



Northamptonshire COVID-19 Health Protection Board Terms of Reference

The Local Authorities Regulations (2013) states that the Director of Public Health (DPH) is responsible for the local authority's contribution to health protection matters, including its role in planning for, and responding to, incidents that present a threat to the health of the public.

The **Northamptonshire Health Protection Committee** is an established board that has a remit to; assess the risks to the health of the population of Northamptonshire in respect of infectious diseases and environmental hazards; agree a multi-agency health protection strategy for Northamptonshire, approved by Members and partner organisations; and provide oversight to delivery of the health protection action plan (via a performance dashboard).

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

Aim:

The aim of the COVID-19 Health Protection Board is to oversee development and ensure delivery of the Local Outbreak Prevention and Control Plan, thereby reducing the rate of infection of the virus and reducing the impact of local outbreaks in Northamptonshire.

Objectives:

- To develop and agree a Northamptonshire Local Outbreak Prevention and Control Plan that addresses the following key themes:
 - Ensuring accurate and timely information is available to inform planning and decision-making locally (through the Northamptonshire Scientific and Technical Advisory Cell [STAC])
 - Ensuring appropriate risk assessment and support is available to support the local pandemic response
 - Planning to prevent and support the management of local outbreaks in care homes and schools
 - Identifying and planning the management of outbreaks in other settings (including in high-risk places/locations)
 - Supporting rapid population level testing (where national testing processes are not appropriate)
 - Expanding contact tracing and infection control capability in complex settings (where national processes require support)
 - Supporting vulnerable local people to access the support they require to self-isolate
- To ensure that local risk assessment and delivery plans are supported by clearly defined roles and responsibilities
- To monitor progress against the Local Outbreak Prevention and Control Plan and provide assurance and escalate concerns to Strategic Coordination Group and Gold Commanders
- To provide a forum for collective decision making to address risks to infection prevention and control

Accountability:

The COVID-19 Health Protection Board will serve the county of Northamptonshire. It will act as a sub-committee to the Northamptonshire COVID-19 Strategic Coordination Group (SCG) and will report to the SCG



on its work plan on fortnightly basis (as a minimum), and on an ad-hoc basis as required. Minutes of meeting will go to the SCG for information.

Membership:

The COVID-19 Health Protection Board will be chaired by the Director of Public Health (DPH) or her nominated deputy.

Reflecting the remit of the Board to provide strategic health protection leadership as well as to provide a forum for collective decision making in response to the COVID-19 outbreak, the membership reflects both that of both the Northamptonshire Health Protection Committee as well as The Northamptonshire Local Health Resilience Forum.

This initial membership includes a range of both strategic and operational leads across the system. We feel this is important for setting out strategic plans at pace that consider operational requirements. This broad representation may necessarily change as the focus of the board shifts from initial phases of outbreak control planning and response.

Core:

Role	Organisation	Name
Director of Public Health	NCC	Lucy Wightman
Health Protection Leads	NCC	Rida Elkheir/ Annapurna Sen
Consultant in Communicable Disease Control (CCDC)	PHE	Samia Latif
NHS England	NHSE	Tracy Pender
NEL CSU – Intelligence	NEL CSU	Nisha Patel
Environmental Health Officers and Health & Safety Liaison Group Representation	TBC	Shirley Plenderleith/Mike Deacon
SCC Housing Cell Lead	SNDC	Jo Barratt
CCG DIPIC (Chief Nurse)	CCG	Angela Dempsey
Community IPC Team Lead	CCG	Jane Taylor/Louise Tarplee
Specialist IPC Nurse	NHFT	Jenny Boyce
Director of Infection Prevention Control	NGH KGH NHFT	Sharon Oke Manjula Natarajan Julie Shepherd
SCC Care Home Cell Lead	NCC	Catherine O'Rourke
SCC Education Cell Lead	NCC	Sharon Muldoon
Health and Safety Executive Rep	HSE	Samantha Wells
Emergency Planning Lead Representative	NCC/D&B	Matt Hoy
SCC Testing Cell Lead	NGH	Chris Pallot
SCC Health Logistics	CCG	Sharon Wright
HETCG Lead or Representative	CCG	Sarah Stansfield
TCG Lead or Representative	NCC	Kerry Purnell
Northamptonshire Police Representative	NPS	Supt Sarah Johnson/Supt Elliott Foscitt
LRF Co-ordinator	LRF	George Cooper

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

- National screening and immunisation programme lead/representative
- Commissioner and provider of the Northamptonshire Drug and Alcohol Service/BBV
- Commissioner/provider of the local sexual health services



- Acute Trust Consultant Microbiologists
- CCG medicine management representative
- Adult social care/children services
- Other, as situation dictates

Format of the meeting:

- Quorum: No less than 60% membership attendance with a requirement of attendance from Public Health England, NCC Health Protection Team, SCC Infection Prevention and Control team, Environmental Health Officer representation and both TCG and HETCG representatives.
- Meeting Frequency: Weekly
- Meeting Attendance: Due to the current pandemic, we ask attendance is prioritised however nominated deputies will be permitted under extreme circumstances
- 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 of 24 hours prior to meetings for circulation to attendees