

CAMBRIDGESHIRE & PETERBOROUGH LOCAL OUTBREAK ENGAGEMENT BOARD



Cambridgeshire
County Council

Friday, 10th July 2020

11.00 a.m.



COVID-19

During the Covid-19 pandemic Council and Committee meetings will be held virtually for Committee members and for members of the public who wish to participate. These meetings will held via Zoom.

AGENDA

Open to Public and Press

1. Election of Chairman/woman (oral)
2. Apologies and Declarations of Interests (oral)

Guidance on declaring interests is available at
<http://tinyurl.com/cc-conduct-code>

3. Terms of Reference of Cambridgeshire and Peterborough Local Outbreak Engagement Board (pages 3- 6)
4. Cambridgeshire and Peterborough Local Outbreak Plan (see links)

<https://www.peterborough.gov.uk/asset-library/Cambridgeshire-and-Peterborough-Local-Outbreak-Control-Plan.pdf>

<https://www.cambridgeshire.gov.uk/residents/coronavirus/coronavirus-covid-19-test-and-trace#local-outbreak-control-plan-7-0>

5. Cambridgeshire and Peterborough Health Protection Board report (pages 7-9)
6. Public Questions (oral)

Speakers who wish to ask a public question must register their intention to speak no later than 12.00 noon one working day before the meeting via this link

<https://www.cambridgeshire.gov.uk/council/meetings-and-decisions/getting-involved-in-meetings>

The Local Outbreak Engagement Board comprises the following members:

Cambridgeshire County Council – Councillors Hickford & Hudson
Peterborough City Council – Councillors Holdich & Fitzgerald
Director of Public Health, Executive Director: People and Communities,
& Service Director: Communities and Partnership
Clinical Commissioning Group – Jan Thomas, Gary Howsam, Louis Kamfer &
Louise Mitchell
Cambridgeshire District Councils – Councillor Malyon
Chair of Cambridgeshire and Peterborough Healthwatch
Acting Police and Crime Commissioner

For more information about this meeting please contact the
Head of Public Health Business Programmes

Name: Kate Parker

Email: kate.parker@cambridgeshire.gov.uk

Covid 19 Local Engagement Board

Terms of Reference

Purpose

As part of the governance arrangements for local outbreak control which forms part of the wider national Test and Trace programme, a multi-agency Covid-19 Health Protection Board has been established across Cambridgeshire and Peterborough. This Board has the responsibility to develop local outbreak control plans.

The Local Outbreak Engagement Board will support the Covid-19 Health Protection Board by providing a Council Member-led public facing board to communicate openly with the public.

The purpose of the Local Engagement Board is

- To provide political ownership and public engagement and reassurance on local outbreak management plans and their implementation across Cambridgeshire & Peterborough

Membership

The Local Engagement Board will maintain the membership of the Health & Wellbeing Board Core Joint Sub-committee.

Cambridgeshire County Council and Peterborough City Council

Cllr Hickford and Cllr Holdich (Chair of Cambridgeshire and Peterborough Health and Wellbeing Boards)

Cllr Hudson (Chair of Health Committee, CCC)

Cllr Fitzgerald (Public Health Portfolio holder, PCC)

Dr. Liz Robin, Director, Public Health (CCC and PCC)

Wendi Ogle-Welbourn, Executive Director, Peoples and Communities (CCC and PCC)

Adrian Chapman, Service Director, Communities and Partnerships (CCC and PCC)

Cambridgeshire and Peterborough Clinical Commissioning Group

Jan Thomas, Accountable Officer

Gary Howsam, Clinical Chair

Louis Kamfer, Chief Finance Officer

Louise Mitchell, Director of Strategy & Planning

Cambridgeshire District Councils

Represented by:

Cllr Malyon (South Cambridgeshire District Council)

Cambridgeshire and Peterborough HealthWatch

Val Moore (Healthwatch Chair)

The Local Engagement Board will have the ability to call in additional members when required for example.

- Local members to be invited if management of a localised outbreak is under discussion.

Police & Crime Commissioner

Cllr Ray Bisby (Acting Police & Crime Commissioner)

Chairmanship

The Chairmanship will alternate between the Chair of the Cambridgeshire Health and Wellbeing Board and the Chair of the Peterborough Health and Wellbeing Board. If the board is discussing localised Outbreak management that has specific reference to a geographical community within either Cambridgeshire County Council boundaries or Peterborough City boundaries then the Chairmanship should be conducted by the Chair of the Health & Wellbeing Board from that Local authority.

Notice of meetings and frequency

Meetings of the Local Engagement Board will be monthly and they will follow the Health & Wellbeing Board Core Joint Sub-committee. Cambridgeshire County Council will arrange the meetings set up and manage request for public speaking in accordance with Cambridgeshire County Councils "Procedure Rules for Committee and sub-committee meetings".

The Local Engagement Board will have the flexibility to call emergency meetings with twenty-four hours notice. In this situation requests for public speaking will be received up to one hour before the meeting commences.

Responsibilities for the Board

The Local Engagement Board is not a decision making board and its key aim is to provide public engagement and reassurance on the local outbreak control plan and its implementation.

The board will have the following responsibilities:-

- To meet in public as local political leaders and provide appropriate transparency and communication about the Covid-19 Local Outbreak Control Plan and its implementation - including prevention, early detection and management of outbreaks.

- To update the public on the latest local trends, issues and operational decisions taken for Covid-19 management.
- To provide public political leadership, to support required outbreak management actions e.g. local lockdowns or closures.
- To provide the opportunity for public questions.
- To provide community leadership by reinforcing key messages about hygiene, social distancing and any other measures that will help to prevent the spread of Covid-19 in our communities.
- To provide political leadership of wider engagement to support implementation of the Local Outbreak Management Plan e.g. with the District and City Councils, Parish Councils and the Combined Authority, community groups

Quorum

The quorum for all meetings of the Local Engagement Board will be four members including members from both Councils.

Appointment of Substitute Members

Nominating groups may appoint a substitute member for each position. These members will receive electronic versions of the agendas and minutes for all meetings. Notification of a named substitute member must be made in writing or by email to Cambridgeshire County Council democratic services.

Status of Reports

Meetings of the Local Engagement Board shall be open to the press and public and the agenda, reports and notes will be available for inspection at both Cambridgeshire County Council and Peterborough City Council's offices and on the Council's websites where possible five working days in advance of the meeting.

Implementation of the Local Outbreak Plan may require emergency and immediate response in this situation an agenda for the Local Engagement Board will be published at the time the meeting is called.

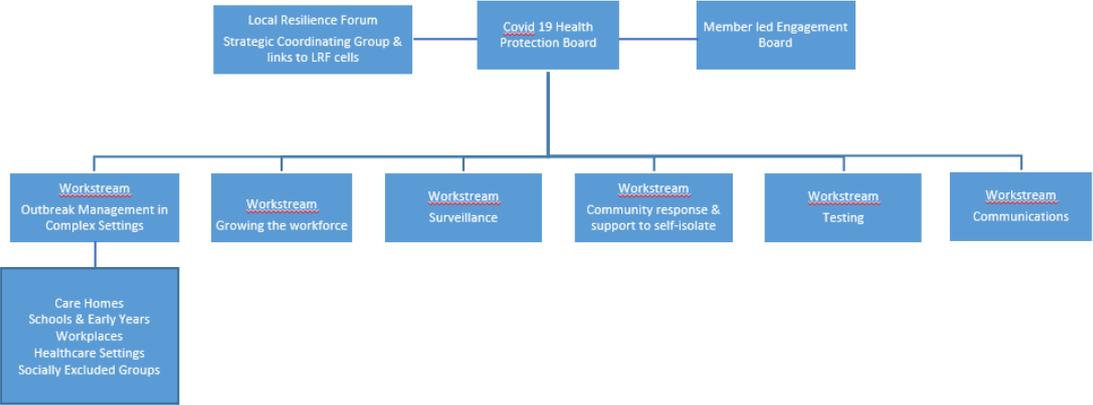
Press Strategy

An electronic link to agendas for all meetings will be sent to the local media by the Council's press offices. Press releases issued on behalf of the Board will be agreed with by the Chairman/woman or Vice –chairman/woman and circulated to all Board members.

Governance

The Local Engagement Board will act on behalf of the Covid-19 Health Protection Board in regards to communicating developments around the Local Outbreak Control Plan. Reports, notes and a transcript of the public questions and responses will be circulated to members of the Cambridgeshire Health & Wellbeing Board and the Peterborough Health & Wellbeing Board. The Local Engagement Board will not be a decision making board so no delegated authority from their organisations to take decisions will be required.

Cambridgeshire & Peterborough Governance



DRAFT

**CAMBRIDGESHIRE AND PETERBOROUGH HEALTH PROTECTION BOARD
REPORT**

To: Cambridgeshire and Peterborough Local Outbreak
Engagement Board

Meeting Date: 10th July 2020

From: Director of Public Health

Electoral division(s): All

Outcome: This report provides an update on the work of the
Cambridgeshire and Peterborough Health Protection
Board.

Recommendation: The Local Outbreak Engagement Board is asked to note
and comment on the work of the Health Protection Board
and progress made to date.

<i>Officer contact:</i>	
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1. BACKGROUND

- 1.1. The Cambridgeshire and Peterborough Health Protection Board is the multi-agency Officer Board which oversees the Local Outbreak Control Plan. The creation of a Covid-19 Health Protection Board for each upper tier Local Authority, convened by the Director of Public Health, is a national requirement. The expectation is for the Board to meet regularly to review local epidemiological trends and the requirements and delivery of outbreak management.
- 1.2. The membership of the Health Protection Board includes senior officers from Cambridgeshire County Council and Peterborough City Council, Public Health England, District Council Environmental Health and the NHS Clinical Commissioning Group. It currently meets weekly.

2. WORK OF THE HEALTH PROTECTION BOARD TO DATE

Developing the Local Outbreak Control Plan

- 2.1 The initial focus of the Health Protection Board was setting up multi-agency workstreams to develop the key aspects of the Local Outbreak Control Plan, for example a surveillance workstream, a testing workstream and workstreams on outbreaks in complex settings. Each workstream identified the current position, what further steps needed to be taken to deliver an effective Local Outbreak Control Plan, and the necessary actions and associated risks.
- 2.2 The outputs of this work were then collated into a clear, public-facing Local Outbreak Control Plan, published on June 30th.

Review of epidemiology and trends

- 2.3 The Health Protection Board receives a regular report from its Surveillance Cell, which meets daily to review the latest data and information on local Covid-19 trends, including information on transport use, confirmed cases, contact tracing, and use of local NHS services. This report highlights trends and local information which can be used to inform action. For example a review of postcode level data for the Peterborough area, identified higher risk areas in the city, with increased deprivation, diversity and houses of multiple occupation, and this led to increased multi-agency preventive activity in these areas, through implementing the community rapid response plan.

Review of local outbreak management

- 2.4 The Health Protection Board also receives feedback on the current position from the Cambridgeshire and Peterborough Outbreak Management Team, which is led by a Local Authority public health consultant, and works closely with Public Health England, to ensure cases in settings such as Care Homes, Schools, workplaces or among socially excluded and vulnerable groups are managed appropriately. A recent example is the outbreak in Princes factory in Wisbech, which has been effectively managed, and the lessons learned from this.

Implementation of the Local Outbreak Control Plan

- 2.5 The main focus of the Health Protection Board is now on implementation of the Local Outbreak Control Plan. A Programme Delivery Group is being established, to deliver and monitor a detailed implementation plan underlying the published LOCP. A Finance sub-group has already met and allocated Test and Trace grant resources to enable key programmes to progress, against submitted business cases. The Health Protection Board is also reviewing work on the end-to-end operating model for outbreak control, to ensure that this is clear and widely understood across local organisations and systems, and links effectively into local communities.

Assurance and further plan development

- 2.6 A self assessment of our Local Outbreak Control Plan against (i) a regional assurance framework, (ii) best practice shared by the Local Authority lead for the national test and trace programme, and (iii) the key principles for outbreak management agreed by the Association of Directors of Public Health, the Local Government Association and the Chief Environmental Health Officers group has identified a number of priority areas for action. These include further development of preventive and community engagement activity; ensuring data sharing with key partners with information governance in place; staff, Member and volunteer training; enhancing the core public health, environmental health and communications workforce; and ensuring that higher risk settings are proactively identified and contacted. Workstreams to address these priority areas will be delivered as part of the implementation plan.

Prevention

- 2.7 Prevention is a key priority for the Local Outbreak Control Plan, as it is the behaviour of residents - observing social distancing and hygiene measures, self isolating and getting tested when they have symptoms, and self- isolating as a close contact if asked to by the national Test and Trace Team - that is the most effective protection against Covid-19. Work on prevention is happening across the system, well beyond the Health Protection Board - for example the recently launched 'Keep Caring' campaign, the detailed work done in preparation for the opening of the hospitality sector, and the ongoing preventive work with our local businesses, care homes and schools.