



Derby City Council

## **Derby COVID Outbreak Engagement Board**

### **Terms of Reference**

#### **1 Background**

On the 27th May the Government launched the NHS Test and Trace service to ensure that individuals who develop symptoms can access testing and that high-risk contacts are identified and advised to self-isolate for 14 days.

The Local Outbreak Plan sets out the local response to the seven required areas:

1. Care homes and schools
2. High risk places, locations and communities
3. Local testing capacity
4. Contact tracing in complex settings
5. Data integration
6. Vulnerable people
7. Local Boards.

As part of the Local Board arrangements, there is a requirement to establish a member-led Board. The Derby COVID Outbreak Engagement Board, urgently established as a sub-group of Derby Health and Wellbeing Board using the delegated decision-making powers of the Chair, will fulfil this function.

Local leadership is required to ensure a rapid response to outbreaks, utilisation of local knowledge and to improve coordination of data and response.

#### **2 Purpose and functions**

The Derby COVID Outbreak Engagement Board will provide appropriate leadership and decision-making, as necessary, to effectively manage an increase in prevalence of COVID 19 within the community or setting, and local outbreaks.

To support the Board in its role it will engage with the local community to understand any local issues and communicate effectively with local people.

### **3 Membership**

The membership of the Outbreak Engagement Board is as follows:

#### **3.1 Core membership**

The core membership of the Board is as follows:

- Leader of the Council
- Cabinet Member for Adults, Health and Housing
- Cabinet Member for Children and Young People
- Chief Executive of the Council
- Director of Public Health
- Strategic Director of People Services
- Strategic Director for Communities & Place
- Chief Officer, Derby and Derbyshire CCG
- NHS Provider representative(s)
- Communications lead.

#### **3.2 Additional attendees by invite**

Additional individuals will be co-opted by invitation of the Chair to provide expert insight and guidance to support understanding and decision-making. Those invited will be dependent on the site, complexity and type of outbreak (e.g. hospital, school, care home, workplace, place of worship etc.) and will include, as appropriate representatives of the following:

- Derbyshire Police
- Environmental Health Lead
- Place Alliance lead/ Primary Care Network Clinical Director (GP)
- Local Ward Councillors
- Education/ School Sector
- Adult Social Care/ Care Home Sector
- Business Sector
- East Midlands Ambulance Service
- Derbyshire Fire and Rescue Service
- Voluntary Sector/ Community Action
- Faith community leaders
- Public Health England.

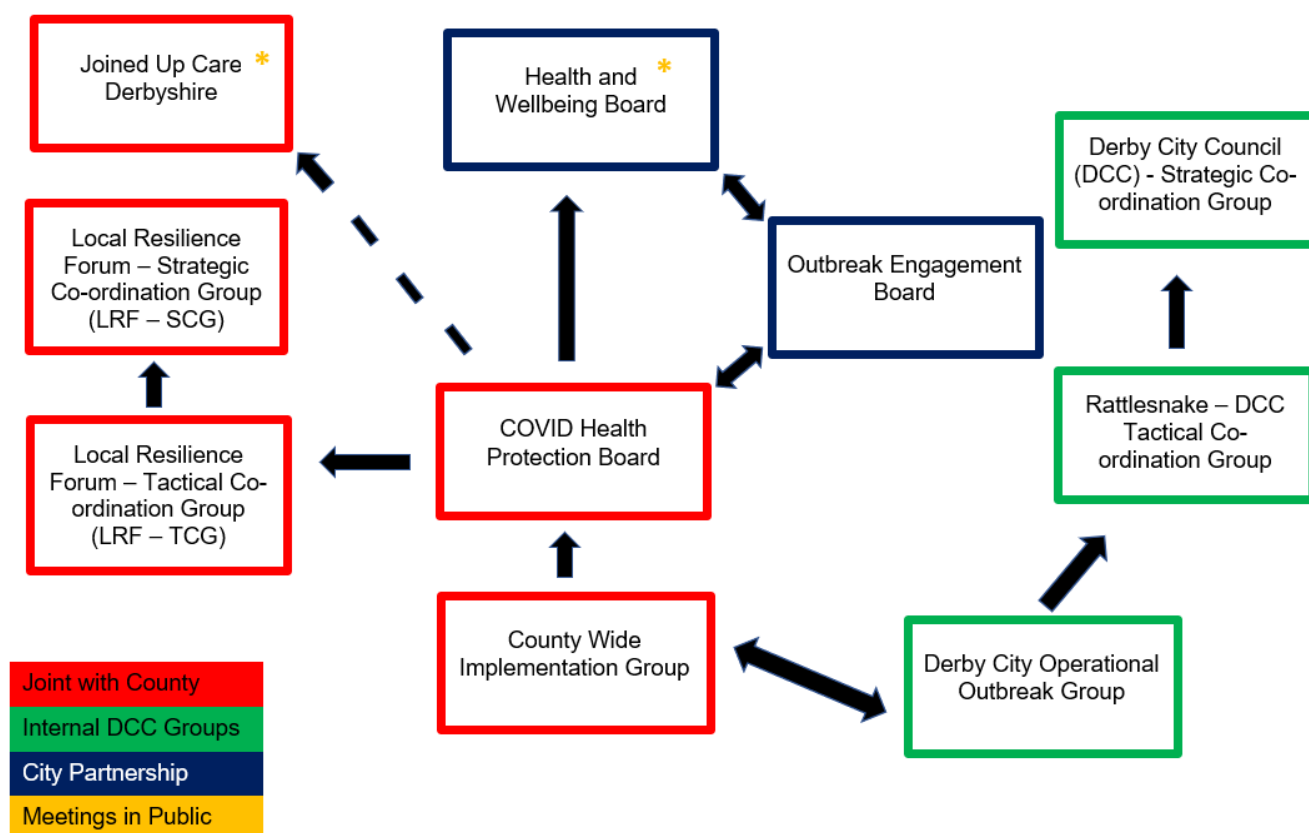
#### **3.3 Attendance**

If members are unable to attend a meeting, they are expected to nominate a substitute of suitable seniority.

## 4 Governance and reporting relationships

Figure 1 shows the governance and reporting relationships of the Derby COVID Outbreak Engagement Board:

**Figure 1 Governance and reporting relationships of the Outbreak Engagement Board**



The Derby COVID Outbreak Engagement Board will provide regular reports to the Health and Wellbeing Board.

## 5 Meeting management

### 5.1 Chairing

The Chair of the Board shall be the Leader of the Council.

The Vice Chair of the Board shall be the Cabinet Member for Adults, Health and Housing.

Should neither the Chair nor Vice Chair be able to attend a meeting the Chair shall designate another core member of the Board as Chair for this meeting. Where this is not possible, a Chair shall be elected at the start of the meeting.

### 5.2 Voting and decision-making

All core members of the Derby COVID Outbreak Engagement Board have voting rights. Named substitutes will have voting rights.

The Chair of the Board shall have the casting vote.

### 5.3 Frequency of meetings

The Board will meet every three weeks or more frequently as deemed necessary to respond to identified local COVID outbreaks.

At the request of the Director of Public Health, the Chair shall convene the Board as required to respond to urgent or emerging issues. Core Members should note that this is likely to require the Board to convene rapidly and members are asked to prioritise the Board to support timely local outbreak response.

#### **5.4 Quorum**

The quorum of the meeting shall be:

- One of - Leader of the Council or Cabinet Member for Adults, Health and Housing
- One of - Chief Executive of the Council, Strategic Director of People Services or Strategic Director of Place
- Director of Public Health or their nominated representative
- One of - Chief Officer, Derby and Derbyshire CCG or NHS Provider representative or key co-opted expert/ decision-maker appropriate to specific outbreak.

#### **5.5 Secretariat**

The Secretariat role will be provided by the Council. This role will include minute-taking and distribution, administration of all agenda items and associated papers. Co-ordination and operational assistance will be provided as required by Public Health officer staff.

### **6 Amendment and review**

Amendments can be made to these Terms of Reference at any point following consultation and agreement of the Derby COVID Outbreak Engagement Board.

This Board is intended to be time-limited to meet the Test, Trace and Isolate Programme in response to the COVID outbreak and will be stood down on review and agreement of the Health and Wellbeing Board.

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