

## North Yorkshire Outbreak Management Advisory Board

### Terms of Reference (TOR)

<b>Context</b>	<p>As the response to Covid-19 continues, the Government has announced the roll-out of the 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 North Yorkshire Outbreak Management Advisory Board, which will bring together local politicians from across North Yorkshire County Council and the seven Borough and District councils within North Yorkshire, as well as senior officers from North Yorkshire County Council, and key partners from statutory, private and voluntary sector organisations.</p>
<b>Purpose</b>	<p>To ensure public engagement with, multi-agency involvement in, and democratic oversight of, North Yorkshire's outbreak management planning as part of the national <i>Test and Trace</i> programme.</p> <p>To advise and inform the development of North Yorkshire's outbreak management plan and the local <i>Test and Trace</i> programme, reflecting the views of different communities and sectors across the County.</p> <p>To support measures to promote community consent and cohesion and messages around public safety.</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 North Yorkshire 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 county 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 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 builds on existing good practice and that 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>	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.
<b>Frequency</b>	The Board will meet, as and when required, initially every three weeks, although the Chair has the right to change the frequency depending on local circumstances.
<b>Quorum</b>	<p>To be quorate the meeting must include:</p> <ul style="list-style-type: none"> <li>• The Chair or Deputy Chair</li> <li>• The Chief Executive of the County Council or nominated deputy</li> <li>• Director of Public Health or nominated deputy</li> <li>• One Elected Member from a borough or district council (in addition to the Chair / Deputy Chair)</li> <li>• One other full member of the Board</li> </ul>
<b>Agenda management and secretariat</b>	<p>The County Council's Democratic Services team will support the agenda setting for, and minuting of, the Board.</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 not 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>
County Councillor Carl Les	Council Leader	North Yorkshire County Council	Chair
County Councillor Michael Harrison	Executive Member Adult Social Care and Health Integration	North Yorkshire County Council	Deputy Chair/Chair of North Yorkshire Health and Wellbeing Board
County Councillor Caroline Dickinson	Executive Member Public Health, Prevention and Supported Housing	North Yorkshire County Council	Lead Member for Public Health
County Councillor Stuart Parsons	Opposition Member for NYCC	North Yorkshire County Council	Opposition Member for NYCC
Richard Flinton	Chief Executive Officer	North Yorkshire County Council	Chief Executive
Dr Lincoln Sargeant	Director of Public Health	North Yorkshire County Council	Statutory Director of Public Health
Councillor Richard Foster	Council Leader	Craven District Council	District Council Representative
Councillor Stephen Watson	Portfolio Holder for Environmental Health, Waste and Recycling	Hambleton District Council	District Council Representative
Councillor Ann Myatt		Harrogate Borough Council	District Council Representative
Councillor Angie Dale	Council Leader	Richmondshire District Council	District Council Representative
Councillor Keane Duncan <b>NOTE:</b> Substitute will be Councillor Steve Arnold, Deputy Leader	Council Leader	Ryedale District Council	District Council Representative
Council representative to be confirmed – for first meeting Nick Edwards will be an attendee	Officer	Scarborough Borough Council	District Council Representative
Councillor Mark Crane	Council Leader	Selby District Council	District Council Representative

<b>Name</b>	<b>Title</b>	<b>Organisation</b>	<b>Role</b>
Julia Mulligan	North Yorkshire Police, Fire and Crime Commissioner	North Yorkshire Fire and Rescue Service North Yorkshire Police	North Yorkshire Police, Fire and Crime Commissioner
Lisa Winward	Chief Constable [or nominated representative]	North Yorkshire Police	North Yorkshire Police
Richard Webb	Corporate Director Health and Adult Services	North Yorkshire County Council	Statutory Director of Adult Social Services and nominated deputy for the Chief Executive Officer NYCC
Ian Yapp	Head Teacher	Riverside Primary School	Representative for Schools
Mike Padgham	Chair	Independent Care Group	Representing independent and voluntary sector care providers
Dr Sally Tyrer	Chair	North Yorkshire Local Medical Committee	Representing primary care
David Kerfoot	Chair	North Yorkshire and York Local Enterprise Partnership	Representing businesses
Leah Swain	Chief Executive	Community First Yorkshire	Representing the voluntary sector and volunteers
Amanda Bloor	Chair	North Yorkshire Health and Social Care Systems Leadership Executive	Representing the 3 North Yorkshire Clinical Commissioning Groups and the 6 main NHS Foundation Trusts
To be confirmed	Nominated officer representative	Healthwatch North Yorkshire	Statutory public involvement voice for the NHS and social care
David Bagguley	Consultant in Health Protection (Acting)	Public Health England	Representing Public Health England regionally

<b>In attendance</b>			
<b>Name</b>	<b>Title</b>	<b>Organisation</b>	<b>Role</b>
Patrick Duffy	Legal and Democratic Services	North Yorkshire County Council	Secretariat
Phil Mettam	Humber, Coast and Vale NHS Test and Trace Lead	NHS	Test and Trace Lead
Vanessa Glover	Head of Communications	North Yorkshire County Council	Communications
Other attendees (e.g. from the transport, culture/events/sport, pharmacy sectors) to be invited as and when required			

<b>Notes</b>	
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

Local	Group	Role
This Board:	COVID-19 Health Protection Board	Responsible for the development of local outbreak control plans by the Directors of Public Health
	Strategic Co-ordinating Group	Gold emergency planning group to support, co-ordinate and partner with broad local groups to support delivery of outbreak plans (e.g. Police, SIRE, NHS etc.)
	<b>North Yorkshire Outbreak Management Advisory Board</b>	<b>Provide political ownership and public-facing engagement and communication for outbreak response</b>
<b>Regional</b>	Local resilience Forum	Coordinate public and emergency services to respond to regional emergencies
	Integrated Care System	Develop and deliver regional health strategy
<b>National</b>	Test and Trace Programme	Develop national test and trace strategy
	Joint Biosecurity Centre	Provide data and analytics relating to management of regional infection rates building on PHE's surveillance data systems

See overleaf for Version Control

**VERSION CONTROL**

<b>No.</b>	<b>Produced/updated by</b>	<b>Date</b>	<b>Comments</b>
1	Barry Khan/Julie Robinson	04/06/20	Original version
2	Patrick Duffy	08/06/20	Membership updated. Ditto Purpose Section (as per Richard Webb): <i>To support measures to promote community consent and cohesion and messages around public safety.</i>
3	Patrick Duffy	09/06/20	Membership updated as further nominations received
4	Patrick Duffy	11/06/20	Membership updated as further nominations received
5	Patrick Duffy	12/06/20	Membership updated as further nominations received