

## Appendix 3 - Hillingdon Covid-19 Health Protection Board Terms of Reference

### 1. Purpose of the Board

The purpose of Hillingdon's Covid-19 Health Protection Board is to provide oversight and coordination of the Local Outbreak Control Plan (LOCP), bringing together key partners to put residents first. The Plan, published on the Council website ([www.hillingdon.gov.uk/3745](http://www.hillingdon.gov.uk/3745)), outlines how the Council will seek to prevent and manage incidents of Covid-19 infection in the Borough, working closely with local partners. Working with the NHS, this will involve the deployment of testing / contact tracing capacity to identify, understand and manage outbreaks. It will also involve community engagement, outreach to vulnerable communities and data analysis and monitoring to predict/understand outbreaks of Covid-19.

### 2. Aims of the Board

The Board aims to:

1. Work together to prevent and reduce Covid-19 infections in the London Borough of Hillingdon.
2. Support the test, track and trace programme across the Borough.
3. Support the development and delivery of the key themes in Hillingdon's Local Outbreak Control Plan, focusing on providing oversight of;
  - a. Settings - prevent and manage outbreaks in settings (schools, care homes, hostels, transport hubs, work places etc.);
  - b. High risk places, locations and communities - prevent and manage outbreaks;
  - c. Local testing capacity - support the rapid and proactive deployment of testing;
  - d. Support NHS local track and tracing;
  - e. Data and intelligence - timely and meaningful data and analysis to support evidence based action to prevent the spread of the virus;
  - f. Keep under review the support arrangements for vulnerable residents, arising from the effects of the pandemic;
4. Develop engagement approaches across the NHS, Local Authority, Police and other organisations to promote national NHS health protection messages; and promote confidence and public trust;
5. Have oversight for the implementation of the Plan. Review actions to keep residents safe and make recommendations to relevant partners. The Board does not have decision making authority.

### 3. Frequency of meetings

Meetings will be held by teleconference and initially (for the first three months) will be held monthly. The frequency of meetings will be kept under review. Additional meetings will be held, as required. The Council will provide the administrative support for the Board.

### 4. Reporting Requirements

The Board may provide updates to relevant bodies and boards, as required, including Hillingdon's Health and Wellbeing Board. Confidentiality requirements will need to be followed strictly by Board members.

## 5. Membership

The Hillingdon Covid-19 Health Protection Board will have a core and balanced membership from across the Local Authority, a range of NHS organisations and the Police to help coordinate the delivery of the local plan. Other staff may be co-opted or invited to part or all of the meetings, as required, at the discretion of the Chairman.

Name	Title	Organisation
Dan Kennedy (Chairman)	Director, Housing, Environment, Education, Performance, Health & Wellbeing	Hillingdon Council
Tony Zaman	Corporate Director Adult, Children & Young People Services	Hillingdon Council
Steve Hajioff	Director of Public Health	Hillingdon Council
Sharon Daye	Deputy Director of Public Health/Consultant in Public Health	Hillingdon Council
Sandra Taylor	Director Provider Services & Commissioned Care	Hillingdon Council
Dr Ian Goodman	Clinical Chair	Hillingdon Clinical Commissioning Group
Dr Ritu Prasad	Clinical Chair	The Confederation, Hillingdon
Joe Nguyen	Deputy Managing Director	Hillingdon Clinical Commissioning Group
Melissa Mellett	Director of Operations	The Hillingdon Hospital NHS Foundation Trust
Edmund Jahn	CEO	The Confederation, Hillingdon
Steve Curry	Chief Officer	Hillingdon 4 All
Claire Eves	Associate Director of Outer London Services.	Central & North West London NHS Foundation Trust

Graeme Caul	Managing Director	Central & North West London NHS Foundation Trust
Dr Ros Taylor	Medical Director	Michael Sobell Hospice & Harlington Hospice
Jason Wright	Police Sergeant	Metropolitan Police Service, West Area (WA)
Lynn Hill	Chairperson	Hillingdon Healthwatch
Dan West	Managing Director	Hillingdon Healthwatch

Version 6, 12.08.20