



## OUTBREAK CONTROL ENGAGEMENT WORKING GROUP

Monday 27<sup>th</sup> July 2020  
At 1.30pm  
Remote Teams Meeting  
(Teams invitation has been sent)

### Membership

Councillor Moore (Chair of the Health and Wellbeing Board) (Chair)  
Councillor Thomas (Mental Health Champion)  
Councillor Harrison (Children in Care Champion)  
Denise McGuckin (Hartlepool Borough Council)  
Dr Tim Butler (form NHS England)  
Graeme Niven (NHS Tees Valley Clinical Commissioning Group)  
Lesley Wharton (North Tees and Hartlepool NHS Trust)  
Craig Blundred (Acting Director of Public Health, Hartlepool Borough Council)  
Sally Robinson (Hartlepool Borough Council)  
Sharon Cooney (Cleveland Police)  
Jill Harrison (Hartlepool Borough Council)  
Tony Hanson (Hartlepool Borough Council)  
Ed Turner (Hartlepool Borough Council)  
Christopher Akers-Belcher (Healthwatch)  
Julian Penton (VCS – Hartlepower)  
Faith Representation (TBC)  
Jacqueline Mckenzie (Primary Care Network)\*  
Fiona Adamson (GP Federation)\*  
Graham Trory (Primary Care Network)\*  
Carl Parker (Primary Care Network)\*

\* To rotate

### Items

1. Apologies
2. Terms of Reference (attached)
3. Current Outbreak Situation
4. Outbreak Control Plan – update
5. Communication plan
6. Any other business
7. Date of next meeting - TBC

**ADDENDUM A**

**(of the Terms of reference of the health and Wellbeing Board)**

**OUTBREAK CONTROL ENGAGEMENT WORKING GROUP**

**1. Purpose and functions of the Health and Wellbeing Board as Hartlepool's Local Outbreak Control Engagement Board**

An integrated national and local nationwide Covid-19 test and trace programme is being implemented to control the virus and as part of this local Covid-19 outbreak control arrangements have been put place. A critical factor in the success of these arrangements is effective communication with the public and employers to gain their support for any actions that need to implement and the requirement to create a Local Outbreak Control Engagement Board. In Hartlepool this role will be undertaken by a working group of the Health and Wellbeing Board with the following responsibilities:-

- i) Political ownership and public-facing engagement and communication for the outbreak response.
- ii) Provide partnership oversight of health protection regarding Covid-19 in Hartlepool.
- iii) Support local delivery of the primary objectives of the Government's strategy to control the Covid-19 reproduction number (R), reduce the spread of infection and save lives.
- iv) Bring together the response that will be delivered at different levels and by different organisations, at local authority area level to ensure a community focus and appropriately tailored response.
- v) Support the effective communication of the Outbreak Control Plan for Hartlepool.
- vi) Support and strengthen the communication plan that will need to underpin every decision as the local area move to the next stage of managing the pandemic, helping to make sure that all communities and sectors are communicated with effectively.
- vii) Help ensure that all key stakeholders have been identified and that the best routes to communicate with them are utilised.

- viii) Oversee the evaluation of the communication plan, measuring success through the successful adoption of the required behaviours by individuals and organisations across the city with no community or sector left behind.
- ix) Receive regular updates from the Outbreak Control Board via the Director of Public Health and public oversight of progress on the implementation of the Outbreak Control Plan.
- x) Shape and oversee the health and wellbeing recovery strategy, identifying Joint Health and Wellbeing Strategy priorities for action as part of the post-emergency phase.

## **2. Membership**

The membership of the Outbreak Control Engagement Working Group includes representatives from a range of key bodies with relevant Covid-19 expertise and experience, with the ability to co-opt additional participants based on the location and nature of any outbreak.

The core membership of the Working Group is set out below:

- Chair of the Health and Wellbeing Board (Leader of Hartlepool Borough Council)
- Hartlepool Borough Council's Mental Health and Children in Care Elected Member Champions
- Managing Director, Hartlepool Borough Council
- Representative from NHS England
- Representative of NHS Tees Valley Clinical Commissioning Group
- Representative of North Tees and Hartlepool NHS Trust
- Representative of the GP Federation/Primary Care Networks
- Representative of Cleveland Police
- Director of Public Health, Hartlepool Borough Council
- Director of Children's and Joint Commissioning Services, Hartlepool Borough Council
- Director of Adult and Community Based Services, Hartlepool Borough Council
- Director of Neighbourhoods and Regulatory Services, Hartlepool Borough Council
- Communications and Marketing Manager, Hartlepool Borough Council
- Representative of Healthwatch

- Representative of Hartlepool Voluntary and Community Sector
- Representative of Faith Community

Each organisation listed above will be required to nominate an appropriate senior representative who can speak on behalf of their organisation and has the right skills, knowledge and experience to play an effective part in delivering the purpose and functions of the Working Group.

The co-option of additional participants with specialist knowledge and skills will, as has been indicated, be informed by the location and nature of any outbreak. Examples of potential co-optees are as follows with the addition of others as and when required:

- Ward Councillors
- Parish Councillors
- North East Ambulance NHS Trust
- Fire Brigade
- Probation
- Tees, Esk and Wear Valley NHS Trust
- Schools
- Care Home providers
- Hospice providers
- Housing providers
- Representatives from specialist organisations
- Representatives from business community

### **3. Frequency and Status of Meetings**

The Outbreak Control Engagement Working Group will meet on a monthly basis initially to fulfil its responsibilities as Hartlepool's Local Outbreak Control Engagement Board. Although the chair has the ability to make recommendations to change the frequency and hold additional meetings where required.

Meeting of the Working Group will be open to the public and a report on its activities will be presented to the Health and Wellbeing Board on a quarterly basis.

#### **4. Attendance at meetings and Appointment of Substitutes**

Members of the Working Group will endeavour to attend all meetings; however, if they are unable to attend any meeting then they should submit their apologies in advance of the meeting.

As flexibility, consistency and continuity are essential to outbreak management, each Member may identify a named substitute who may attend on their behalf when necessary. Substitutes should be suitable senior representatives who are able to speak on behalf of their organisation. The named substitute will be the only person to attend in the absence of the Working Group member.

#### **5. Quorum**

The quorum for the Working Group will be 5 members.

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