

Sefton Outbreak Management Stakeholder Board

Terms of Reference

1. Purpose:

To decide on action relating to Outbreak Management within Sefton with specific duties to protect the population of Sefton in relation to COVID-19.

This board will receive reports, advice and recommendations from The Covid-19 Outbreak (Health Protection) Board in relation to outbreaks in Sefton. It will be for this Board to decide if additional action is required over and above normal outbreak management.

This could include:

- Recommending closure of a school
- Recommending closure of a workplace
- Recommending stricter controls of the population of Sefton in certain areas where infection rates are high
- Recommending appropriate actions for care homes
- Recommending additional resources to support those who are vulnerable and need to self-isolate

2. Functions:

1. To ensure that decisions for the management of outbreaks in Sefton are taken with a democratic and public viewpoint with evidence provided by the professional experts that attend the Covid-19 Outbreak (Health Protection) Board
2. To have assurance that the systems are in place to manage outbreaks within Sefton
3. To be provided with the relevant data and intelligence that allows effective decision making
4. To have assurance that local partners have health protection plans, risks and their mitigation and opportunities for joint action.
5. To review and challenge outbreak management systems
6. To provide assurance to the Cabinet
7. The Board will seek legal advice if Public Health Powers are implemented through the relevant duties that the Local Authority can apply
8. To deliver effective communications of any recommendations to manage outbreaks.

3. Proposed Governance Arrangements:

The Board will report to the Cabinet and any significant decisions for the Council will be taken via Cabinet decision making as appropriate.

Any decisions that are recommended for partners the Council will be required to go through their own internal decision-making processes.

4. Chair and Membership

The Leader of the Council will Chair the Outbreak Management Stakeholder Board. Core membership will be as listed below:

Leader of the Council Sefton Council
Cabinet Member for Health and Wellbeing
Cabinet Member for Communities and Housing
Cabinet Member for Adult Social Care (linked to outbreaks in care home and other social care settings)
Cabinet Member for Children, Schools and Safeguarding (linked to outbreaks in education settings)

Advised by:

Director of Public Health, Sefton Council
Chief Executive Sefton Council
CCG representative
Executive Director of Children's Services and Schools, Sefton Council (linked to outbreaks in education settings)
Executive Director of Adult Social Care and Health, Sefton Council (linked to outbreaks in care home and other social care settings)
Public Health Advice from additional consultants within the council or Public Health England will be invited based on the issue.
Council Members and additional professional advice will be invited to attend based on the nature of the outbreak.

5. Frequency of meetings

Weekly due to COVID-19, which may reduce as Outbreak Management of COVID-19 embeds with emergency meetings as required relating to Outbreaks.

6. Extraordinary meetings

In addition, extraordinary meetings may be called as and when appropriate.

7. Format of meetings

The Board will have a standard agenda.

8. Quorum

The quorum for the meeting will be a minimum of two of the Board's full members.

9. Communication of recommendations

All members of the group will assume responsibility for communicating recommendations to appropriate colleagues following each meeting.

10. **Accountability and reporting framework**

The Board is accountable to the Cabinet.

11. **Review**

Terms of reference will be reviewed on an annual basis.