



Northamptonshire COVID-19 Oversight and Engagement Board Terms of Reference

The Department of Health and Social Care on the 22nd May 2020 instructed all upper tier authorities and their public health team to establish specific **COVID-19 Health Protection Boards** that will have a remit to oversee the delivery of **COVID-19 Local Outbreak Prevention and Control Plans**.

The COVID-19 Health Protection Board should be supported by a public-facing Politically-led Board to communicate openly with the public; a **COVID-19 Local Engagement Board**.

Aim:

The aim of the local version of this Board, the Northamptonshire COVID-19 Oversight and Engagement Board, is to provide political oversight of the Local Outbreak Prevention and Control Plan and to drive public-facing engagement and communication to ensure consideration and appropriate engagement on local residents' interests and concerns relating to the pandemic.

Objectives:

- To provide Political oversight of the outbreak prevention and control measures in Northamptonshire
- To ensure transparent and timely two-way communication with the residents of Northamptonshire on COVID-19 related news and issues
- To recommend approaches to, and support engagement with, the public and key stakeholders in Northamptonshire on the impacts of the outbreak prevention and control plan
- To support the local COVID-19 Health Protection Board in meeting its objectives to reduce transmission of the virus

Accountability:

There will be a bi-directional relationship between the Northamptonshire COVID-19 Oversight and Engagement Board and the COVID-19 Health Protection Board.

The Oversight and Engagement Board will provide challenge and scrutiny of the Local Outbreak Prevention and Control Plan via the Health Protection Board, but there will also be a requirement for the Oversight and Engagement Board to supply the Health Protection Board with local intelligence and public feedback to be able to respond to local needs appropriately.

The Board will support both proactive engagement and communication with the residents of Northamptonshire to prevent transmission and local outbreaks, as well as support reactive communications in the event of a significant outbreak in the county.

Due to the confidential and sensitive nature of the data being presented to the membership, the Board shall comprise of two sections; a private section followed by a public section. Following each meeting a summary of key discussion points and decisions will be published for the public and key partners on the Northamptonshire County Council website.

Both the Health Protection and the Oversight and Engagement Boards will also provide regular updates to the Northamptonshire COVID-19 Strategic Co-ordination Group (SCG), the membership of which will aid the system response to any significant outbreaks, as illustrated below:



Membership:

The COVID-19 Local Oversight and Engagement Board will be chaired by Northamptonshire County Councillor Ian Morris, portfolio holder for Adults, Communities and Wellbeing and the membership will consist of:

Core membership

Role	Organisation	
County Councillor and PH Portfolio Holder (Chair)	NCC	Clr Ian Morris
West Northants Leader	West Northants Shadow UA	Clr Ian McCord
North Northants Leader	North Northants Shadow UA	Clr Russell Roberts
Labour Group Lead West	West Northants Shadow UA	Clr Danielle Stone
Liberal Democrat Group Lead West	West Northants Shadow UA	Clr Chris Lofts
Labour Group Lead North	North Northants Shadow UA	Clr Tom Beattie
Liberal Democrat Group Lead North	North Northants Shadow UA	Clr Chris Stanbra
Independent Group Lead North	North Northants Shadow UA	Clr Ruth Groome
Northamptonshire Police Chief Constable	Northants Police	CC Nick Adderley
Chair of COVID Health Protection Board	NCC	Lucy Wightman
Northamptonshire County Council Chief Executive	NCC	Theresa Grant
District and Borough LA Gold Representative	DDC	Ian Vincent
Northamptonshire CCGs Chief Executive	CCG	Toby Sanders
KGH Chief Executive	KGH	Simon Weldon
NHFT Chief Executive	NHFT	Angela Hillery
Consultant in Communicable Disease Control	PHE Midlands	Samia Latif
Chair of Northamptonshire LRF TCG	NCC	Kerry Purnell
HealthWatch Northamptonshire Chair	Healthwatch	David Jones
NCC Communications Representative	NCC	Liam Beasley

Co-opted members (will be invited according to need and focus for particular meetings)

- Leaders and Chief Executives of District and Borough Councils, wider LRF members and local member representation to be co-opted according to any emerging significant outbreaks*



- Other key stakeholders to be co-opted according to emerging significant outbreaks*

Format of the meeting:

- Quorum: No less than 60% attendance of core membership, to include NCC, NHS, shadow authority and Healthwatch representation
- Meeting Frequency: Monthly, unless intervening meetings required if significant outbreak* identified
- Meeting Attendance: Due to the current pandemic, we ask attendance is prioritised
- Minutes: Members will be expected to communicate Minutes through their organisations' respective governance channels as appropriate. Minutes will also be shared with SCG members for information
- Papers: Papers will be requested a minimum three days prior to meetings, for circulation two days prior to meetings

*a significant outbreak is defined as a situation that the DPH and PHE agree, due to the scale or scope of settings and individuals affected, represents a significant challenge that requires an escalated response beyond Outbreak Control Team management. A full definition of a significant outbreak can be found in the Northamptonshire COVID-19 Outbreak Prevention and Control Plan