

**BLACKPOOL COUNCIL
COVID-19 OUTBREAK ENGAGEMENT BOARD**

TERMS OF REFERENCE

1. PURPOSE OF THE GROUP

The primary role of the COVID-19 Outbreak Engagement Board is to provide political leadership and oversight of Blackpool Council's COVID-19 Health Protection Board.

It will have oversight of outbreak management and epidemiological trends in Blackpool and ensure appropriate incidence management is in place; providing a public reassurance role.

2. SCOPE

The Board will review health protection issues relating to COVID-19. Topics that are in scope of Board include, but are not restricted to:

- NHS Test and Trace
- Data management and analysis
- Infection Prevention and Control
- Guidance for dissemination to the public
- Communications & Engagement

3. KEY RESPONSIBILITIES OF THE COVID-19 OUTBREAK ENGAGEMENT BOARD

- To oversee the COVID-19 Health Protection Board
- The ensure assurance on local arrangements for the prevention, surveillance, planning for and response to, COVID-19
- Consider and approve any requests for procurement and / or spend against the Government grant; Local Authority COVID-19 Test and Trace Support Grant
- Ensure stakeholder engagement, and
- Provide community confidence and reassurance

4. COVID-19 HEALTH PROTECTION BOARD

The Board will receive assurance from the COVID-19 Health Protection Board that robust plans and arrangements are in place to protect the population and visitors of Blackpool.

It will bring to the attention of this Board any matters for concern in this context.

5. COMMUNICATION

The board will develop and deliver a robust communication plan. The plan will:

- Ensure the public has an understanding of what the authority is doing in response to COVID-19
- Provide reassurance to the public and visitors to Blackpool
- Consider and explain media vocabulary
- Ensure use of an appropriate tone and language to messaging
- Work closely with local and national media and LDRS
- Develop public confidence to Blackpool's planning and response to COVID-19

6. MEETING ARRANGEMENTS

- The Board will be Chaired by the Leader of the Council and if they are absent a deputy
- The meetings will be convened by the Public Health Senior Secretary who will provide secretarial support
- Meetings will not be open to the public
- Meetings will be held 2-weekly
- Minutes will be produced after each meeting
- Actions will be monitored and kept up to date at each meeting

7. MEMBERSHIP

- Leader of the Council (Chair)
- Cabinet Member for Adults Social Care and Health
- Director of Public Health
- Consultant in Public Health
- Director of Adults Services
- Director of Children's Services
- Public Health Business Manager
- Public Health Senior Secretary (Secretariat)
- NHS representative
- CCG representative
- Healthwatch representative