

SLOUGH BOROUGH COUNCIL

Outbreak Engagement Board

Draft 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 was required to develop a Local Outbreak Control plans by the end of June 2020. Slough's plan was endorsed by Cabinet on 30th June 2020 and set out how the authority would work with the national Test and Trace service and other partners, so that the whole local system is geared up to contain the virus.
3. This Board will be a subgroup of the Slough Wellbeing Board and is therefore, not subject to the political proportionality rules.

Purpose

4. The role of the Board is to
 - Lead engagement with the public regarding Covid risks and prevention
 - Endorse the Local Outbreak 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 incident¹.
 - Coordinate, where appropriate, with neighbouring authorities in the event of cross/near border local outbreaks.
5. The Board will report through the Gold emergency command structure and will also be a time limited subgroup of the Slough Wellbeing Board. They will have a working relationship with their local Health Protection Board, responsible for delivery of the Outbreak Control Plan.

¹ 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.

Membership

6. The standing membership of the Board will comprise:
 - All Lead Members (as nominated by the Leader of the Council)
 - Chief Executive of the Council
 - SBC Director of Adults & Communities
 - SBC Director of Children, Learning & Skills Services
 - SBC Director of Finance & Resources
 - SBC Director of Transformation
 - SBC Interim Director of Regeneration
 - SBC Interim Director of Place & Development
 - SBC Communications Manager
 - Public Health representative
 - Borough Commander, TVP
 - ICS Place Lead
 - HealthWatch
 - VCS Representative
7. In the event of a local incident the relevant Lead Members and Directors will be expected to be core members of the board and take leadership roles in the work of the board depending on the nature of the incident.
8. Membership of the Board can be extended to include:
 - The relevant Ward Councillors who will be the public face of engagement and communication with their local communities.
 - The relevant Service Lead(s) depending on the nature of the outbreak.
 - Other members can be coopted, for example key stakeholders or local business representatives could be considered
9. The Director of Public Health and a representative of the Clinical Commissioning (CCG) will have a standing invitation to attend the Board.
10. The Board is committed to engaging with community leaders and partners in different settings and will seek to work closely and proactively irrespective membership status.
11. Meetings will be chaired by the Lead Member for Health & Wellbeing. The vice-chair will be the Leader of the Council. In the absence of the chair and vice-chair another Lead Member will chair that meeting.

Quorum

12. Minimum of three Members and three officers.

Ways of Working

13. Meetings will be held in Public.

14. A sample agenda is included at Appendix 1.
15. As the meeting needs to be responsive to a dynamic situation, papers in connection with scheduled monthly meetings will be published 2 days in advance of the meeting on the Council website.
16. Openness and transparency is crucial to the work of the board and public involvement is welcomed. Questions can be submitted from the public 2 days in advance of the meeting and responses will be provided either at the next meeting or in writing afterwards as appropriate.
17. The Board will develop a review mechanism of activity undertaken to ensure lessons can be learned in the response to any outbreaks.

Frequency

18. Monthly, with the expectation that the Board will meet more frequently in the event of a local outbreak.
19. Meetings will take place in accordance with Government guidance on social distancing and will initially be held virtually via BlueJeans.

APPENDIX 1

Sample Agenda for Outbreak Engagement Board

1. Public Questions
2. Local Covid Status report
3. Incident reports
4. Key Messages
 - a. National
 - b. Local
5. AOB