs) from Aberdeen City, Aberdeenshire and The Moray Council meet monthly to review all communicable diseases, outbreaks and environmental incidents. The Divisional Veterinary Manager, Animal Health and the Public Analyst, Aberdeen Scientific Services Laboratory have a standing invitation to attend.

The NHS Grampian CPHM, EHOs from Aberdeen City, Aberdeenshire and The Moray Council meet with Scottish Water six monthly to review public and private water quality.

NHS Grampian aims to host the Medical, Veterinary and Environmental Health liaison/educational meetings once a year. Attendees in past have included public health, vets from both Animal Health and the Scottish Agricultural College, EHOs, clinical staff, Infection Prevention and Control nurses, Health Protection Scotland, Scottish Water, Scottish Environmental Protection Agency and Food Standards Agency.

(d) Outline the arrangements to respond out of hours, including staffing and job titles (NHS and local authority), including management, technical and professional staff.

NHS Grampian

Two tier rota in place staffed by Health Protection Nurse Specialists (HPNS), Specialty Registrars, Consultants in Public Health Medicine (CPHMs) and a Consultant in Public Health (CPH). A CPHM or CPH is always available. 13 staff are designated as Health Board competent officers. Administrative support is available on a voluntary basis. Expert advice is available from Health Protection Scotland at all times.

A Memorandum of Understanding supports the joint working between the NHS Grampian Health Protection Team and the Environmental teams in each of the Councils.

Aberdeen City

The Environmental Health Officers provide an emergency out of hour's duty officer service on a rota basis. The Duty Officer is available to respond out with normal office hours and contact details are supplied to partner organisations and emergency services. If the Duty Officer requires assistance, they have access to contact details of the whole environmental health team, including the management team. There is capacity to put together a team of frontline staff to respond to a situation arising out of hours should this be required.

Aberdeenshire

An out of hours telephone number is available to partner organisations. Calls are handled by the centre out with normal office hours. The centre then contacts the relevant officer and a decision is made on the most appropriate course of action.

Moray Council

There is currently no 24 hour on call response for the Environmental Health Service. The Council has an out of hours contact number (08457 565656) and the Environmental Health Manager is the first point of contact.

(e) Outline the arrangements for reviewing Health Protection Standard Operating Procedures or Guidance. How often does this take place?

Guidance is reviewed as required when prompted by change in epidemiology, new national guidance, lessons identified from outbreaks and incidents.

(f) Outline the corporate arrangements for ensuring the maintenance of knowledge, skills and competencies for staff who have health protection duties in both the NHS Board and local authorities, including keeping up to date for out of hour's duties. How is this recorded? How often are the arrangements reviewed?

NHS Grampian

- Local on call guidance provided and updated regularly and new guidance issued as required On call training provided on a regular basis as part of the ongoing Continuing Professional Development (CPD) programme
- Multi agency workshops for example, management of E coli O157 and outbreaks of disease
- Attendance at Health Protection Scotland courses and other national training e.g. Chair of Scientific and Technical Advice Cell, Major Incident, Loggist and Recovery training and exercises
- Staff review, agree and record personal CPD log and other evidence requirements during appraisals as well as agreeing individual objectives; this follows professional regulatory expectations at specialist national level and locally.
- Additional training needs are identified at weekly and monthly reviews of incidents. On call staff contribute to daytime response.

Aberdeen City

- Generic training plans in relation to Food Safety
- Annual Performance Appraisals result in the formulation of Personal Development Plans which incorporate compulsory structured food hygiene training along with any other identified training needs (Training needs may also be identified as a result of quality monitoring)
- Staff are encouraged to participate in the professional CPD schemes, and compulsory CPD is recorded
- A skills training matrix
- Regular technical meetings in the various environmental health disciplines are held to update staff and discuss pertinent issues, including review of any incidents
- Budget provision is made for essential professional training and competence maintenance

- Staff participating in the environmental health duty rota have received training, and support is available to them from other staff in the team should they need advice on how to deal with any particular incident.

Aberdeenshire

- Training needs are identified during the officer's annual Employee Assessment Review.
- Staff undertaking food hygiene inspections are required to achieve 10 hours of relevant training per year. Staff attend focus groups, team meetings, seminars and training courses where available.
- Many of the staff take part in the Royal Environmental Health Institute of Scotland (REHIS) scheme of CPD and attain or maintain Chartered Status. Service Manager, Team Managers and Senior EHOs are required to show a continuing commitment to CPD. This is the subject of ongoing monitoring.
- An out of hours emergency contact list is maintained and regularly reviewed. Staff on the out of hours list are equipped with laptops and have access to network and database for out of hours response.

Moray Council

- Training needs are identified during the Employee Review and Development Programme.
- All EHOs participate in Continuing Professional Development (most through the REHIS scheme)
- Staff undertaking Food Hygiene inspections are required to achieve 10 hours of structured food hygiene training per year.
- Staff attend REHIS seminars, internal focus groups and staff meetings where changes to legislation, codes of practice and guidance are discussed.

Appendix 4 Health protection services: capacity and resilience

NHS Grampian

- Capacity and resilience were reviewed after our response to pandemic influenza. Business Continuity Plans were reviewed and updated in 2017
- Mutual aid arrangement in place with Northern Boards and reviewed and updated in 2017 as evidenced by agreement signed by Chief Executives
- arrangements are in place with NHS Shetland to cover the Health Protection function when their CPHM is on regular leave and routine off-days until 31st March 2019 when the arrangement will be further reviewed
- A Director of Public Health has been appointed for NHS Grampian and NHS Shetland.

Aberdeen City

- Resilience and capacity have been tested during several large scale outbreaks over recent years
- Workforce planning and succession management through a programme of retraining authorised officers to become EHOs is helping to maintain levels of professional staff within the Service
- The operation of the service will be closely monitored and adjustments made if needed to maximise service delivery
- Informal agreements exist for joint working with neighbouring authorities at times of excessive demand.

Aberdeenshire

- The Environmental Health Service food law enforcement activity is audited by Food Standards Scotland as part of their ongoing audit programme
- A business continuity plan for Infrastructure Services has been developed and is subject to regular review.

Moray Council

- The Environmental Health Section is audited periodically by the Food Standards Scotland
- In 2013, the Environmental Health Section was restructured as part of the Council's Designing Better Services efficiency programme and this resulted in the number of Principal EHO's and area teams both being halved down to two
- A business continuity plan has been developed and is subject to regular review.

Appendix 5 Health Protection: public involvement and feedback

Communicating with the public regarding perceived and actual risks to health is an integral part of managing any incident or outbreak and we work closely with Corporate Communications colleagues in the NHS, Local Authorities and other agencies to promote effective good communication with the public. A representative of the Corporate Communications Team attends all outbreak and incident control meetings.

NHS Grampian uses discussion with those affected during outbreaks and incidents to inform how and what we communicate to the public through the media. For example, discussion with the individuals involved and, where appropriate, religious and community leaders, hotels, care homes and employers have allowed us to tailor messages to best effect.

Aberdeen City's

Protective Services have put in place a customer feedback survey to allow members of the public to comment on the service provided. Any significant change to the service is consulted with stakeholders before implementation.

Aberdeenshire Council has a clear strategy to involve others in the development of services through regular Citizens Panel Surveys and Community Planning Partnership. The Corporate communications team is available for handling media enquiries. Feedback from customers is essential in improving the service the Council provides and there are many formalised ways for members of the public to have their say. <http://www.aberdeenshire.gov.uk/contact/index.asp>

Moray Council uses a Citizens Panel to obtain public perceptions and opinions on a wide range of services. The Council also utilises Survey Monkey for feedback on the quality of service provided both to members of the public and to businesses. Through the Community Planning Partnership, the Community Engagement Group advises how the theme groups can provide information or obtain opinions on a range of subjects from communities.