

City of York Council Outbreak Management Advisory Board

Terms of Reference (TOR)

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| Context | <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> |
| Purpose | <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.</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 lessons learned from other geographies are taken into account.</p> |

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| | 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. |
| Decision maker | 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. |
| Frequency | 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. |
| Quorum | <p>To be quorate the meeting must include:</p> <ul style="list-style-type: none"> • The Leader of the Council, (Board Chair); or • Chair of the Health and Wellbeing Board (CYC Elected Member) (Deputy Board Chair); • AND • The interim Head of Paid Service of the Council or nominated deputy; and • Director of Public Health or nominated deputy; and • One other full member of the Board (not a CYC Elected Member) |
| Agenda management and secretariat | <p>The Council's Public Health 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> |

| Board membership | | | |
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| Name | Title | Organisation | Role on the Board |
| 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 | Labour Councillor | City of York Council | Leader of the Main Opposition CYC |
| Ian Floyd | Interim Head of Paid Service | City of York Council | Interim Head of Paid Service |
| Sharon Stoltz | Director of Public Health | City of York Council | Statutory Director of Public Health |
| Amanda Hatton | Corporate Director Children, Education & Communities | City of York Council | Statutory Director of Children's Services |
| Dr Andrew Lee | Executive Director Primary Care & Population Health | Vale of York Clinical Commissioning Group | Vale of York Clinical Commissioning Group Representative |
| Dr Sally Tyrer | Chair | North Yorkshire Local Medical Committee | General Practitioners Representative |
| Lucy Brown | Director of Communications | York Hospitals NHS Foundation Trust | York Hospital Representative |
| Phil Mettam | Accountable Officer | Vale of York Clinical Commissioning Group | Humber, Coast & Vale Integrated Care System Chief Executive Officer lead for testing |
| Dr Simon Padfield | Consultant in Communicable Disease Control | Public Health England | Health Protection Yorkshire & the Humber |
| Julia Mulligan | Police, Fire and Crime Commissioner | North Yorkshire Constabulary | Police, Fire and Crime Commissioner |
| Lisa Winward | Chief Constable | North Yorkshire Police | North Yorkshire Police |
| Professor Charlie Jeffery | Vice-Chancellor and President | University of York | Further / Higher Education |
| James Farrar | Chief Operating Officer | York, North Yorkshire & East Riding Local Enterprise Partnership | Business Representative |
| Marc Bichtemann | Managing Director | First Group | Transport Representative |
| Alison Semmence | Chief Executive | York CVS | Voluntary & Community Sector |

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| Sian Balsom | Manager | Healthwatch York | Healthwatch York |
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| In attendance | | | |
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| Name | Title | Organisation | Role on the Board |
| Claire Foale | Head of Communications | City of York Council | Communications |
| Tracy Wallis | Health & Wellbeing Board Partnerships Co-ordinator | City of York Council / Vale of York Clinical Commissioning Group | Support to the Board |
| Sam Alexander | Public Health Technical Systems Support Officer | City of York Council | Minute taker |
| Democratic Services | | City of York Council | Support to the Board |
| Other attendees (e.g. from the culture/events/sport, pharmacy sectors) to be invited as and when required | | | |

| Notes | |
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| 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 |