



WOKINGHAM BOROUGH COUNCIL

An Extraordinary Meeting of the **WOKINGHAM BOROUGH
WELLBEING BOARD** will be held Virtually on **THURSDAY
9 JULY 2020 AT 5.00 PM**

Susan Parsonage
Chief Executive
Published on 1 July 2020

This meeting may be filmed for inclusion on the Council's website.

Note: The Council has made arrangements under the Coronavirus Act 2020 to hold the meeting virtually via Team Meetings, the meeting can be watched live at the following link: https://youtu.be/TX_gPdcUbNw

Please note that other people may film, record, tweet or blog from this meeting. The use of these images or recordings is not under the Council's control.

Creating Healthy & Resilient Communities

Narrowing the Health Inequalities

Creating Physically Active

Key Priorities



WOKINGHAM
BOROUGH COUNCIL

MEMBERSHIP OF THE WOKINGHAM BOROUGH WELLBEING BOARD

Charles Margetts	Wokingham Borough Council
Debbie Milligan	NHS Berkshire West CCG
Sam Burrows	NHS Berkshire West CCG
Carol Cammiss	Director, Children's Services
Chris Traill	Director Place and Growth
UllaKarin Clark	Wokingham Borough Council
Philip Cook	Voluntry Sector
Graham Ebers	Deputy Chief Executive
John Halsall	Wokingham Borough Council
David Hare	Wokingham Borough Council
Tessa Lindfield	Strategic Director Public Health Berkshire
Nikki Luffingham	NHS England
Matt Pope	Director, Adult Social Care & Health
Katie Summers	Director of Operations, Berkshire West CCG
Jim Stockley	Healthwatch

1. None Specific **ELECTION OF CHAIRMAN FOR 2020-21 MUNICIPAL YEAR**
To elect a Chairman for the 2020-21 municipal year.
2. None Specific **APPOINTMENT OF VICE CHAIRMAN FOR 2020-21 MUNICIPAL YEAR**
To appoint a Vice Chairman for the 2020-21 municipal year.
3. **APOLOGIES**
To receive any apologies for absence
4. **DECLARATION OF INTEREST**
To receive any declarations of interest
5. None Specific **LOCAL OUTBREAK ENGAGEMENT BOARD** **5 - 10**
To consider a report on the Local Outbreak Engagement Board.

Any other items which the Chairman decides are urgent

A Supplementary Agenda will be issued by the Chief Executive if there are any other items to consider under this heading

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Agenda Item 5.

TITLE	Local Outbreak Engagement Board
FOR CONSIDERATION BY	Extraordinary Wokingham Borough Wellbeing Board on 9 July 2020
WARD	None Specific;
DIRECTOR/ KEY OFFICER	Matt Pope, Director Adult Services

Health and Wellbeing Strategy priority/priorities most progressed through the report	n/a
Key outcomes achieved against the Strategy priority/priorities	n/a

Reason for consideration by Wokingham Borough Wellbeing Board	To establish a sub-committee of the Wokingham Borough Wellbeing Board to delegate monitoring and support of the Wokingham outbreak management plan and the communications required
What (if any) public engagement has been carried out?	n/a
State the financial implications of the decision	Decision relates to governance

RECOMMENDATION

That the Wokingham Borough Wellbeing Board

- 1) agree to establish a subcommittee, the Local Outbreak Engagement Board (LOEB) and agree its terms of reference (Appendix 1)
- 2) delegate the monitoring and support of Covid19 outbreak management and communications to the Local Outbreak Engagement Board.

SUMMARY OF REPORT

The function of the Local Outbreak Engagement Board (LOEB) is to be a Member-led oversight board and a sub group of the Wokingham Borough Wellbeing Board. The primary role of the LOEB is to have oversight relating to an outbreak response, to provide direction and leadership for community engagement and to approve public facing communications.

Local authorities have a key role in managing Covid19 locally and as such, the government, through Public Health England, has required each upper tier local authority in England to create an Outbreak Control Plan. Item 7 on that plan is the creation of a Local Outbreak Engagement Board to communicate with the public on the local status of the fight against Covid19.

Background

Public Health England requires each upper tier local authority in England to create an Outbreak Control Plan. Item 7 on that plan is the creation of a Local Outbreak Engagement Board to communicate with the public on the local status of the fight against Covid19. Wokingham Borough Council, along with many other local authorities, is proposing to utilise a sub-committee of the Health and Wellbeing Board to fulfil this function.

Wokingham Borough Council is part of a wider system to prevent outbreaks locally. WBC is working closely with Public Health across Berkshire and the wider PHE Thames Valley regional team as part of the national Test and Trace programme.

The main objective of the LOEB will be to engage with and inform residents and businesses of the local situation in relation to Covid 19 and how they can prevent and respond to local outbreaks. Key messages will need to cover the preventative measures to encourage and build confidence with local residents to engage with Test and Trace service and to observe restrictions and measures. The Board will support high risk settings by amplifying messages if/when an outbreak occurs and provide reassurance to the public.

The Board is asked to agree the terms of reference attached as Appendix 1.

Analysis of Issues, including any financial implications

n/a

Partner Implications

The test and trace system requires extensive collaboration with partners to prevent and react to outbreaks. The sub-committee will work with partners across the Borough and beyond to update and support them in relation to Covid19 outbreaks.

Reasons for considering the report in Part 2

None

List of Background Papers

None

Contact Matt Pope	Service Adult Social Care
Telephone No	Email matt.pope@wokingham.gov.uk

Wokingham Local Outbreak Engagement Board
Terms of Reference
DRAFT for review 9 July 2020

1. Context

- 1.1 The NHS Test and Trace service is part of the Government's COVID-19 recovery strategy. It is aimed at controlling the COVID-19 rate of reproduction (R), reducing the spread of infection and saving lives. In doing so its aim is to help to return life to as normal as possible, for as many people as possible, in a way that is safe, protects our health and care systems and releases our economy.
- 1.2 Local authorities are required to work with partners to build on existing health protection plans to put in place measures to identify and contain outbreaks and protect the public's health.
- 1.3 A public-facing board led by Council Members to communicate openly with the public, is required. This is Wokingham Local Outbreak Engagement Board (LOEB).
- 1.4 This board is a sub-group of the Wokingham Borough Wellbeing Board.

2. Purpose

- 2.1 The Board will oversee the local delivery of the primary objectives of the government strategy to reduce the spread of infection and save lives.

3. Role and Responsibilities

- 3.1 The Wokingham Local Outbreak Engagement Board will be responsible for:
 - 3.1.1 Senior level oversight of outbreak responses in Wokingham Borough, outlined in Wokingham's COVID-19 Local Outbreak Control Plan;
 - 3.1.2 The Board will have no budgetary powers but will have oversight of resource allocation relating to the delivery of Test and Trace in Wokingham Borough;
 - 3.1.3 Direction and leadership for community engagement for outbreak response;
 - 3.1.4 The members of the Board will be responsible for cascading information and taking actions to prevent and response to outbreaks within their organisations
 - 3.1.5 Approving the public-facing communications for outbreak response

4. Principles

4.1 The Board will operate with the same principles as the Wokingham Borough Wellbeing Board:

- Shared leadership of a strategic approach to the health and wellbeing of communities that reaches across all relevant organisations;
- A commitment to driving real action and change to improve services and outcomes;
- Parity between Board members in terms of their opportunity to contribute to the Board's deliberations, strategies and activities;
- Shared ownership of the Board by all its members (with commitment from their nominating organisations) and accountability to the communities it serves;
- Openness and transparency in the way that the Board carries out its work;
- Inclusiveness in the way it engages with the local people

5. Chairman

5.1 The Leader of Wokingham Borough Council will chair the Wokingham Local Outbreak Engagement Board.

5.2 A deputy chair will be nominated at the first meeting.

6. Membership

6.1 The Board membership will be as follows:

- a) Leader of the Council
- b) Executive Member with responsibility for Children's Services
- c) Executive Member with responsibility for Health and Wellbeing
- d) Deputy Chief Executive
- e) Director with statutory responsibility for Children's Services
- f) Director with statutory responsibility for Adult Social Services
- g) Director with responsibility for Planning and Localities
- h) Director of Public Health
- i) Three representatives from the NHS Berkshire West Clinical Commissioning Group
- j) Representative from local Healthwatch
- k) An elected Member from the Opposition
- l) Representative from the Community Safety Partnership

- m) Representative from the Voluntary Sector
- n) Local Policing Area (LPA) Commander for Bracknell and Wokingham
- o) Representative from Royal Berkshire Fire and Rescue Service
- p) Representative from the Council's Communication, Engagement and Marketing Team

6.2 Board members are able to nominate a deputy who can attend and vote in their absence but must have delegated authority to make decisions.

6.3 The Board can co-opt members as necessary to support the objectives of the Board.

7. Quorum

7.1 There will be at least four representatives, one of whom will be the chair or deputy chair. If there is not four members in the meeting, the meeting will be cease.

8. Decision-making and voting

8.1 The decisions will be made by consensus. Decision making authority is vested in individual members of the Board. Members will ensure that any decisions taken are with appropriate authority from their organisation.

8.2 Any member can make a proposition or propose an amendment to a proposed resolution if backed by a seconder. Votes will be taken if consensus is not reached. Voting will be by a show of hands. If the meeting is being held virtually, Board members will asked individually for their vote.

9. Board Support

9.1 Wokingham Borough Council Democratic services are responsible for distribution of the agenda and reports, recording minutes, maintaining the actions tracker and the organisation of the meetings.

9.2 The Wokingham Borough Council Public Health team are responsible for the Board forward plan, developing the agenda and support for Board members to fulfil their role.

10. Meeting

10.1 Meetings will be monthly, with extraordinary meetings convened if required. The frequency of the meetings will be kept under review.

10.2 Meetings **are not** open to the public.

10.3 Meetings will be held virtually.

10.4 An agenda will be circulated 5 working days before the meeting.

- 10.5 Where appropriate papers will be circulated in advance however the latest outbreak position will be tabled the meeting to enable discussion of the most up-to-date information.
- 10.6 Conflicts of interest must be declared by any member of the Board.

11. Review of Terms of Reference

- 11.1 These terms of reference will be formally reviewed by the Board by mutual agreement of its members. Reviews will be undertaken to reflect any significant changes in circumstances as they arise. These terms of reference, together with any amendments, will be signed off by the Board.