

## City of York Council Outbreak Management Advisory Board Terms of Reference (TOR)

<p><b>Context</b></p>	<p>As the response to Covid-19 continues, the Government has announced the roll-out of the NHS Test and Trace programme across England, with equivalent programmes being developed across the UK.</p> <p>As part of this response, each council with responsibility for statutory Public Health functions has been asked to lead the local approach, based around an outbreak management plan.</p> <p>A key element of local outbreak management is the engagement of democratically elected councillors/politicians and the key partnership agencies that will contribute to Test and Trace development and delivery.</p> <p>This document sets out the Terms of Reference for the City of York Outbreak Management Advisory Board, which will bring together elected members and senior officers from the City of York Council, as well as key partners from statutory, private and voluntary sector organisations.</p>
<p><b>Purpose</b></p>	<p>To ensure public engagement with, multi-agency involvement in, and democratic oversight of, City of York’s outbreak management planning as part of the national <i>Test and Trace</i> programme.</p> <p>To advise and inform the development of City of York Council’s outbreak management plan and the local <i>Test and Trace</i> programme, reflecting the views of different communities and sectors across the city.</p> <p>To engage and communicate with the public about Covid-19, outbreak management and <i>Test and Trace</i></p> <p>To ensure that statutory bodies are able to make informed decisions in relation to outbreak management and <i>Test and Trace</i> within City of York and that such bodies retain their own decision making processes.</p> <p>The key role of the board is to support the effective communication of the test, trace and contain plan for the city and to ensure that the public and local businesses are effectively communicated with. It will support and strengthen the plan that will need to underpin every decision that is taken as we move through the next stage of managing the pandemic, helping to make sure that all communities and sectors are communicated with effectively. It will help ensure that the best routes to communicate with all key stakeholders have been identified and utilised.</p> <p>It will oversee the evaluation of the success of communications with the public, the public sector and businesses to ensure that they are effective. It will receive regular updates from the City of York Covid-19 Health Protection Board via the Director of Public Health or their nominated representative (see Appendix 1 for key links regarding National, Regional and Local Policy integrated in a Local Plan).</p> <p>Through these updates it will provide public oversight of progress on the implementation of the Test, Trace, Contain stages.</p> <p>It will also ensure that communications build on existing good practice and that</p>

	<p>lessons learned from other geographies are taken into account.</p> <p>It will identify any barriers to progress and delivery and make suggestions to help resolve them, making the most of any opportunities that may arise.</p>
<b>Decision maker</b>	<p>Decisions of the Board are purely advisory and its recommendations will be considered through the governance arrangements of the bodies represented which will retain their decision making sovereignty.</p>
<b>Frequency</b>	<p>The Board will meet, as and when required, initially the first two meetings will be held at three week intervals and thereafter revert to monthly, although the Chair has the right to change the frequency depending on local circumstances.</p>
<b>Quorum</b>	<p>To be quorate the meeting must include:</p> <ul style="list-style-type: none"> <li>• The Leader of the Council, (Board Chair); or</li> <li>• Chair of the Health and Wellbeing Board (CYC Elected Member) (Deputy Board Chair);</li> <li>• AND</li> <li>• The interim Head of Paid Service of the Council or nominated deputy; and</li> <li>• Director of Public Health or nominated deputy; and</li> <li>• One other full member of the Board (not a CYC Elected Member)</li> </ul>
<b>Agenda management and secretariat</b>	<p>The Council's Democratic Services team will support the agenda setting for, and minuting of, the Board. Meetings of the Board will be live-streamed by CYC unless there are exceptional reasons which prevent this.</p> <p>Any member of the Board may request an agenda item to be considered at the Chair's discretion and should do so within 48 hours of the next Board meeting.</p> <p>Given the potential emergency nature of the Board's business, final papers will be distributed 24 hours before each Board.</p> <p>Any emergency items may be agreed with the Chair within three hours of the next Board meeting.</p> <p>The Board will meet as a working group and will therefore be covered under the Access to Information Rules for committees. However, as communication is an essential role of the Group, its recommendations will be communicated widely as deemed appropriate.</p>

<b>Board membership</b>			
<b>Name</b>	<b>Title</b>	<b>Organisation</b>	<b>Role</b>
Cllr Aspden	Leader of the Council	City of York Council	Board Chair
Cllr Runciman	Executive Member Adult Social Care & Health	City of York Council	Deputy Chair/Chair of CYC Health and Well Being Board
Cllr Myers		City of York Council	Leader of the Main Opposition CYC
Ian Floyd		City of York Council	Interim Head of Paid Service
Sharon Stoltz		City of York Council	Statutory Director of Public Health
Amanda Hatton		City of York Council	Corporate Director Children, Education & Communities
Dr Andrew Lee		Vale of York Clinical Commissioning Group	Executive Director Primary Care & Population Health
Dr Sally Tyrer		North Yorkshire Local Medical Committee	General Practitioners
Lucy Brown		York Hospitals NHS Foundation Trust	Director of Communications
Julia Mulligan		North Yorkshire Constabulary	Police Fire and Crime Commissioner
Professor Charlie Jeffery	Vice-Chancellor and President	University of York	Further / Higher Education
Andrew Lawson		York BID	Business Representative
Marc Bichtemann		First Group	Transport Representative
Alison Semmence		Chief Executive of York CVS	Voluntary & Community Sector
Sian Balsom		Healthwatch	Manager of Healthwatch York

<b>In attendance</b>			
<b>Name</b>	<b>Title</b>	<b>Organisation</b>	<b>Role</b>
Democratic Services		City of York Council	Secretariat
Claire Foale	Head of Communications	City of York Council	Communications

Other attendees (e.g. from the culture/events/sport, pharmacy sectors) to be invited as and when required

#### Notes

1. The Board does not have any decision making powers, its main function is one of advice, support and challenge. This is because decision making is sovereign with the constituent bodies and they all operate under their own recognised delegated schemes of delegation.
2. Board members should make every effort to attend meetings, but they can delegate to named individuals as appropriate and must endeavour to ensure that the delegated person attends.
3. Others, as appropriate, may be invited by the chair to attend for specific items on the agenda and constituent bodies are free to choose who they nominate onto the Board.
4. The Board will receive appropriate documentation in order to form views and give advice to the decision makers.
5. Board members and attendees must manage any potential conflicts of interest in an appropriate way. Any conflicts should be declared at the start of the meeting. It is noted that this is an advisory group and individuals who represent retail, schools etc. have been chosen to reflect the views of those bodies and will not be considered as having a conflict in expressing their sectors views on proposals.
6. There will be a clear mechanism for comments and recommendations to reach the decision maker

## National, Regional and Local Policy Integrated in a Local Plan – Key Links

York	Group	Role
This Board:	Health and Wellbeing Board	Statutory partnership responsible for production of Joint Health and Wellbeing Strategy
	COVID-19 Health Protection Board / Covid Outbreak Operational Group	Responsible for the development and implementation of local outbreak control plans led by the Director of Public Health
	<b>City of York Council Outbreak Management Advisory Board</b>	<b>Provide political ownership and public-facing engagement and communication for outbreak response</b>
<b>North Yorkshire &amp; York</b>	North Yorkshire Local Resilience Forum Tactical and Strategic Co-ordinating Groups	Silver and Gold emergency planning group to support, co-ordinate and partner with broad local groups to support delivery of outbreak plans (e.g. Police, Fire, NHS etc.)
	North Yorkshire and York System Leadership Executive	Silver and Gold planning groups to support health, social care and public health integration and shared delivery of priorities
<b>Regional</b>	Yorkshire & Humber Contact Tracing Coordination Group	Provide a link between the Regional Coordinating Team (track and trace), Public Health England and local authorities through the Association of Directors of Public Health (ADPH) representing DPH and Association of Directors of Adult Social Services (ADASS) representing DAS and a local authority Chief Executive
	Humber Coast and Vale Covid-19 Strategic Coordinating Group	Senior leadership across health and care integrated care system (ICS)
<b>National</b>	NHS Test and Trace Service	Develop national track and trace strategy
	Local Outbreak Plan National Advisory Board	Chair from Local Government Association. Oversight and governance
	Joint Biosecurity Centre	Provide data and analytics relating to management of regional infection rates building on PHE's surveillance data systems