

## **Appendix 2**

### **DRAFT TERMS OF REFERENCE FOR THE BRIGHTON & HOVE LOCAL OUTBREAK ENGAGEMENT BOARD (LOEB)**

#### **1. Name**

The Brighton & Hove Local Outbreak Engagement Board (LOEB)

#### **2. Purpose**

As part of the Government's Covid-19 Recovery Strategy all upper-tier local authority areas are required to publish a Local Covid-19 Outbreak Plan.

Guidance states that plans must include the establishment of a member-led Local Outbreak Engagement Board.

The various national guidance documents state the purpose of the board includes:

- To provide political oversight of local delivery of the Test and Trace Service,
- Provide regular and timely communications to the public
- Lead the engagement with local communities
- Be the public face of the local response in the event of an outbreak.
- Act as liaison to Ministers as needed

The guidance also advises that this can be a new or existing forum such as a Health and Wellbeing Board or Covid Recovery Board.

In Brighton & Hove the overarching delivery of these functions will be delivered by the Health and Wellbeing Board.

However, in the event of a significant Covid-19 outbreak the Chief Executive and Director of Public Health, in consultation with the Leader of the Council and Chair of the Health and Wellbeing Board, can advise that a Local Outbreak Engagement Board is convened. The trigger for convening the Board will depend on the scale and nature of the outbreak. The terms of reference of this Board are described below.

#### **3. Status**

The Brighton & Hove Local Outbreak Engagement Board shall be an advisory board to the Health & Wellbeing Board (HWB). The Board will not have subcommittee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply.

However, it is expected that the Board will be established on a cross party basis.

#### **4. Areas of focus**

The LOEB will focus on the following roles, with specific regard to the outbreak situation for which it is convened:

- Direction and leadership for community engagement for outbreak response;
- Approving the overarching public-facing communications for outbreak response
- Senior level oversight of outbreak response in Brighton & Hove, outlined in Brighton & Hove COVID-19 Local Outbreak Plan

## **5. Reporting**

The Board will report to the Health & Wellbeing Board with recommendations as necessary.

The relationship with other groups is illustrated in section 12 below:

## **6. Membership**

Membership of the Board shall consist of 4 elected Members (including the Chair and Deputy Chair), following nominations by their Group Leaders to reflect the political composition of the Council.

The LOEB will be chaired by the Leader of the Council, in accordance with Government guidance.

The Deputy Chair will be the chair of the Health and Wellbeing Board.

Other Board members will be:

- Chief Executive of Brighton & Hove City Council
- Director of Public Health, Brighton & Hove City Council
- Executive Director of Health and Social Care, Brighton & Hove City Council
- Clinical Chair of Brighton & Hove Clinical Commissioning Group (CCG)
- Regional Director and NHS Regional Director of Public Health, PHE South East or their representative

The BHCC Head of Communications will also attend the Board.

In addition, representatives will be co-opted onto the group dependent on the nature, setting and scale of the outbreak. These may include:

- Executive Director Neighbourhoods Communities and Housing
  - This role is the BHCC lead on Emergency Planning and member of the Sussex Resilience Forum Executive Board
- Director of Families, Children and Learning, Brighton & Hove City Council
- Lead NHS Primary Care Network (PCN) Clinical Director

- NHS providers for example Brighton & Sussex Universities Hospital Trust
- Sussex Police
- Other members of the City Management Board

Board members may send a substitute to meetings. Where possible this should be someone of similar seniority to the listed member.

## **7. Decision-Making**

The LOEB is an advisory group and does not have specific formal decision-making powers. If the LOEB is required to agree on an issue (e.g. on the content of external-facing communications in response to an outbreak), it should seek to do so by consensus. If this proves impossible, members may vote on an issue with each member (including any substitutes) having one vote. In the event of a tied-vote the Chair (or Deputy Chair if they are chairing the meeting in the Chair's absence) shall have a casting vote.

## **8. Quorum**

At least four Board members, including at least one of the Chair/Deputy Chair, must be in attendance for a meeting to be quorate.

## **9. Meetings and ways of working**

The timing and number of meetings will be dictated by the volume of business for the LOEB.

The Group will agree ways of working appropriate to the role and remit of the Group.

It is likely that some LOEB meetings will be held in public and others will be development meetings that are not open to the public.

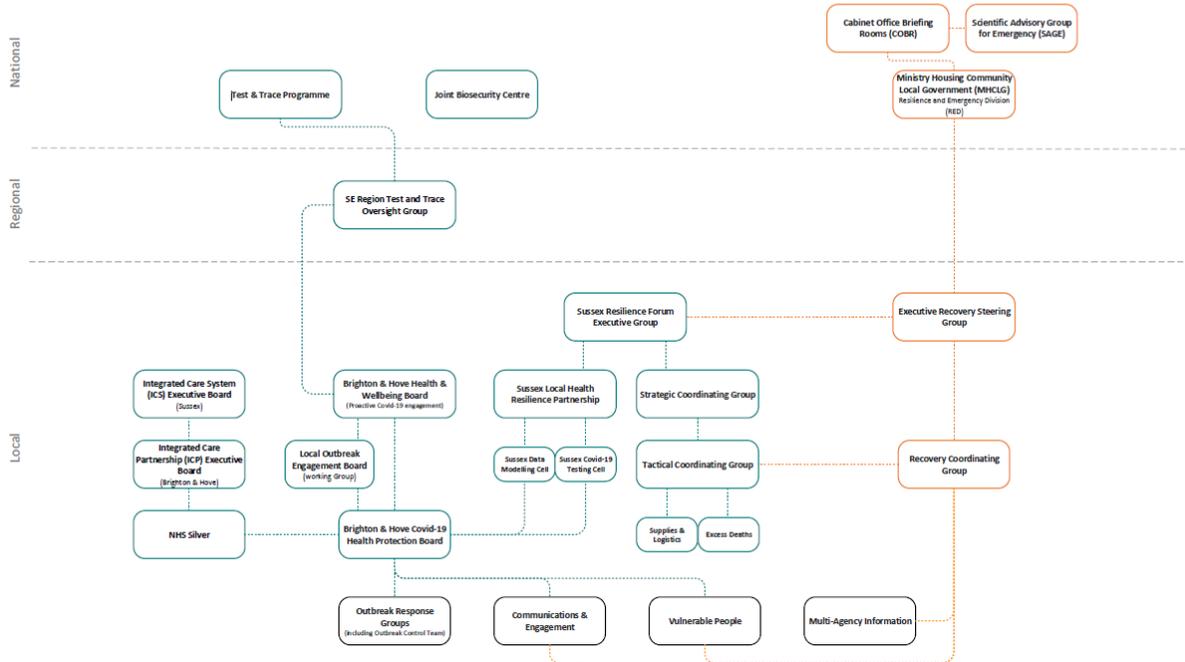
## **11. Review**

This is an ad hoc group established for a limited time. The work of the group is expected to finish by February 2021 when it will report back to the HWB. If the Group is still required, the HWB may extend it for an additional six months.

Date: 30/06/20

## 12. Governance structure

# Local Outbreak Plan: Governance Chart



# **BRIGHTON & HOVE COVID-19 HEALTH PROTECTION BOARD**

## **DRAFT TERMS OF REFERENCE**

### **Purpose**

The Covid-19 Health Protection Board is responsible for strategic oversight of health protection regarding Covid-19 in Brighton & Hove, including prevention, surveillance, planning and response, to ensure they meet the needs of the population.

The Group will support the local delivery of the primary objectives of the Govt strategy to control the Covid-19 reproduction number (R), reduce the spread of infection and save lives, and in doing so help to return life to as normal as possible, for as many people as possible, in a way that is safe, protects our health and care systems and releases our economy.

The response will be delivered at different levels and by different organisations, however these will need to be brought together at local authority level under the leadership of the Director of Public Health to optimise place-based delivery.

### **Objective**

The Group will:

- Be responsible for the ongoing development and delivery of the Local Covid-19 Outbreak Plan, including:
  - Prevention and response to local outbreaks in settings such as care homes and educational settings
  - Identification and management of other high-risk places, locations and communities of interest
  - Liaison with Sussex Testing Cell to identify methods for local testing to ensure a swift response that is accessible to the entire population.
  - Maintaining oversight of contact tracing and infection control capability and capacity in local complex settings and identifying and escalating requirements
- Liaise with the vulnerable peoples workstream to ensure statutory and other local services can support vulnerable people to self-isolate
- Advise and agree on community engagement, including with vulnerable and/or higher risk communities of interest
- Advise on communications strategy, including informing the Health and Wellbeing Board / Local Outbreak Engagement Board
- Allocate resources to support the effective delivery of the Plan
- Review data and intelligence provided by the Sussex Data and Modelling Cell and the national Joint Biosecurity Centre on Covid-19

- Approve implementation measures (or make recommendations to other bodies where appropriate) that will prevent virus transmission, for example those contained within Joint Biosecurity Centre guidance
- Monitor the response to local outbreaks and ensure learning informs future practice.
- To keep oversight of the differential impacts of COVID between and across populations.
- Make recommendations for the wider Covid-19 response and policy agenda including the City Recovery workstream and NHS Recovery and Restoration programme
- Identify, monitor and escalate risks and issues as appropriate

### **Accountability**

The Group will be accountable to the Health and Wellbeing Board. In an outbreak situation a member led - Local Outbreak Engagement Board (LOEB) can be convened that would provide political oversight and lead on public engagement and communications in relation to that outbreak. The LOEB will be a working group of the Health and Wellbeing Board. During the period in which the LOEB is standing the Group will also report upwards to the LOEB.

Where appropriate the group will liaise with

- Health Protection Boards in East and West Sussex on cross boundary issues
- Sussex Resilience Forum
- Brighton and Hove NHS Silver, Brighton & Hove Integrated Care Partnership Executive Group and the Sussex Health and Care Partnership Executive

### **Meetings**

In the first instance meetings will be held on a monthly basis but the frequency of meetings will be increased dependent on need.

Meetings are not open to the public

A draft agenda will be circulated 4 working days before the meeting and the Final Agenda and papers will be circulated at least 2 working days

Conflicts of interest must be declared by any member of the group

### **Membership**

#### ***BHCC***

Director of Public Health (Chair)

Consultants in Public Health and Public Health Principal; Head of Public Health Intelligence.

Environmental Health

Programme Manager – Covid 19  
Communications Team  
Emergency Planning and Resilience team  
Communities, Equality and Third Sector Team  
Directorate leads for:

- Strategy Governance and Law
- Housing Neighbourhoods and Communities
- HASC (Adult Social Care)
- Families Children & Learning
- Economy Environment and Culture

***Public Health England***

Consultant in Public Health

***Brighton & Hove NHS CCG***

- Chief Operating Officer
- Infection Prevention and Control Team lead
- Lead GP representative

***Brighton & Sussex Universities NHS Trust***

***Sussex Integrated Care System / Sussex Resilience Forum***

Covid-19 System Response Deputy Director (oversight of testing services)

***Community Works***

A defined post-holder will act as 'Secretariat' to the Group within Public  
Specific invitations to persons in other roles may be made where warranted by the  
business of the meeting.

***Quoracy***

There will be least five representatives, one of whom will be the Chair or nominated  
Co-chair including representation from Local Authority Public Health; Public Health  
England and the CCG.

***Review***

Terms of reference will be reviewed after three months

Date: 30/06/20



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