

# **West Berkshire**

## **Local Outbreak Engagement Board**

### **Terms of Reference**

#### **Background**

- 1 Following the initial wave of COVID-19, cases are declining across the country and national lockdown restrictions are gradually lifting. The next phase of the pandemic in England is predicted to be a much more variegated pattern with focussed outbreaks requiring local controls to keep cases and harm from COVID-19 to a minimum.
- 2 Each Upper Tier local authority is required to develop a Local Outbreak Control Plan by the end of June 2020. Signed off by the Director of Public Health, the Chief Executive of the Council and Public Health England, West Berkshire's Local Outbreak Control Plan will clarify how the Council will work with the national Test and Trace service, so that the whole local system is geared up to contain the virus.
- 3 The role of the Local Outbreak Engagement Board will be fulfilled by a sub-group of the existing West Berkshire Health & Wellbeing Board.

#### **Purpose**

- 4 The Board will encapsulate the following responsibilities:
  - Lead engagement with the public regarding COVID-19 risks and prevention
  - Endorse the Local Outbreak Control Plan and the accompanying Communications Plan.
  - Provide ongoing oversight of the Plan's implementation.
  - Provide political ownership of the local response.
  - Proactively lead the communications and engagement in the event of a local incident<sup>1</sup>.
  - Coordinate, where appropriate, with neighbouring authorities in the event of cross/near border local outbreaks.
- 5 The Local Outbreak Engagement Board will act in an advisory capacity only and will report through the Gold emergency command structure. It will be a time limited sub-group of the Health and Wellbeing Board and will provide regular updates to the wider Health and Wellbeing Board. They will have a working relationship with their local Health Protection Board, responsible for delivery of the Local Outbreak Control Plan.

#### **Membership**

- 6 The membership of the Local Outbreak Engagement Board will include the following members of the Health and Wellbeing Board (and/or their substitutes):
  - West Berkshire Council Executive Member for Health and Wellbeing, Culture and Leisure
  - West Berkshire Council Leader
  - West Berkshire Council Executive Member for Adult Social Care
  - West Berkshire Council Executive Member for Children, Education and Young People

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<sup>1</sup> An outbreak is one or more cases of Covid-19, an incident has a broader meaning, encompassing events or situations which warrant investigation to determine if action is needed to manage the risk.

- West Berkshire Council Opposition Member of the Health and Wellbeing Board
- West Berkshire Council Minority Group Member of the Health and Wellbeing Board
- West Berkshire Council Chief Executive
- West Berkshire Council Executive Director - People
- West Berkshire Council Head of Public Health
- Director for Public Health Berkshire
- Deputy Director for Public Health Berkshire
- Deputy Accountable Officer or Operations Director from the Berkshire West Clinical Commissioning Group

(Supported by Policy Officer (Executive Support), West Berkshire Council and a Council Communications Team representative)

- 7 In the event of a local incident, the Board may invite one or more of the following to attend meetings to provide advice and support as required:
  - The relevant Ward Councillors who will be the public face of engagement and communication with their local communities.
  - The relevant head of service depending on the nature of the outbreak, for example:
    - Care homes – Service Director of Adult Social Care
    - Schools – Head of Education Services
    - Businesses – Economic Development Manager, Local Enterprise Partnership representative or Environmental Health Officers

### **Meeting Frequency**

- 8 Meetings of the Local Outbreak Engagement Board will be held as often as required in order to manage and respond to local outbreaks of COVID-19.
- 9 As a minimum, the Board will hold monthly public meetings. Members of the public will not be able to attend the remote meetings, and the Board will not answer public questions - these will continue to be answered by Health and Wellbeing Board, Executive or Council.
- 10 The public meetings will be supplemented by a series of private meetings.

### **Quorum**

- 11 The quorum for a meeting of the Local Outbreak Engagement Board shall be at least half of the board members and will require the Director or Deputy Director of Public Health for Berkshire, or the West Berkshire Council Head of Public Health to be present.

### **Confidentiality**

- 12 All information provided to members of the Local Outbreak Engagement Board shall be treated as confidential. Any information to be made public must first be approved by West Berkshire Council's Head of Public Health.