

Covid-19 Outbreak Management Governance system

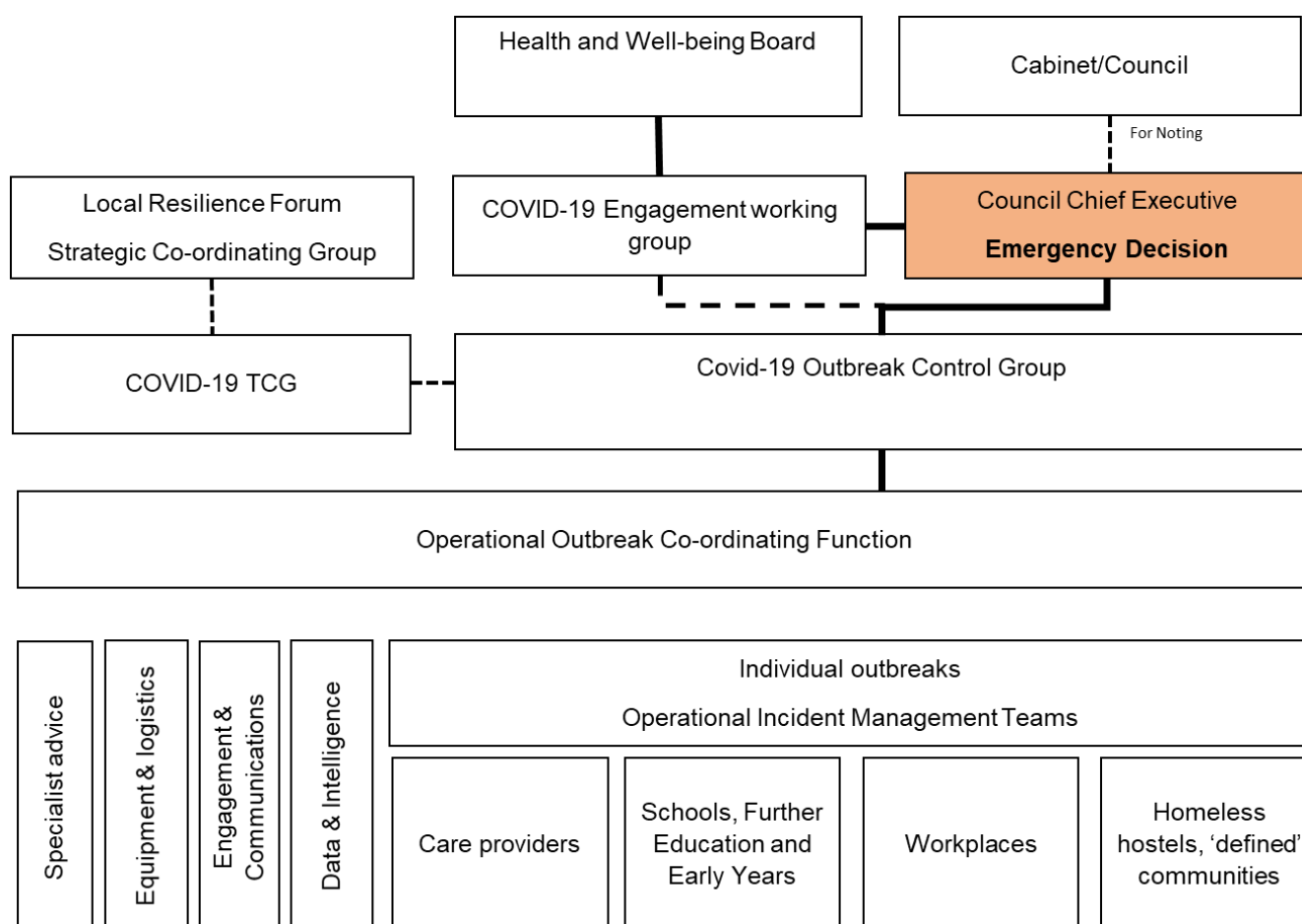
18 June 2020

This document sets out the terms of reference for the key groups that together form the system of governance and decision making for managing any outbreaks of Covid-19.

Outbreak Management Governance System

The diagram below indicates the key groups and their relationships to the wider council governance system.

Fig.1 Outbreak Management Governance System



The principles of governance for Outbreak Management will be to ensure that:

- The Local Outbreak Management Plan is supported by all of the partners who may be required to contribute to implementation.
- There is robust monitoring of progress of management of outbreaks individually and collectively.
- There is multiagency oversight of management of outbreaks and the ability to escalate for mutual aid if necessary.
- We can continually reflect, learn and improve.
- There is democratic oversight of management of outbreaks, which contributes to effective public communication.

Covid-19 Outbreak Management Governance system

Terms of reference – Covid-19 Engagement Working Group

The Covid-19 Engagement Working Group will be a working group of the Health and Wellbeing Board.

Purpose

The group shall exist to:

- Provide oversight of the progress of the Local Outbreak Control Plan development and the ongoing management of any outbreaks;
- Build stakeholder support and community engagement to engender trust and participation in the Local Outbreak Control Plan;
- Provide Community Leadership in the prevention and management of outbreaks through the Local Outbreak Control Plan;
- Support officers to deliver the Council's accountabilities and financial monitoring relating to Test and Trace response;
- Ensure that the Test and Trace response in Herefordshire is delivering the right interventions to protect health and wellbeing of residents.

Chair

The group will be chaired by the Leader of the council and the Cabinet Member for Health and Wellbeing will be Vice-Chair.

Membership

In addition to the Chair and Vice-Chair, the working group shall comprise of members as follows:

Member	Role
A councillor from each political group	Brief and ensure engagement of cross party elected members. Community leadership in the prevention and management of outbreaks To be nominated by the group leader
NHS WVT	Stakeholder in plan delivery/ NHS leadership and engagement
NHS CCG EPR Lead	Communications through NHS commissioned services/ Infection protection and control responses
Director of Public Health	Statutory Duty for Health protection Lead for the outbreak management group
Tactical Coordinating Group Chair	Mobilise the TCG response/police response as required
Chief Executive Herefordshire Council	Oversight and leadership of Herefordshire Council

Covid-19 Outbreak Management Governance system

NFU/ Farming Community Representation	Represent the interests of the farming community. Influence the method of community engagement with this sector.
Business Community representation	Represent the interests of the farming community. Influence the method of community engagement with this sector.
Health Watch	Represent citizen and patient interests
One Herefordshire Communications Lead	Support the communications response.

Elected members will be invited to join the working group as and if there are outbreaks affecting their communities.

Substitutes

Each Member may nominate a substitute if they are unable to attend a meeting. The Vice-Chair will be a standing substitute for the Chair when unable to attend.

Secretariat

Democratic Services of Herefordshire Council will provide the secretariat.

Quorum

The working group shall be Quorate if any four persons are present including the Chair and/or Vice-Chair.

Frequency

Meetings may be held with such frequency as are required.

Format of meetings

The group will be a working sub group of the Health and Wellbeing Board and link with the overall governance as detailed in Fig. 1 above.

As a working group it will determine whether to meet in public or private.

There is no requirement for working group meetings to be notified to the public 5 days before the meeting unless the group decide to hold a public meeting.

Covid-19 Outbreak Management Governance system

Terms of reference – Covid-19 Outbreak Control Group

Purpose

The purpose of this group is to:

- Provide advice to support decision making when there is an escalation of outbreaks in an area/cluster;
- Oversee management of outbreaks
- Set system wide framework for Local Outbreak Management Plan and sub plans;
- Develop and continually review the Local Outbreak Management Plan;
- Provide strategic coordination and deployment and alignment of multi-agency resources to ensure delivery of the plan;
- Ensure Local Outbreak Management Plans are consistent with resources available from all agencies;
- Provide assurance to the SCG about management of outbreaks; and
- Provide a route for escalation for mutual aid if necessary;
- Ensure robust management of resources allocated to the plan.
- Ensure an effective focus on prevention where possible
- Amend SOPs accordingly and/or identify additional capacity requirements
- To reflect on learning from outbreaks to identify improvements for future management and amend SOPs accordingly and/or identify additional capacity requirements
- Provide assurance to Health and Wellbeing Board that local systems are operating effectively

Chair

The group will be chaired by the Director of Public Health. The Vice-Chair will be the Assistant Director, Regulatory Services.

Membership

Membership	Role
*Director of Public Health	Chair/ Leadership and oversight
*Consultant in Public Health/ Outbreak Plan Lead Officer	Specialist advice and plan implementation/oversee management of outbreaks.
Public Health England	Specialist advice
Communications Lead	Lead development/ implementation of the Comms Plan
CCG- EPR lead/Director of Nursing	Ensure IPC/ Testing capacity is mobilised/ support prevention and outbreak management response

Covid-19 Outbreak Management Governance system

Health and Safety Executive	Ensure HSE coordinate responses with OP.
Wye Valley Trust – Senior Operational Manager	Coordination of WVT IPC/ CH response
Taurus/PCN- GPs	Coordination of Primary Response
Assistant Director Education	Support the response in children's settings
Education	Support the effective working with Educational settings
*Consultant in Public Health Intelligence Lead	Data and Intelligence lead
Housing Solutions/Housing Leads (Homeless/hostels lead)	Effective planning and response housing/ Vulnerable groups
PPE Coordinator/Logistics	Ensure PPE logistics are robust
*Assistant Director Regulatory Services/EHO (Workplaces Lead)	Ensure mobilisation of EHO response
Emergency Planning	Provide logical support in stepping up testing centres/ resource deployment
Adults residential settings lead	Ensure delivery of the Care providers response
*Legal lead	Legitimacy of any response and powers to be used

*indicates members of the group who will make the outbreak response recommendations to the Chief Executive, Herefordshire Council for final decision.

Substitutes

Each Member may nominate a substitute if they are unable to attend a meeting. The Vice-Chair will be a standing substitute for the Chair when unable to attend.

Secretariat:

The group will be supported - project support provided by Herefordshire Council.

Quorum:

The working group shall be Quorate if any four persons are present including the Chair.

Frequency:

The Outbreak Management Group will meet twice weekly in the first instance and will review this arrangement on a monthly basis depending on frequency of outbreaks.

Reporting:

Regular reporting will be provided through the Covid-19 sitrep Gold command system and a formal report provided to the Outbreak Engagement Group and Health and Wellbeing Board for the duration of Covid-19.