

## Appendix C

Harlow Council  
Internal Public Health Officer's Group (PHOG)

---

### Terms of Reference

#### Aim

To bring together the work of internal services and departments to increase collaborative working on projects and initiatives with a Public Health element, in order to improve the health and wellbeing of Harlow residents.

#### Objectives

1. To bridge the gap between the work that we are all currently doing that may not necessarily be labelled directly as Public Health
2. To improve the health and wellbeing of Harlow residents in line with the Harlow Health and Wellbeing Strategy
3. To develop and monitor progress of the Internal Public Health Officers Group Action Plan

#### Meetings and Leadership

- This group is a network of internal department Officers who will share their views and make suggestions as to how we can enhance our collective working, share good practise and promote better collaboration within departments and between each other.
- The group will report/share information around collaborative work to the Harlow Health and Wellbeing Board and other groups within their respective departments.
- The group will meet on a quarterly basis for a maximum of two hours.
- Any member of the group may suggest an agenda item, providing they are willing to attend and lead a discussion of that item.
- Further representatives will be identified and invited as and when necessary
- The agenda will be sent out in advance with all relevant documents. No minutes of the group will be recorded; however, an action log will be maintained as an aide-memoire.
- The meeting will be led by the Public Health Improvement Practitioner; however, we expect a shared leadership approach and mutual respect between all members.

#### Membership/Attendance

The core members of this group will include, but is not limited to representation from the following Harlow Council departments:

1. Head of Community Wellbeing (Chair)
2. Community, Leisure and Cultural Services Manger
3. Public Health Practitioner
4. Planning and Building Control Manager
5. Strategy and Economic Development Manager
6. Customer and Media Services Manager
7. Environmental and Licensing Manager
8. Housing Operations Manager
9. Property and Facilities Manager
10. Resources Manager
11. Community Leisure and Cultural Services Project Coordinator (Minute taker) Human