

PORTSMOUTH COVID-19 LOCAL HEALTH PROTECTION BOARD

TERMS OF REFERENCE

Purpose

The Covid-19 Local Health Protection Board is responsible for development and operational implementation of local outbreak control plans, to ensure they meet the needs of the local population.

The Board will be supported by and work in collaboration with Gold command emergency planning forums, and be accountable to the Covid-19 Local Engagement Board.

The Local Health Protection Board will link to the overarching response, which will be delivered at different levels and by different organisations, brought together at local authority level under the leadership of the Director of Public Health to ensure a community focus and appropriately tailored response. These levels will include:

- National - a National Outbreak Control Plans Advisory Board will be established to draw on expertise from across local government and ensure the national Test and Trace programme builds on local capability, and to share best practice and inform future programme development.
- Regional - Co-ordination required on a regional level will be provided through the Local Resilience Forum and Integrated Care System arrangements
- Local - Working with Local Engagement Boards to ensure a place-based focus to local health protection.

Objective

The Board will:

- Be responsible for developing and implementing the Local Covid-19 Outbreak Control Plan, including:
 - Planning to prevent and respond 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
 - Identifying methods for local testing to ensure a swift response that is accessible to the entire population.
 - Oversight of contact tracing and infection control capability and capacity in local complex settings and identifying and escalating requirements
 - Ensuring local services can support vulnerable people to self-isolate
- Make recommendations to the Local Engagement Board for the allocation of resources to support the effective delivery of the Plan
- Ensure that the conditions of grant funding are complied with
- Monitoring the expenditure incurred in implementing the plans to ensure it remains affordable within the grant allocation
- Receive and act on data and intelligence, including epidemiology and Early Warning indicators, provided from sources including the HIOW LRF modelling cell, Public

Health England, NHS Test and Trace and the national Joint Biosecurity Centre (JBC)

- Ensure integration of the NHS Test and Trace programme with local communities and services in line with the Local Outbreak Control Plan
- Recommend approaches to community engagement, including with vulnerable and/or higher risk communities of interest
- Recommend the communications strategy for the Local Outbreak Control Plan
- Recommend implementation measures (or make recommendations to other bodies where appropriate) that will prevent virus transmission, for example those contained within the JBC 'playbook'.
- Monitor the response to local outbreaks and ensure learning informs future practice
- Identify, monitor and escalate risks and issues as appropriate (to other local or regional groups).

Accountability

The group will be accountable to the Health and Wellbeing Board, through the Local Engagement Board, established as a sub-committee of the Health and Wellbeing Board in its statutory role bringing together key partners in the local health and care system.

It will also have reporting relationships to

- HIOW level governance process for functions delivered at this level via the Local Resilience Forum
- Local Gold Command

Meetings

Meetings will be held weekly, but with extraordinary meetings convened if required.

Meetings are not open to the public

An agenda and papers will be circulated at least 1 working days before the meeting.

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

Membership

- Director of Public Health (PCC) - Chair
- Assistant Director - Regulatory Services (Deputy Chair)
- Representative from PCC communications
- Assistant Director - Adult Social Care
- Representation of Children, Families and Education - Education
- Emergency Planning and Resilience Representative
- PHE
- Housing (appropriate representation to pick up homeless and sheltered housing)
- Culture and Leisure

APPENDIX 1

- The HIVE
- CCG Infection Control specialism
- Portsmouth Hospitals Trust
- Solent NHS

The Board will invite key advisers as required by the agenda items under consideration.

Specific invitations to persons in other roles may be made where warranted by the business of the meeting.

Quoracy

There will be least six representatives, one of whom will be the Chair or nominated Co-chair.

Review

Terms of reference will be reviewed on a bi-monthly basis