

**Surrey Local Outbreak Engagement Board  
Terms of Reference - FINAL  
Approved by the Council on 7 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 This strategy requires local authorities 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 The strategy requires a public-facing board led by council members to communicate openly with the public. This will be through the Surrey Local Outbreak Engagement Board (LOEB).
- 1.4 This Board is a sub-committee of the Surrey Health and 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 Surrey Local Outbreak Engagement Board will be responsible for:
  - 3.1.1 Sign-off of the general direction of travel for Surrey's COVID-19 Local Outbreak Control Plan and ongoing development of the plan;
  - 3.1.2 Senior level oversight of outbreak responses in Surrey, outlined in Surrey's COVID-19 Local Outbreak Control Plan and implemented primarily via the local COVID-19 Health Protection Operational Group (HPOG);
  - 3.1.3 Oversight of resource allocation relating to the delivery of Test and Trace in Surrey;
  - 3.1.4 Direction and leadership for community engagement for outbreak response;
  - 3.1.5 Approving the public-facing communications for outbreak response; and
  - 3.1.6 Approving recommendations from the Surrey COVID-19 Health Protection Operational Group.

## 4. Principles

- 4.1 The same principles followed by the Surrey Health and Wellbeing Board describes how Board members will work together. Board members will:
- 4.1.1 Prioritise resources and make decisions in the best interests of the Surrey population based upon evidence and data;
  - 4.1.2 Embrace the opportunity for the collective leadership of place, recognising and balancing the needs and opportunities presented by Surrey's geography;
  - 4.1.3 Work in an open and transparent way ensuring there are no surprises for other partners – 'nothing about me without me';
  - 4.1.4 Use consensus as the primary driver for decision making;
  - 4.1.5 Hold each other (and the organisations and partnerships represented by Board members) to account for delivering on commitments made and agreed actions;
  - 4.1.6 Seek to align local and system level success wherever possible; and
  - 4.1.7 Champion an inclusive approach to engaging residents in the work of this Board.

## 5. Chairman

- 5.1 The Leader of the County Council will be the Chairman of the Surrey Local Outbreak Engagement Board.
- 5.2 A Vice-Chairman will be nominated at the first public meeting.

## 6. Membership

- 6.1 The Board membership will be as follows:

- The Leader of Surrey County Council
- Chief Executive of Surrey County Council
- Interim Director of Public Health of Surrey County Council
- Cabinet Member for Adults and Health of Surrey County Council
- Cabinet Member for Children, Young People & Families of Surrey County Council
- Chief Executive of Mole Valley District Council
- Strategic Director, Waverley Borough Council
- The Leader of Reigate & Banstead Borough Council
- The Leader of Elmbridge Borough Council
- Regional Director and NHS Regional Director of Public Health, PHE South East
- Clinical Chair of Surrey Heartlands Clinical Commissioning Group (CCG)
- Chair of the Royal Surrey NHS Foundation Trust
- Lead Primary Care Network (PCN) Clinical Director, representing the collective voice of PCNs across Surrey Heartlands
- Chief Constable of Surrey Police
- Surrey Police and Crime Commissioner
- Independent Chair, Frimley Health & Care Integrated Care System

- 6.2 Board members are able to nominate a deputy (as agreed by the Chairman) who can attend and vote in their absence but must have delegated authority to make decisions.

## **7. Quorum**

- 7.1 There will be at least four representatives, one of whom will be the Chairman or Vice-Chairman.

## **8. Decision-making**

- 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.

## **9. Board Support**

- 9.1 Surrey County Council Democratic Services are responsible for the distribution of the agenda and reports, recording minutes, maintaining the actions tracker and the organisation of the meetings.
- 9.2 The Surrey County 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 Frequency**

- 10.1 The first informal meeting of the Board was held on 18 June 2020, the Board will then meet from the week beginning 13 July 2020.
- 10.3 Meetings will be held every two months in public. In line with statutory requirements, notice and agendas for public meetings will be published 5 clear working days before the meeting. The frequency of the meetings will be kept under review.
- 10.3 The Board may convene additional informal meetings if required to further develop its role and partnership arrangements.
- 10.4 Meetings will be held virtually and, when feasible at venues across Surrey as agreed by the Board.
- 10.5 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 members.

11.2 County Council approved the terms of reference on 7 July 2020, formally constituting the Local Outbreak Engagement Board as a sub-committee of the Health and Wellbeing Board. The Health and Wellbeing Board will note the terms of reference at its next meeting.

## 12. Governance

### COVID-19 Test and Trace – Governance Overview

