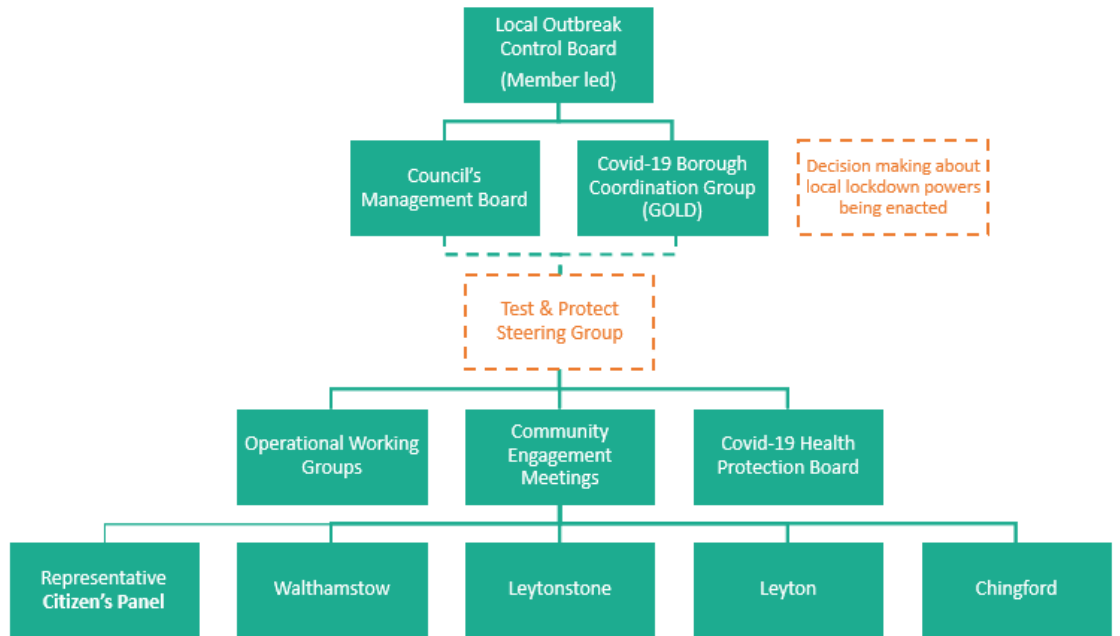


Appendix 14: Governance structure including Member led board and community engagement meetings



	Link to National Guidance	Partnership / Public / LBWF internal	Frequency of meeting	Membership	Purpose in relation to Local Outbreak Control
Local Outbreak Control Board	As recommended by National Guidelines - <i>'Local Government Outbreak Plans'</i> Establishing a new Member-led Board to communicate with the general public	Partnership & Public	Fortnightly, First meeting of month, officer led Second meeting of month, public facing Member lead	<ul style="list-style-type: none"> • Chair: Cllr Coghill or nominated deputy • Cllr Asghar, Portfolio Lead Member for Health Partnerships and Poverty Reduction • Cllr Khan, Portfolio Lead Member for Community Safety and Voluntary Sector • Cllr Loakes, Deputy Leader • Cllr te Velde, Junior Cabinet Member for Connecting Communities • Member of the opposition, tbc • LBWF Strategic Director, Families • LBWF Director Public Health • LBWF Director of Neighbourhoods • LBWF Assistant Director of Communications and Campaigns • LBWF Director of Learning and Systems Leadership • LBWF / WF CCG Director of Integrated Commissioning • LBWF Head of Strategy and Design (Community Engagement) • Democratic Services – tbc <p>For second meeting of month, to also include:</p> <ul style="list-style-type: none"> • Managing Director, WEL CCGs 	<p>First meeting of month</p> <ul style="list-style-type: none"> • To provide strategic leadership, steer and oversight of the implementation of the Local Outbreak Control Plan to ensure effective prevention and management of any potential Outbreaks • Provide Members with assurance of plans, and an opportunity for them to ask questions and understand where they may support and challenge to unblock any barriers • Provide officers with an opportunity to present and request decisions for any political backing needed <p>Second meeting of month</p> <ul style="list-style-type: none"> • Provide a strategic partnership and public-facing approach to oversight of the implementation of the Local Outbreak Control Plan • Engage with various groups and members of the public to understand concerns and provide community reassurance, share any

				<ul style="list-style-type: none"> • Chair of WF CCG and Clinical Director • Integrated Care Director, NELFT NHS • Police Inspector Safer Neighbourhoods • A range of representatives of the community of Waltham Forest, reflecting different communities (especially BAME), faith organisations, young people and schools. 	<p>best practice and learning from local initiatives, and test and shape local communications and key messages</p> <ul style="list-style-type: none"> • Ensure there is transparent communication with the public – deliver key and timely communications of public health messages to members of the public
Council's Management Board	As recommended by National Guidelines ' <i>Local Government Outbreak Plans</i> ' - Establishing governance structures supported by existing Gold Command forums	LBWF internal	Twice weekly Tuesday & Thursday	<ul style="list-style-type: none"> • Chair: CEO • LBWF Strategic Director, Families • LBWF Strategic Director, Finance & Governance • LBWF Strategic Director, Neighbourhoods and Commercial Services • LBWF Strategic Director, Corporate Development • LBWF Strategic Director, Economic Growth 	<ul style="list-style-type: none"> • CEO's management meeting (Gold Command officers) which provides assurance of the development of the Local Outbreak Control Plan prior to reporting to the Member-led Local Outbreak Control Board
COVID-19 Borough Coordination Group	As recommended by National Guidelines ' <i>Local Government Outbreak Plans</i> ' - Establishing governance structures led by existing Covid-19	Partnership	Weekly Friday	<ul style="list-style-type: none"> • Chair: LBWF Strategic Director, Families • Director Public Health • Managing Director, WEL CCGs • Director of Quality and Safety, WEL CCGs • NE BCU Commander, Met Police • Police inspector, Met Police 	<ul style="list-style-type: none"> • Senior Officers from across the Waltham Forest partnership meet to understand key risks and mitigations, to rapidly adapt to new ways of working and to minimise the impact of COVID-19 on residents

	Health Protection Boards			<ul style="list-style-type: none"> • Borough Commander Waltham Forest, London Fire Brigade • Senior Civil Protection Officer - Civil Protection Service (Tri-borough) • Chief Executive, Whipps Cross University Hospital • Integrated Care Director, NELFT NHS • LBWF Director of Neighbourhoods • Borough Commander Waltham Forest, London Fire Brigade • Superintendent North East Command, Met Police • Emergency Planning and Resilience Officer 	
COVID-19 Health Protection Board	As recommended by National Guidelines ' <i>Local Government Outbreak Plans</i> ' - Establishing governance structures led by existing Covid-19 Health Protection Boards	Partnership	Fortnightly	<ul style="list-style-type: none"> • Chair: LBWF Director Public Health • LBWF Consultant in Public Health • Incident Delivery Manager • Deputy Civil Protection Manager • LBWF Corporate Director, Adult Care & Quality Standards • LBWF Assistant Director of Commissioning • LBWF Senior PR and Digital Officer • Waltham Forest CCG Associate Director, Health and Social Care, Integration and Better Care Fund Lead • Police Inspector • Local Resilience Manager 	<ul style="list-style-type: none"> • This group provides infection and outbreak control expertise, to inform decision making by the other bodies, and to advise around potential escalation of issues. It will also oversee and review response to outbreaks that have occurred, to share lessons learned and build findings into future iterations of the Outbreak Control Plan. After each meeting, an updated Borough Situation Report is issued to all partners.

				<ul style="list-style-type: none"> • Head, North East and North Central London Health Protection Team & LCRC Strategic Lead • Head of Primary Care • Mortuary Services Operations Manager • Deputy Director Waltham Forest Integrated Care Directorate • Waltham Forest CCG Head of Quality and Safety • Associate Director Waltham Forest CCG • Medical Director Whipps Cross • Director, Quality & Patient Safety, NELFT • Assistant Director of Nursing at Whipps Cross University Hospital NHS Trust • Group Commander London Fire Brigade • Station Commander • Ambulance Operations Manager 	
Test & Protect Steering Group	N/A local governance implementation - supplementary to National Guidance	Partnership	Fortnightly	<ul style="list-style-type: none"> • Chair: LBWF CEO • Director LBWF Public Health • LBWF Strategic Director, Families • LBWF Head of Selective Licensing & Regulation • LBWF Director of Communications & Communities 	<ul style="list-style-type: none"> • The Test and Protect Steering Group is addressing the needs of Waltham Forest residents and to meet the requirements of the government's contact tracing plan • Members of the Steering Group gain a greater understanding of the Test and Protect programme in

				<ul style="list-style-type: none"> • LBWF Director of Neighbourhoods • LBWF Assistant Director of Employment, Business and Skills • LBWF Director of Capital Delivery • LBWF Head of Enterprise and Innovation • LBWF Senior Delivery Manager (Families) • LBWF Corporate Director of Adult Social Care and Quality Standards • LBWF Strategic Commissioning Manager • LBWF Head of Strategy and Design • LBWF Interim Assistant Director Schools • Police Inspector Safer Neighbourhoods • Director of Primary Care (Interim) Waltham Forest, Newham and Tower Hamlets CCGs • Deputy Director Waltham Forest Integrated Care Directorate • Director of Corporate Services WEL CCGs 	<p>Waltham Forest, and feed information back to their respective departments or organisations, to better equip themselves to support the most vulnerable and hard to reach groups within the borough</p> <ul style="list-style-type: none"> • As outbreaks can occur in any setting, it is essential to have broad representation in the Steering Group. This improves the group’s ability to rapidly curb the spread of Coronavirus in any setting in the borough. Steering Group members will have influence and first-hand insight on decisions being made on contact tracing in the borough in real-time, which will strengthen the timeliness and accuracy of communications about contact tracing and outbreaks to staff across our borough
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Community Engagement Meetings	N/A local governance implementation - supplementary to National Guidance	Partnership & Public	Monthly	<ul style="list-style-type: none"> Community Engagement meetings in Walthamstow, Leytonstone, Leyton and Chingford 50 member Citizens Panel (representative) 	<ul style="list-style-type: none"> To ensure there is effective and geographically and demographically representative engagement with the community
Operational Working Groups	N/A local governance implementation - supplementary to National Guidance	Partnership	Fortnightly	<ul style="list-style-type: none"> Additional operational working groups to be initiated as required 	