

## **Appendix 1 – Outbreak Management Board**

### **Terms of Reference**

#### **Purpose**

The Board will provide political ownership and public-facing engagement and communication for any Covid-19 outbreak response within the Borough and is charged to assist the Leader of the Council in the making of local decisions to contain any Covid-19 outbreaks, including any such decision concerning the need to impose or revise restrictions over persons, an area or part of an area of the Borough.

#### **Membership**

The Board will be chaired by the Leader of the Council and will also consist by invitation of:

- 1) The Deputy Leader of the Council and/or the Cabinet member (or Chair of Committee) with portfolio
- 2) The Group Leaders of each of the political groups represented on Wirral Metropolitan Borough Council
- 3) The Chair of the relevant Overview and Scrutiny Committee
- 4) The Director of Public Health
- 5) The Director of Adult Social Services and/or a representative of Wirral Health and Care Commissioning
- 6) The Director of Children's Services
- 7) A representative of the Wirral Clinical Commissioning Group (CCG)
- 8) A representative of the Wirral University Teaching Hospital NHS Foundation Trust (WUT)
- 9) A representative of the Cheshire and Wirral Partnership NHS Foundation Trust
- 10) A representative from Wirral Community Health and Care Foundation Trust
- 11) A representative of the Primary Care Wirral GP Federation

If unable to attend representation will be accepted on a nominated level determined by the individual organisation or officer

The meeting may also be attended by the Chief Executive and by the Director of Governance and Assurance.

Other members of the Strategic Leadership Team and Public Health colleagues within the Council or Public Health England will be invited based on the issue.

Council Members and additional professional advice will be invited to attend based on the nature of the outbreak.

As the response to local engagement develops, the Board shall consider inviting other public sector representatives to join the Board, accepting that it shall always remain an elected Member-led Board.

### **Decision making**

Decisions related to the functions of the Council will be made by the Leader or a responsible officer of the Authority, or form a recommendation by that person to the Cabinet (or Policy and Resources or other relevant Committee of Council) in consultation with those members of the Board present at that time.

In respect of all other matters the Board will:

- (i) recognise it is a voluntary coalition of the Members and officer representation of relevant organisations;
- (ii) have the ability to consider any matter in relation to COVID-19 Local Outbreak Planning, and will have the ability to agree strategy and content of communications from the Board;
- (iii) act collaboratively, reaching conclusions by consensus; and
- (v) take into consideration how it will interact with other structures responsible for local outbreak planning, including the LCRCA, Health Protection Board, MRF and SCG/TCG.

### **Objects**

The objects of the Board shall be:-

- (i) Leading on communication with the public in respect of COVID-19 engagement plans
- (ii) Leading on collaboration with neighbouring authorities if advised by the DPH that it would be advisable to do so (for example in the case of a local outbreak that crossed the County border)

- (iii) Facilitating LCR wide decision entering discussion with the LCRCA and MRF and by making by recommending agreed actions to those bodies or individual councils across the LCR or Cheshire for decision, where appropriate
- (iv) Ensuring Wirral residents are fully informed about local test and trace procedures
- (v) Ensuring an appropriate level and style of communications to keep the residents of Wirral safe, protect the NHS, and promote the recovery strategy from COVID-19
- (vi) Providing a means for facilitating co-operative working between relevant organisations and bodies on Local Outbreak Planning
- (vii) Assisting the Leader on any matters presented for decision in respect of the powers and functions of the local authority.
- (viii) Have regular oversight of how the £2,733,018 Test and Trace Fund is allocated.

## **Health Protection Board (COVID-19)**

### **Terms of Reference**

**Purpose:** To provide oversight and action on any Outbreak Management within Wirral with specific duties to protect the population of Wirral in relation to COVID-19. To ensure effective partnership working for health protection between the Local Authority, NHS, Public Health England and other local services and to provide assurance to the Peoples Board, on behalf of the population of Wirral, that there are safe and effective arrangements and plans in place to protect the health of the population.

The scope of health protection board will be:

- Surveillance of COVID-19 in Wirral
- Outbreak management of COVID-19
- Prevention and control of infectious diseases,
- Oversight of immunisation programmes
- Screening programmes
- Healthcare associated infections
- Emergency Preparedness planning and response,
- Prevention and Management of environmental hazards
- Seasonal excess mortality
- Environmental Protection

#### **Functions:**

1. To provide strategic oversight of the health protection system in Wirral, with a specific remit on the management of Outbreak Management in relation to COVID-19
2. To have in place effective surveillance systems for infectious diseases and COVID-19
3. To develop, approve and test the Outbreak Management Plan for COVID-19
4. To escalate concerns in outbreak management to The Outbreak Management Board, where they have emergency decision making authority to apply control measures such as shutting a school, workplace or restrictions in geographical areas
5. To ensure that local partners have health protection plans, risks and their mitigation and opportunities for joint action.
6. To review and challenge the quality of health protection plans and arrangements.
7. To provide oversight of key health protection outcomes.
8. To review surveillance intelligence for infectious diseases to inform planning.

9. To highlight risks and provide recommendations on improvement to The People's Board
10. To review the reports of significant incidents and outbreaks, consider recommendations for change as a result, and promote quality improvement of the health protection system through encouraging implementation of recommendations.
11. To promote reduction in inequalities in health protection across the Local Authority area.
12. To identify key health protection needs for collaborative work to feed into the Joint Strategic Needs Assessment process.
13. To provide assurance to the Peoples Board that there are safe and effective health protection arrangements and plans.

**Proposed Governance Arrangements:** It is proposed that the Wirral's Health Protection Board will provide verbal and/or written reports to the Strategic Co-ordination Group through the Director of Public Health. Where there is concern in relation to Outbreak Management this will be escalated to the Emergency Board called The Outbreak Management Board. Wider concerns/issues should be escalated to Mersey Resilience Partnership, Senior Management team of Wirral Local Authority and/or to partner organisations as appropriate.

**Chair and Membership:** The Director of Public Health will chair the Board. Core membership will be as listed below:

1. Director of Public Health
2. A representative from Emergency Planning
3. A representative from Environmental Health
4. Public Health Consultants
5. The Director of Adult Social Services and/or a representative of Wirral Health and Care Commissioning
6. The Director of Children's Services
7. Representative of the Wirral Clinical Commissioning Group (CCG)
8. Representative of the Wirral University Teaching Hospital NHS Foundation Trust (WUT)
9. Representative of the Cheshire and Wirral Partnership NHS Foundation Trust
10. Representative from Wirral Community Health and Care Foundation Trust
11. Representative of the Primary Care Wirral GP Federation

**Frequency of meetings:** Weekly due to COVID-19, which may reduce as Outbreak Management of COVID-19 embeds, with emergency meetings as required relating to Outbreaks.

**Extraordinary meetings:** In addition, extraordinary meetings may be called as and when appropriate.

**Format of meetings:** The Board will have a standard agenda.

**Quorum:** The quorum for the meeting will be a minimum of four of the Board's full members.

**Communication of recommendations:** All members of the group will assume responsibility for communicating recommendations to appropriate colleagues following each meeting.

**Accountability and reporting framework:** The Board is accountable to the Strategic Coordination Group but will report concerns to the Local Outbreak Engagement Board.

### **Review**

Terms of reference will be reviewed on an annual basis.