
DRAFT TERMS OF REFERENCE

Local Covid Outbreak Engagement Board

1. Purpose

1.1 The Local Covid Outbreak Engagement Board is a sub-committee of the Birmingham Health and Wellbeing Board. The purpose of the Board is to provide political ownership and public-facing engagement and communication for outbreak response to Covid19 in Birmingham.

2. OBJECTIVES

2.1 The Engagement Board has the following overarching objectives:

- (a) To take an overview of the progress of the Test and Trace local implementation in Birmingham
- (b) To ensure that the Test and Trace response in Birmingham is delivering the right interventions to protect the health and wellbeing of citizens
- (c) To receive reports from officers on the progress of developing the local Test and Trace programme and to input to and influence that development
- (d) To provide the Health and Wellbeing Board and Cabinet with updates on a monthly basis.
- (e) To support officers to deliver Council's accountabilities and financial monitoring relating to Test and Trace response
- (f) To promote communication and engagement with the stakeholders and residents of Birmingham relating to the response to Covid19 and the Test and Trace programme.

3. PRINCIPLES

3.1 The Engagement Board expects all partner agencies to:

- (a) Embrace the aims and objectives of the Engagement Board
- (b) Proactively manage risk and acknowledge the principle of shared risk in the context of partnership working.
- (c) Share the ownership of the response to Covid19 and work together to support improvement within their respective roles.
- (d) Report on progress on mutually agreed actions.
- (e) Share relevant information and promote collaborative and innovative work.

4. MEMBERSHIP

- 4.1 The Local Engagement Board will have a core group of elected members and officers that will play a key role and will have the responsibility for oversight and engagement relating to the functions of the Board.
- 4.2 Additional members will be invited at the discretion of the Chair/Deputy Chair to join the meetings for discussion of specific items of interest.
- 4.3 Members are expected to attend all meetings, or in exceptional circumstances to arrange for a suitable named delegate to attend in his/her place. In case of delegating, the nominee should be appropriately briefed prior to attending the meeting and able to make decisions on behalf of the individual they represent.

Membership of the Board is as follows:

- 4.4 The membership of the Board may be reviewed from time to time as necessary as the national and local picture of the Covid19 outbreak and the Test and Trace programme evolves.
- 4.5 Membership is comprised of 5 elected Members distributed proportionally based on representation within the Council. The Director of Public Health and Assistant Director of Public Health will be in attendance in addition to Officers presenting papers to the meeting. External members are invited from the two NHS Clinical Commissioning Groups, WM Police, Birmingham CVS and Birmingham Healthwatch.

- Cllr Ian Ward (Chair)
- Cllr Brigid Jones
- Cllr Paulette Hamilton

- Conservative member – Cllr Matt Bennett
- Liberal Democrat member – Cllr Paul Tilsley

Officer members:

- Dr Justin Varney – Director of Public Health
- Elizabeth Griffiths – Assistant Director of Public Health, (Test & Trace Cell Chair)

External members:

- Birmingham Healthwatch – Andy Cave
- NHS Birmingham & Solihull CCG – Paul Jennings
- NHS Sandwell & West Birmingham CCG – Dr Manir Aslam
- West Midlands Police – Chief Superintendent Steve Graham
- Birmingham Council of Voluntary Sector Services – to be nominated

- 4.5 Other persons may attend meetings of the Board with the agreement of the Chair/Deputy Chair.
- 4.6 The Chair of the Board will be the Birmingham City Council Leader and the Deputy Chair will be the Cabinet Member with a portfolio for Adult Social Care and Health.

5 MEETINGS

- 5.1 The Board will meet monthly for up to 2 hours. Such other meetings may be held as necessary at the discretion of the Chair.

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- 5.2 The agenda for meetings, agreed by the Chair, and all accompanying papers will be sent to members at least 5 working days before the meeting. Late agenda items and/or papers may be accepted in exceptional circumstances at the discretion of the Chair.
 - 5.3 Meetings will be held in public via live-streaming in a similar way to the Health and Wellbeing Board and will be recorded for public record.
 - 5.4 Meetings will include a standing private section for discussion of patient identifiable information and specific outbreaks that are not in the public domain. This is in line with the existing arrangements for the Health and Wellbeing Board Health Protection Forum update.
 - 5.5 Minutes of all meetings of the Engagement Board (including a record of attendance and any conflicts of interest) will be approved and circulated within 5 working days and submitted for approval to the next appropriate meeting.
 - 5.6 The Engagement Board administrative support will be provided by Committee Services and they will be responsible for arranging and minuting meetings and disseminating supporting information to Board Members.
 - 5.7 The Board will be monitored and accountable to Health and Wellbeing Board through the agreed reporting arrangements and to Cabinet through the Leader.

6. ACTIONS

- 6.1 Recommendations and actions will be arrived at by consensus and recorded in the minutes and a decision log.

7. CONFLICTS OF INTEREST

- 7.1 Whenever a representative has a conflict of interest in a matter to be decided at a meeting of the Board, the representative concerned shall declare such interest at or before discussions begin on the matter, the Chair shall record the interest in the minutes of the meeting and unless otherwise agreed by the Board that representative shall take no part in the decision making process.

7. REVIEW

- 7.1 These terms of reference will be reviewed after the initial three months, taking into account views expressed by relevant partner agencies.

8. CONFIDENTIALITY

- 8.1 The Engagement Board will act with discretion, recognising that some of the matters to which it will be party will be confidential and that early and unauthorised disclosure of such material could prejudice the conduct and outcome of the Test and Trace Programme. To this end Board members will not disclose new material in advance of meeting of the Committee to other interested parties unless directed by the Chair of the Advisory Board.