

Southend-on-Sea Outbreak Control Oversight & Engagement Board

Terms of Reference

Purpose

The Board shall exist to

1. Provide oversight, assurance and scrutiny of:
 - a. Plans to prevent and manage outbreaks of the SARS-CoV-2 virus in Southend;
 - b. Actions taken to prevent, contain and manage outbreaks and their outcomes.
2. Engage and communicate with citizens and stakeholders.
3. Monitor levels of infection and assure the Council that the Local Outbreak Control Plan has been developed and is being delivered appropriately.

The Board will be one of two sub-groups, reporting to the Southend Health and Wellbeing Board. The second sub-group, the Health Protection Board will report into this Board.

Chair

The Board shall be chaired by the Cabinet Member for Health and Adult Social Care and Chair of the Health and Wellbeing Board for Southend Borough Council and Dr Jose Garcia, representing the NHS, shall be Vice-Chair.

Membership

In addition to the Chair and Vice-Chair, the Board shall comprise of the Leader of the Council, the Cabinet Member for Community Safety, the Chair of the People Scrutiny Committee and a senior representative of the Police and Crime Commissioner, thus ensuring cross-party engagement at a strategic level.

Substitutes

Each Member may nominate a substitute (who must be an elected member on HWB or in the case of the NHS and Police and Crime Commissioner representatives, their Deputy, if they are unable to attend a meeting). The Vice-Chair will be a standing substitute for the Chair when unable to attend.

In Attendance

The Chief Executive and the Director of Public Health of the Council as two members of the Officer-led COVID-19 Health Protection Board, the Head of Communications and such others as the Board shall determine.

Secretariat

Members' Services of the Council will provide the secretariat.

Quorum

The Board shall be Quorate if any three persons are present including the Chair and/or Vice-Chair.

Meetings

Meetings may be held with such frequency as are required.

Date approved and for review: 29 September 2020. Review in 3 months

Southend Health Protection Board

Terms of Reference

Purpose

The Board shall exist to:

1. Lead on the development and implementation of the Local Outbreak Control Plan;
2. Allocate and monitor the central allocation of the Control Outbreak Management funding;
3. Active surveillance of outbreaks and likely risks;
4. Identify public health action required and identify key supporting agencies to ensure action is taken;
5. Responsible for scientific, ethical and technical oversight;
6. Lead on the contract tracing service responsibilities, linking into both the national and regional system architecture;
7. Monitor and recalibrate actions;
8. Provide assurance and lead on the exit strategy for winding down the local response as necessary;
9. Deploy resources to ensure the delivery of effective testing using Lateral Flow Devices.

The Board will be one of two sub-groups under the Southend Health and Wellbeing Board. This Board will report into the second sub-group, the Outbreak Control Oversight and Engagement Board.

Chair

The Board shall be chaired by the Director of Public Health for Southend Borough Council and the Chief Executive shall be Vice-Chair.

Membership

The Board shall comprise of:

- Krishna Ramkhelawon – Director of Public Health (Chair)
- Alison Griffin – Chief Executive (Vice-chair)
- Michael Marks - Executive Director of Children and Public Health (DCS rep)
- Tricia D’Orsi – Deputy Accountable Officer, NHS representative
- Smita Kapadia - PHE’s Consultant Communicable Disease Control
- Tandra Forster – Executive Director of Adults & Communities (DASS rep)

Substitutes

Each member will nominate a named substitute as their Deputy, if they are unable to attend a meeting. These are named as:

- Brin Martin – Director of Learning
- Chris Patridge – Head of Nursing, NHS
- Caesar Mensah – PHE’s representative

The Vice-Chair will be a standing substitute for the Chair when unable to attend, but another nominated qualified senior Public Health professional must be in attendance.

In Attendance

The Public Health lead for the Contact Tracing programme, the Head of Communications, the Head of Emergency Planning, the Project Manager, the Programme Manager (Health Protection Lead) and the Head of Regulatory Service (Environmental Health) will be co-opted members.

Secretariat

The Council will provide this support through the Graduate who supports the Chief Executive

Quorum

The Board shall be Quorate if any 4 persons are present including the Chair and Vice-Chair and a nominated senior Public Health professional, in the absence of the Director of Public Health and a representative from both the NHS and Essex Police.

Meetings

Meetings may be held with such frequency as are required.

Date approved and for review: 17 November 2020. Review in 2 months