

## **Health and Wellbeing Board (Walsall Local Outbreak Engagement Board) Sub-Committee**

### **Terms of Reference**

#### **Name**

The Board shall be called the Health and Wellbeing Board (Walsall Local Outbreak Engagement Board) Sub-Committee.

#### **Purpose**

The Board shall:

- Provide democratic oversight, assurance, public engagement and communication of:
  - Plans to prevent and manage outbreaks of COVID-19 in Walsall
  - Actions taken to prevent and manage outbreaks and their outcomes;
- Engage and communicate with residents and stakeholders;
- Monitor levels of infection and assure Walsall that the Outbreak Plan has been developed and is being delivered appropriately;
- To provide Health and Wellbeing Board, Cabinet and the Leader of the Council with regular updates.

#### **Chair and Vice-Chair**

The Board shall be chaired by the Council's Cabinet Portfolio Holder for Health and Wellbeing and the Vice-Chair shall be the Chair of the Walsall Clinical Commissioning Group.

#### **Core membership**

In addition to the Chair and Vice-Chair the Board shall comprise members of the Health and Wellbeing Board including;

- The Director of Public Health
- Shadow portfolio holder Health and Wellbeing,
- Police Commander,
- One Walsall Chief Executive Officer
- Walsall Healthcare NHS Trust (Walsall Together).

#### **Substitutes**

Each Member may nominate a substitute representing their organisation of sufficient seniority.

#### **In Attendance**

- The Leader and Chief Executive of the Council and members of the COVID-19 Health Protection Forum as appropriate
- Such others as the Chair shall determine for discussion of specific items of interest.

### **Clerk to the Sub-Committee**

Walsall Council Democratic Services.

### **Quorum**

The Board shall be quorate if any three persons are present including the Chair (or Vice-Chair)

### **Meetings**

- Will be held in public unless there are matters of a confidential nature which fall within the provisions of the Local Government (Access to Information) Act 1985
- Will be held at such frequency as determined by the Sub-committee
- Will agree matters and actions by consensus.

### **Reporting:**

- The Sub-committee will have regard to the attached overall governance arrangements for the delivery of the Local Outbreak Plan and report accordingly.
- The minutes of the Sub-committee will be submitted to the Health and Wellbeing Board at the next available meeting.
- Regular briefings will be provided to the Leader of the Council and other persons the leader considers to be appropriate.

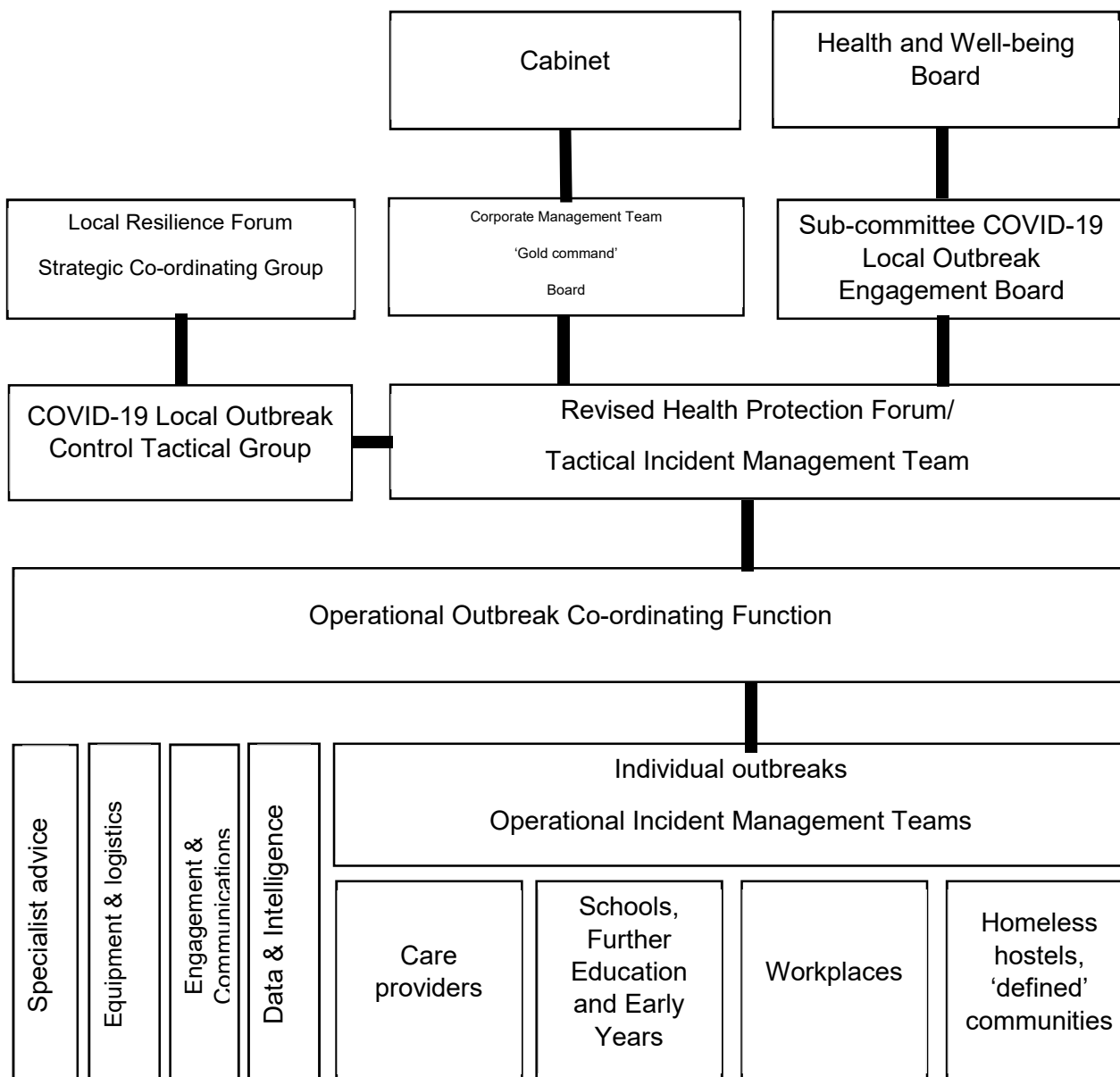
### **Review**

These terms of reference will be reviewed when requested by any member of the Sub-committee.

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## Appendix 1. Proposed governance of Outbreak Management plan

1. Governance of Local Outbreak Control will seek to ensure that:
  - a) The Local Outbreak Management Plan is supported by all of the partners who may be required to contribute to implementation.
  - b) There is robust monitoring of progress of management of outbreaks individually and collectively.
  - c) There is multiagency oversight of management of outbreaks and the ability to escalate for mutual aid if necessary.
  - d) We can continually reflect, learn and improve.
  - e) There is democratic oversight of management of outbreaks, which contributes to effective public communication.
  
2. The components of governance are set out below. It includes revised Health Protection Forum and a COVID-19 Member Led Local Outbreak Control Board.



### **Operational outbreak co-ordinating function**

3. This function provides the operational management of the Outbreak Management Plan. It will primarily:
  - a) Develop and continually review the Local Outbreak Control Plan;
  - b) Ensure that appropriate and up to date Standard Operating Procedures are in place for outbreak management;
  - c) Oversee management of outbreaks;
  - d) Provide assurance about management; and
  - e) To reflect on learning from outbreaks to identify improvements for future management and amend SOPs accordingly and/or identify additional capacity requirements.
4. Membership will include: the Council, Clinical Commissioning Group, Walsall Together Partners, Police and PHE. Membership will be reviewed as appropriate.

### **Revised Health Protection Forum**

5. The revised Terms of Reference are shown in appendix 1. This group will be chaired by the Director of Public Health and membership is set out in appendix 1.
  - a) Set system wide framework for Local Outbreak Management Plans;
  - b) Provide multi-agency and multi-professional input into development of Local Outbreak Management Plan;
  - c) Ensure Local Outbreak Management Plans are consistent with resources available from all agencies;
  - d) Provide assurance to the SCG about management of outbreaks; and
  - e) Provide a route for escalation for mutual aid if necessary.