

Terms of Reference Gloucestershire Covid-19 Outbreak Engagement Board

The purpose of the Gloucestershire Covid-19 Outbreak Engagement Board is to provide member and community oversight of the Gloucestershire Local Outbreak Management Plan and communicate appropriately with local communities and settings.

National context

Local Authorities have a significant role to play in the identification and management of COVID-19 outbreaks. The purpose of Local Outbreak Management Plans (LOMP) is to give clarity on how local government works with the NHS Test and Trace Service to ensure a whole system approach to managing local outbreaks.

Each upper tier local authority has been given funding to develop and deliver tailored Local Outbreak Management Plans, working with the district councils, local NHS, PHE and other stakeholders to identify and contain potential outbreaks in places such as workplaces, care homes, hospitals and schools. The Director of Public Health will be the lead officer for the development and implementation of the LOMP. Where as the Leader of the County Council will assume a lead role for engagement with local communities and up to central government on issues relating to Covid-19, through their role as the Chair of the Covid-19 Outbreak Engagement Board.

Outbreak Management Plans will be the mechanism for local authorities to anticipate, prevent and contain incidents and outbreaks in their local area using their knowledge of and relationship with people and place.

Plans must address seven key themes and arrangements for joint response across wider geographies but should be locally tailored.

- Care Homes and Schools: Preventing and responding
- High risk places and communities: Preventing and responding
- Vulnerable people: Arrangements for supporting people to isolate
- Testing: Oversight and swift mobilisation of local testing in capability
- Contact tracing: by PHE with local Public Health in complex situations
- Data Integration: National, regional and local to inform situational awareness
- Oversight and Engagement: Establish a Covid-19 health protection board to have technical oversight of the plan and a Covid-19 member led board to lead engagement with the public.

These plans will need to be in place for the foreseeable future.

Role of the Gloucestershire Local Outbreak Engagement Board

The Board will lead engagement with local communities and leaders to build and ensure understanding of public health actions required to control infection ahead of and during any outbreak management.

The Board will not be a decision-making body or fulfil a scrutiny function. The outbreak management plan will detail the governance arrangements, specifically decision-making processes. Decisions regarding the implementation of the plan and any enforcement that may be necessary will be taken by the Director of Public Health, or the Deputy Director of Public Health in consultation with the Chief Executive and Leader of Gloucestershire County Council.

The Board will enable decisions made via Health Protection Group to be communicated appropriately to local communities.

Specific functions of the Gloucestershire Local Outbreak Engagement Board

- Receive feedback from Gloucestershire communities and different sectors on the impact of implementing the outbreak management plan
- To ensure wider Member engagement across the County Council and District Councils in the mitigation of outbreaks
- To provide early information to members on potential and live outbreaks and ensure they are kept informed of progress in managing the outbreak in accordance with the LOMP.
- To have oversight on the effectiveness of the plan and suggest amendments where they are considered to be appropriate.
- Take the key communication messages back to communities/sectors as appropriate

Quorum

For the group to be quorate, there will need to be adequate representation from core member groups including the Chair or Vice-Chair always present.

Frequency of meetings

The group will meet monthly or more frequently if required.

Membership

The membership of the Local Outbreak Engagement Board is detailed below.

Core membership

Position	Organisation	Name
Leader of the Council (Chair)	Gloucestershire County Council	Cllr Mark Hawthorne
Lead Member for Public Health and Communities (Vice Chair)	Gloucestershire County Council	Cllr Tim Harman

Position	Organisation	Name
Group Leaders (to be invited to nominate representation)	Labour Group Lib Dem Group Green Group	
District Council Leaders (to be invited to nominate representation)	Gloucester Cheltenham Tewkesbury Forest of Dean Stroud Cotswolds	
Chief Executive	Gloucestershire County Council	Pete Bungard
Director of Public Health	Gloucestershire County Council	Sarah Scott
Deputy Director of Public Health or Consultant in Public Health	Gloucestershire County Council	Siobhan Farmer
Communications	Gloucestershire County Council	Adam Barnes
	Gloucestershire Association of Parish and Town Councils	
Police and Crime Commissioner	Office of the Police and Crime Commissioner	Martin Surl
Chief Executive	Gloucestershire Care Providers Association	Riki Moody
	Healthwatch Gloucestershire	
	Gloucestershire Voluntary and Community Sector Alliance	
	GFirst	
	Young Gloucestershire	