

**Pembrokeshire Tobacco Control Forum**  
**Terms of Reference**  
**June 2008**

**Purpose of the Group**

To work in partnership to improve the health and wellbeing of the residents of Pembrokeshire, and to reduce health inequalities, by

- reducing the prevalence of smoking, reducing exposure to second hand smoke, and reducing the uptake of all forms of tobacco use, through
- developing and delivering a local action plan as part of the Health, Social Care and Well-being Strategy (2008 – 11)

Comprehensive tobacco control action is carried out through a combination of

- Prevention (work to help young people not start smoking),
- Cessation (support for smokers in giving up) and
- Environmental action (actions to encourage non smoking as the norm)

**Reporting Arrangements**

Pembrokeshire Tobacco Control Forum will report progress against its action plan to the Health Challenge Pembrokeshire Group.

**Responsibilities**

- Create an annual action plan as part of the Health, Social Care and Well-being Strategy (2008 – 11)
- Facilitate partnership working for tobacco control
- Not duplicate the work of individual agencies for which they hold sole responsibility
- Ensure actions are either whole population based or targeted at reducing inequalities – ensuring equity of action through employing the Quality of Life Checklist process
- Employ the Ffynnon management system for reporting
- Work with the Marketing Sub-group to promote key messages

**Objectives**

- Initial objectives are listed in the Health, Social Care and Well-being Strategy (2008 – 11): (see Appendix)
- SMART objectives will form the action plan for the group

**Frequency of Meetings**

Pembrokeshire Tobacco Control Forum will meet quarterly in line with reporting requirements for the Health, Social Care and Well-being Strategy.

**APPENDIX 1: Health, Social Care and Wellbeing Strategy 2008 – 11; First Year Draft Action Plan: Reducing Smoking**

<b>Priority</b>	<b>3 year expected outcome</b>	<b>Objective year 1</b>	<b>Key Actions</b>	<b>Lead officer /agency</b>	<b>Financial resources</b>	<b>Performance indicators</b>	<b>Timescale for achievement</b>
Reducing Smoking  <b>- more, coordinated action</b>	<ul style="list-style-type: none"> <li>Increased partnership action and improved coordination of tobacco control work in Pembrokeshire</li> </ul>	<ul style="list-style-type: none"> <li>Reform Tobacco Control Forum within new partnership arrangements</li> <li>Scope partner activities</li> <li>Draft action plan for better coordinated, increased partnership action to reduce tobacco use in the county</li> </ul>	<ul style="list-style-type: none"> <li>Identify partners</li> <li>Reform TCF</li> <li>Scope activity</li> <li>Develop draft plan</li> </ul>	PPHO, NPHS	Within current resources	Report on evidence base; notes of meetings; draft action plan	March 2009
Reducing Smoking  <b>- all smokers booked for surgery helped to quit</b>	<ul style="list-style-type: none"> <li>Increase number of smoking accessing support to quit</li> </ul>	<ul style="list-style-type: none"> <li>Development of pre-operative assessment of all smokers listed for elective (non-day) surgery which recommends quitting before the operation</li> </ul>	<ul style="list-style-type: none"> <li>Support training of staff involved in pre-operative assessment</li> <li>Develop audit trail to ensure all smokers are advised to consider quitting at pre-operative assessment</li> </ul>	General Manager (Surgery), P&DNHST/ Regional Coordinator, Stop Smoking Wales, NPHS	Within current resources	Records of training and system established	October 2008
Reducing Smoking  <b>- reduce effect of smoke on children</b>	<ul style="list-style-type: none"> <li>Reduce impact of smoking on children at home</li> </ul>	<ul style="list-style-type: none"> <li>Scope potential pilot projects aimed at reducing smoking in the home.</li> </ul>	<ul style="list-style-type: none"> <li>Research evidence base</li> <li>Identify partners</li> <li>Form action group</li> <li>Develop action plan</li> </ul>	PPHO, NPHS	Within current resources	Report on evidence base; notes of meetings; draft action plan	March 2009