
Local Outbreak Control Member led Board – Terms of Reference June 2020

1. Background

As the Government announced plans to lift some social restrictions following the lockdown measures introduced to control the spread of Coronavirus, it is essential that key partners work together to meet the needs of Waltham Forest residents and prevent future outbreaks by effective contact tracing.

The government has recently launched the Test and Trace service to enable rapid isolation of contacts of possible or confirmed COVID-19 cases in order to control the COVID-19 rate of reproduction, reduce the spread of infection and save lives.

Local Authorities are expected to develop and implement Local Outbreak Control Plans which determine the local response and how it works alongside this national system (by the end of June), putting in place measures to identify and contain outbreaks and protect the public's health.

Achieving these objectives requires a co-ordinated effort from Local Authorities, the NHS, GPs, businesses and employers, voluntary organisations and other community partners, and the general public. As part of the guidance for the Local Outbreak Control Plans, Local Authorities have been asked to set up a “public-facing Board led by council members to communicate openly with the public”.

2. Purpose

The purpose of this board is to oversee the coordinated, transparent response to the prevention and management of local COVID-19 outbreaks (and collaborating across the region).

The board will:

- provide and ensure Members, relevant officers, partners and members of the public have oversight of the implementation of the Local Outbreak Control Plan.
- will provide strategic political leadership, oversee communications and engagement with partners and the community, as well as provide transparency and community reassurance.
- will act as a liaison to Ministers as needed.

3. Membership

It is recommended that the Leader should be proposed with chairing the board, or a Member of her choice.

For the officer led meeting (1st board meeting of every month), this would be made up of the following members and officers:

- 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
- Strategic Director, Families
- 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

In addition to the above membership, it is proposed representatives from the following organisations and groups also attend the public facing partnership board (2nd board of every month):

- Managing Director, WEL CCGs or appropriate deputy
- Chair of WF CCG and Clinical Director or appropriate deputy
- Integrated Care Director, NELFT NHS
- Police Inspector Safer

A range of representatives of the community of Waltham Forest, reflecting different communities (especially BAME), faith organisations, young people and schools.

4. Scope

Board members will be asked to contribute within and outside of meetings by:

- Bringing to the group local insight, intelligence, expertise and local perspectives.
- Focusing on solutions to increase community engagement with the national and local programme
- Taking messages from the group, out to the wider workforce and community.
- Providing constructive challenge and proposals to the ongoing implementation and development of the local plan.
- Providing updates on, and insight into relevant areas of work.
- Helping to shape the strategic approach as the national, London and local model develops.

5. Frequency

It is proposed the Board meets twice a month on a fortnightly basis and each meeting would alternate between an officer led meeting and a public facing partnership meeting. The objectives of these different meetings are set out below.

5.1. Officer led meeting (1st board of the month)

- 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.

5.2. Public facing partnership board (2nd board of the month)

- 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 best practice and learning from local initiatives, and test and shape local communications and key messages.
- Ensure there is transparent communication with the public – deliver key and timely communications of public health messages to members of the public.

6. Reporting

This board will have direct reporting up from the Test and Protect Steering Group.

This board will provide the Health and Wellbeing Board with input and update on the borough's work on Test and Protect on an ongoing basis.

7. Meeting arrangements

This board will meet twice monthly using Teams.

Agendas will be issued no later than 48hrs prior to the meeting date.

Papers for meetings will be issued 48 hours prior to the meeting date.

Agendas and minutes of the second meeting (Public Facing) will be published in the public arena.

8. Review

This document should be reviewed after the first four meetings and then every six months or following national, London or local developments.

9. Quorate

To be agreed