

London Borough of Croydon COVID-19 Health Protection Board Terms of Reference

V3.0 20/08/2020

Introduction

At the end of May 2020, the government launched the national Test and Trace service to support the ongoing response and easing of lockdown measures. The objectives are to:

- a. Control the Covid-19 rate of reproduction (R);
- b. Reduce the spread of infection and save lives; and
- c. 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.

Building on the foundation of the statutory role of Directors of Public Health at the upper tier local authority level, and working with Public Health England's local health protection teams (HPTs) and the London Coronavirus Response Centre (LCRC), local government is required to build on existing health protection plans to put in place measures to identify and contain outbreaks and protect the public's health.

Purpose

Local Directors of Public Health are responsible for defining the measures required to identify and contain outbreaks and protect the public's health, and for producing Outbreak control plans and they are also the responsible lead for Contact Tracing at the local level.

Local Outbreak Control Plans will centre on seven themes: care homes and schools; high risk places, locations and communities; local testing capacity; contact tracing in complex settings; data integration; vulnerable people; and Local Boards.

Local COVID-19 Health Protection Boards will develop local outbreak control plans. These plans will be overseen by the Director of Public Health.

Specifically, the Board will

1. Be responsible for the development of local outbreak control plans by the Director of Public Health.
2. Provide support to the Director of Public Health in their statutory duty around health protection by obtaining assurance around system preparedness and providing oversight of current and emerging health protection issues for Croydon.
3. Provide a platform for key stakeholders to share, test, review, and update their policies, plans and protocols.

Roles & Responsibilities

- To develop and oversee delivery of, the COVID-19 local outbreak control plan, including:

- o Planning for local outbreaks in care homes and schools (defining monitoring arrangements, potential scenarios and planning the required response)
 - o Identifying and planning how to manage high-risk places, locations and communities of interest (defining preventative measures and outbreak management strategies)
 - o Liaising with the LCRC to identify methods for local testing to ensure a swift response that is accessible to the entire population.
 - o Assessing contact tracing capability and capacity in local complex settings and identifying and escalating requirements
- To ensure on effective deployment of resources to support delivery of the plan
 - To liaise with the LCRC to ensure local services are able to support vulnerable people to self-isolate and to meet the needs of diverse communities
 - To receive, analyse, integrate and respond to data and intelligence from the national, regional and local systems – including LCRC, Public Health England, NHS Test and Trace and the national Joint Biosecurity Centre
 - To ensure the effective local delivery of the NHS Test & Trace system, working collaboratively with local services and communities to do so
 - To assure the Gold command emergency planning forum that both routine as well as extra-ordinary arrangements are currently in place to protect the health of local residents, and that these are robust, are implemented in a timely manner and are proportionate to local population need.
 - To advise the Leader Led Local Engagement Board so that they can communicate effectively with the public
 - To clarify and confirm roles and responsibilities of each participating organisation within the context of the local system
 - To serve as a platform for partners to monitor & review current and emerging COVID-19 issues
 - To strengthen collaborative working relationships amongst partners and support escalation and resolution within partner organizations of issues where required.
 - To support any local response to COVID-19 emergencies and other incidents which directly or indirectly affect the health and wellbeing of local residents

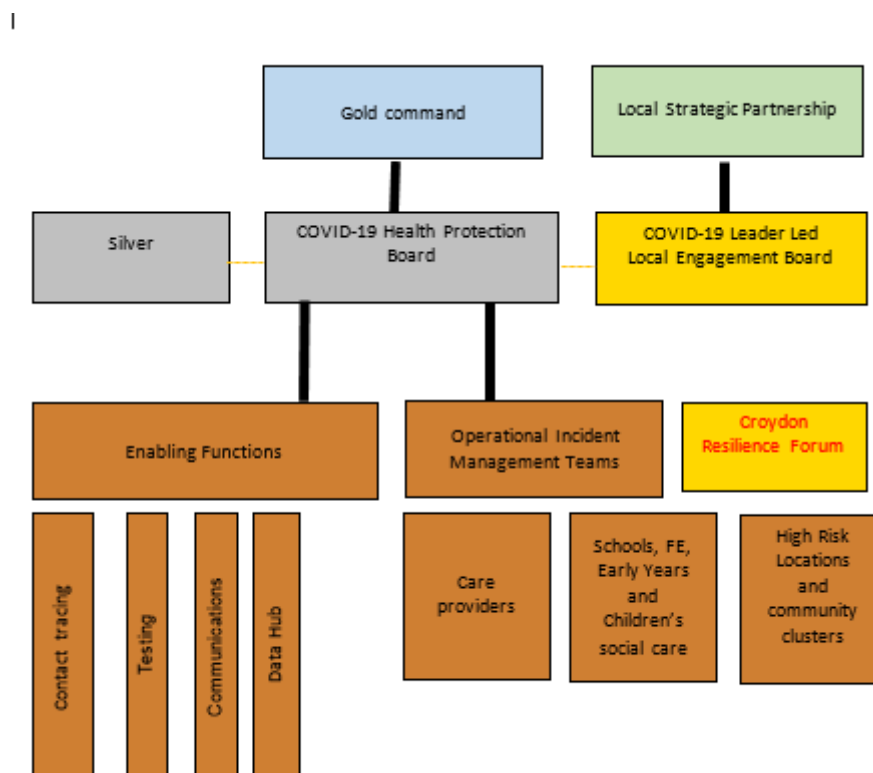
In particular, it is expected that members in the group will:

- Work collaboratively with other partners to support escalation and resolution of COVID-19 issues where required.
- Establish & strengthen communication pathways and systems to gather and disseminate information and intelligence
- Ensure COVID-19 issues are raised in the appropriate internal and external groups and fora, including the CRF, IMTs
- Ensure that the local outbreak control plan clearly define responsibilities for local partners and that partners are made aware and recognise these responsibilities
- Ensure that lessons identified from COVID-19 incidents and scenarios are incorporated into plans in order to improve performance and response

Accountability

The Board will report to the Council's Gold command.

Local proposed accountability arrangements are set out below.



Achieving the objectives of these plans will require a co-ordinated effort from local and national government, the NHS, GPs, businesses and employers, voluntary organisations and other community partners, and the general public. Local government has a central role to play in the identification and management of infection.

Membership:

Rachel Flowers	DPH (Chair)
Ellen Schwartz	Consultant in PH
Helen Harrison	Consultant in PH
Agnelo Fernandes	GP/ CCG clinical chair Agnelo.fernandes@nhs.net
Rachel Tunbridge	GP/Primary Care rachel.tunbridge@nhs.net
Emily Symington	GP/ Primary Care Emily.symington@nhs.net
	LPC
Bernadette Johnson	NHSE Immunisation commissioning manager berndette.johnson@nhs.net
Louise Coughlan	SWL CCG/CHS Chief Pharmacist Louise.coughlan@swlondon.nhs.uk
Nnenna Osuji	CHS medical director nnenna.osuji@nhs.net
Elaine Clancy	CHS Chief nurse
Emma Wiley	CHS Microbiologist emma.wiley@nhs.net
Kelly Jack	LBC EPR
Miranda Mindlin	LCRC Miranda.mindlin@phe.gov.uk
Karen Bernard	LCRC karen.bernard@phe.gov.uk

Sara Quinn	Environmental Health Sara.Quinn@croydon.gov.uk
Annette McPartland	Older People
Rachel Soni	Shielded People
Memuna Sowe	Homeless Health Team
Julia Pitt	Gateway
Helen Parrot nominated	Communications
Shelley Davies	Education
Ed Humphreys	Care Homes
Yvonne Murray	Vulnerable people
Andrew Brown	Croydon BME Forum
Steve Phaure	Croydon Voluntary Action
Gavin Handford	Communities and Policy

Other heads of services and organisations will be co-opted to the Board as necessary.

Quoracy

A meeting of the Board will be considered quorate when a minimum of a third (10) of the organisations are in attendance, including at least one representative from:

- i. Croydon Health Services NHS Trust;
- ii. Croydon Council;
- iii. NHS South West London CCG (Croydon);
- iv. Voluntary and community sector;
- v. Public Health (consultant level or above); and
- vi. Communications and Engagement.

Deputies may attend these Board meetings should the designated member not be available; such deputies need to hold sufficient authority to support effective decision making by the Board.

No matter will be decided at any meeting unless a quorum is present.

Frequency of Meetings

Fortnightly.

In the event of an emergency or incident the Board will meet as required to support the response of the council.

Secretariat

Administrative support for the forum will be from within the Public Health team.

Review of Terms of Reference

The Terms of Reference will be reviewed by mutual agreement of Board members. Changes to the Terms of Reference may be required to reflect significant changes to circumstances/ policy. Changes will be signed off by the Board.