

# Wolverhampton Local Outbreak Engagement Board

## Terms of Reference

Agreed August 2020, to be reviewed annually

### 1. Name and purpose:

1.1 The Board shall be called the Wolverhampton Local Outbreak Engagement Board and be a sub-committee of Health and Wellbeing Together (Wolverhampton's Health and Wellbeing Board).

1.2 The purpose of the Board is to provide political ownership and public-facing engagement and communication for outbreak response to COVID-19 in Wolverhampton.

### 2. Objectives:

2.1 The Board shall exist to:

- a. Provide democratic oversight, assurance and scrutiny of:
  - i Plans to prevent and manage outbreaks of COVID-19 in Wolverhampton
  - ii Actions taken to prevent and manage outbreaks and their outcome
- b. Ensure that the Test and Trace response in Wolverhampton is delivering the right interventions to protect the health and wellbeing of all citizens
- c. Engage and communicate with residents and stakeholders to build trust and participation across all communities in the city
- d. Receive regular reports from the Wolverhampton COVID-19 Strategic Co-ordinating Group on the Local Outbreak Plan, including the development of the local Test and Trace programme, and work in partnership with the work of the Recovery Coordination Group to ensure system join-up
- e. Consider recommendations made by the Wolverhampton COVID-19 Strategic Co-ordination Group in relation to infection prevention and management of local outbreaks
- f. To provide Health and Wellbeing Board and Cabinet with regular updates
- g. To support officers to deliver Council's accountabilities and financial monitoring relating to the Local Outbreak Control Plan, including the Test and Trace response

### 3. Principles:

3.1 The Board expects all partner agencies to:

- a. Embrace the aims and objectives of the 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 COVID-19 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 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 objectives of the Board. External members will be appointed by the body that they represent.

- Cllr Ian Brookfield (Chair)
- Cllr Jasbir Jaspal (Deputy Chair, Cabinet Member for Public Health & Wellbeing)
- Cllr Wendy Thompson (Shadow Cabinet Member for Public Health & Wellbeing)

##### Officer members

- John Denley – Director of Public Health
- David Watts – Director of Adult Services
- Emma Bennett – Director of Children’s Services

##### External members

- Wolverhampton Healthwatch – Tracy Cresswell, Healthwatch Manager
- Wolverhampton CCG – Paul Tulley, Wolverhampton Managing Director
- Royal Wolverhampton NHS Trust – Professor Ann-Marie Cannaby, Chief Nursing Officer.
- Black Country Partnership NHS Foundation Trust – Marsha Foster, Director of Partnerships
- Public Health England – Adrian Philips, Consultant in Health Protection
- NHS England – Katrina Boffey, Assistant Director of Strategic Transformation
- Wolverhampton Voluntary Sector Council – Ian Darch, Chief Executive
- Ethnic Minority Council, Wolverhampton Equality and Diversity Partnership – Dana Tooby

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.

4.5 Meetings will be held in public and recorded, unless confidential information is to be disclosed.

4.6 In accordance with the City of Wolverhampton Constitution members of the public and press will be asked to leave the meeting for any agenda items considered confidential or exempt. Information about what constitutes a confidential or exempt item is detailed in the [City of Wolverhampton Constitution](#). The agenda will make clear if any items are to be considered confidential or exempt.

4.7 Health and Wellbeing Together and its sub-groups are keen to address community concerns and welcome community engagement in the form of questions to be submitted to the Local Outbreak Engagement Board in line with the protocol outlined in Appendix 2.

## **5. Secretariat**

5.1 Democratic Services City of Wolverhampton Council will provide the secretariat.

## **6. Quorum**

6.1 The Board shall be Quorate if any five persons are present including the Chair and/or Deputy-Chair and at least one external member.

## **7. Meetings**

7.1 Meetings shall be held bi-monthly. Frequency will be kept under review by the Chair with the option to increase or decrease frequency as appropriate.

7.2 The Chair will have the power to call an additional extraordinary meeting at short notice should a time critical or urgent decision be required.

## **8. Voting and decision-making**

8.1 Reports to the Board should be prepared in a way that enables effective decision making. Decisions, recommendations, declarations of interest and reservations will be recorded in the minutes.

8.2 To give all participants time to read information in advance of meetings, all papers will be published at least five clear working days before the meeting concerned where-ever possible. However, it is understood that the Board may need to convene at short notice and that information of concern to the Board may change rapidly so this may not always be possible.

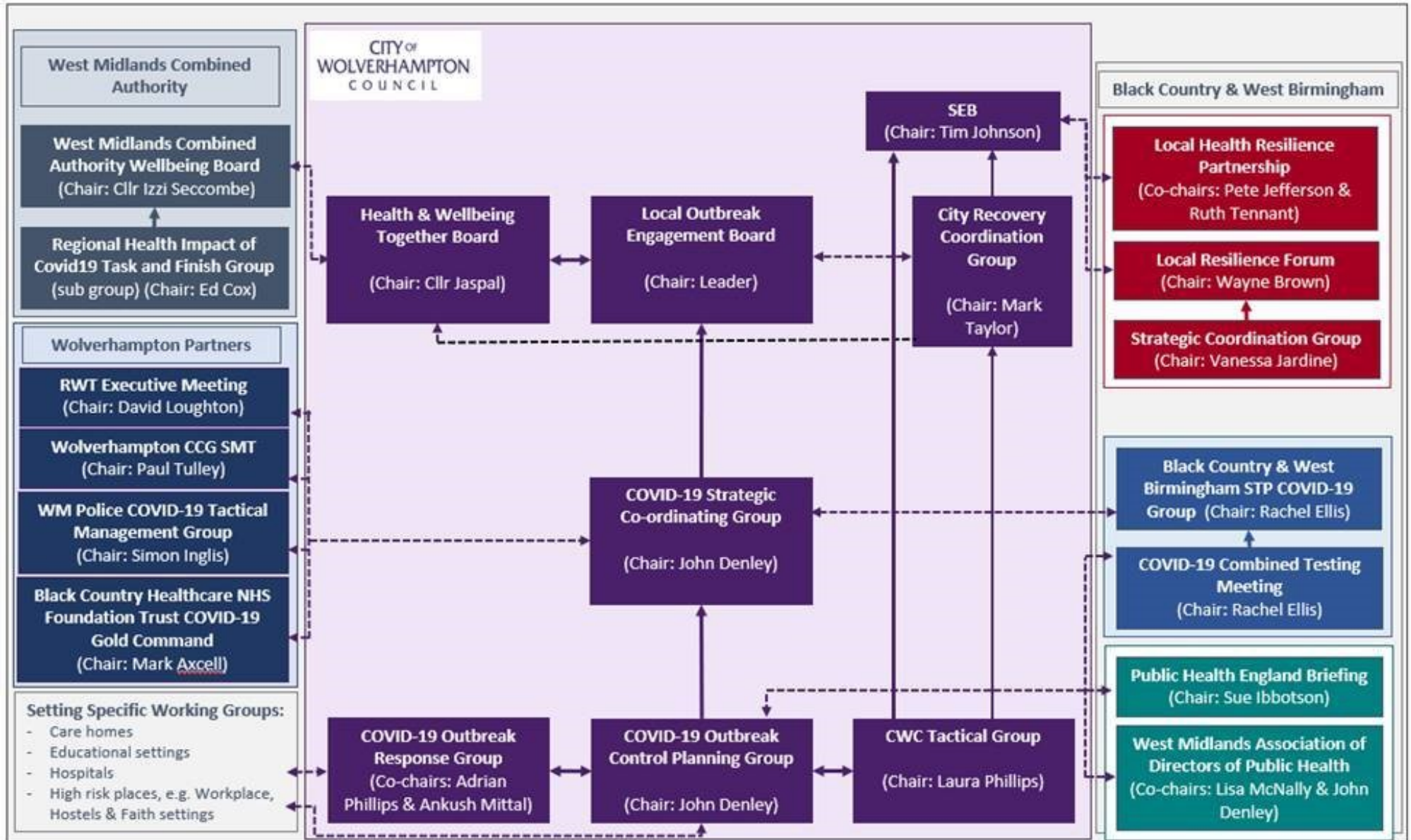
8.3 There will be sovereignty around decision making processes. Members will be accountable through their own organisation's decision-making processes for the decisions they take. It is expected that members will have delegated authority from their organisations to take decisions within the terms of reference.

8.4 Decisions taken are generally done so by consensus. If a Board decision should require a vote then all members may participate having one vote each; in the event of a tie then the Chair will have the casting vote. Any person in attendance will not have a vote.

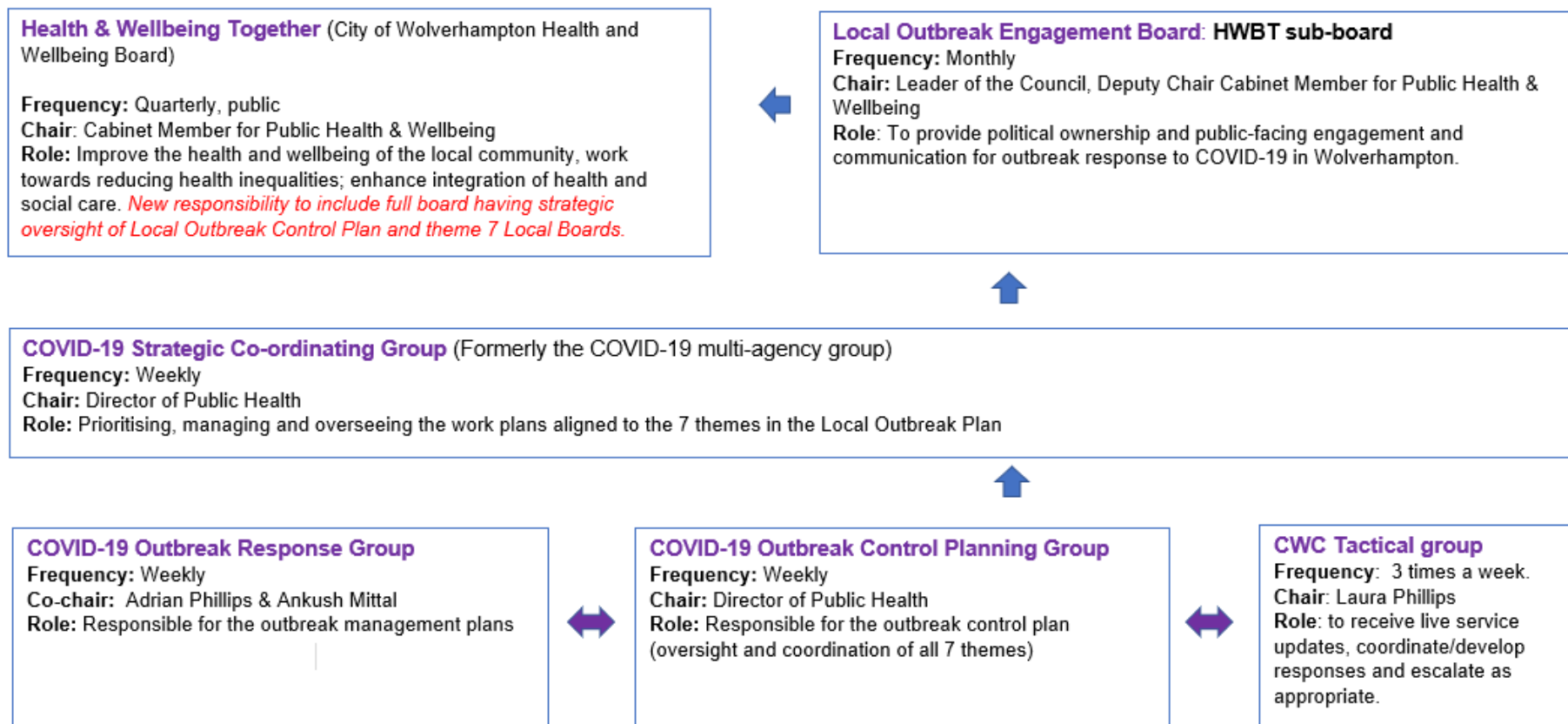
## **9. Governance and reporting lines**

9.1 The Board will be a sub-committee of Health and Wellbeing Together, (Wolverhampton's Health and Wellbeing Board) and link with the Governance of the Local Outbreak Management Plan (Appendix 1a system overview and 1b detailed).

## Appendix 1a System Overview



## Appendix 1b Governance - Detailed



## **Appendix 2 Protocol for public questions for the Wolverhampton Local Outbreak Engagement Board**

The Local Outbreak Engagement Board is a sub-group of Health and Wellbeing Together, the name given to Wolverhampton's Health and Wellbeing Board. The Local Outbreak Engagement Board is focused on supporting oversight and public engagement with the local response to COVID-19 outbreaks in Wolverhampton.

Health and Wellbeing Together and its sub-groups are keen to address community concerns and welcome community engagement in the form of questions to be submitted as per the guidance outlined in this protocol.

Questions should relate to the specific focus of the Local Outbreak Engagement Board, questions about other aspects of COVID-19 and other areas of health and wellbeing can be asked through Health and Wellbeing Together itself or other appropriate groups/ channels.

### **Procedure and Criteria for Questions at Board Meetings**

Anyone wishing to put a line of questioning to the Board is asked to adhere to the following criteria:

1. Any member of the public who lives, works or studies in Wolverhampton can submit a question to the Board. The questioner must provide postcode, employer name or name of place of study to evidence this.
2. No person can submit more than one question at the same time to the same meeting.
3. The question:
  - i. must relate to the Board role and responsibilities
  - ii. must not be defamatory, frivolous, vexatious or offensive
  - iii. must not require the disclosure of confidential or exempt information
  - iv. must not refer to any matter of a personal nature
4. Questions must be put in writing to the Board 10 days before the date of the meeting and emailed to the clerk of the board at [Democratic.Services@wolverhampton.gov.uk](mailto:Democratic.Services@wolverhampton.gov.uk) who will acknowledge receipt.

### **Question responses**

1. The questioner is not expected to attend the meeting to present the question. It will be scheduled in the agenda and responded as part of the meeting by the Chair or other appropriate member within the timescales allocated. There will not be provision for supplementary questions at the meeting.
2. If multiple questions covering the same topic are submitted, lines of questioning will be grouped into themes and responded to as a whole, rather than individually.
3. Questions may be deferred to future meetings or sub forums if they fit more appropriately there.
4. Responses to lines of questioning will be included in the minutes of the meeting, which can be accessed via <https://wolverhampton.moderngov.co.uk/mgListCommittees.aspx?bcr=1>