

Annex A

Manchester COVID-19 Locality Planning Group

Terms of Reference

1. Introduction

- 1.1 The Manchester Health Protection Group is the established group for all health protection issues in Manchester. It meets quarterly and has a formal reporting and governance line to the Health and Wellbeing Board agreed in 2013. The group is chaired by the Director of Public Health.
- 1.2 It is proposed to rename the Manchester Health Protection Group as the Manchester COVID-19 Locality Planning Group (MCLPG) for the duration of the COVID-19 national incident. This will ensure a direct escalation route to the Health and Wellbeing Board, chaired by the Leader of the City Council, and with all relevant Manchester NHS organisations represented on it. The Christie is not represented on the Health and Wellbeing Board because it is a regional centre, however, for COVID-19 they will link into the Manchester structures.
- 1.3 Furthermore, the MCLPG will fulfil the functions of the “Borough Pandemic Co-ordinating Group” set out in the Greater Manchester Resilience Forum Pandemic Strategic Response Plan. The Plan does relate to an influenza outbreak situation but many of the general principles contained in the plan will guide the work on COVID-19.
- 1.4 The MCLPG will report to the GM Strategic Co-ordination Group (GMSCG) and link to NHS Incident Management Teams and the Council’s Resilience Forum.
- 1.5 The key responsibilities of the group are provided in Appendix 1 and these have been “lifted” from the GM Pandemic Plan document. They have been amended to reflect the evolving COVID-19 situation.

2. Membership

- 2.1 The core membership of the group is attached as Appendix 2. A set of structure charts and reporting arrangements are attached as Appendix 3.
- 2.2 People attending the meeting must have delegated authority from their respective organisations so that decisions can be made quickly. A number of workstreams/sub groups will be established to respond to the various phases of the UK outbreak, namely:
 1. Containment
 2. Delay
 3. Mitigation
 4. Research

3. Frequency of meetings

- 3.1 It is planned to have weekly meetings for March and April with a review at the end of this period. It will be important to give sufficient time for sub groups to implement plans agreed.
- 3.2 All meetings will be structured with an agreed agenda and key actions will be recorded to enable rapid circulation of information.

Appendix 1 - MCPLG Key Responsibilities

1. Review and implement appropriate command, control and co-ordination arrangements to ensure effective multi-agency response structures.
2. Co-ordinate liaison between the GM SCG and the locality.
3. Co-ordinate liaison between the regional NHS Incident Management Centre, local NHS Incident Management Teams and the MCLPG.
4. Work together to 'warn and inform' the public, supporting the delivery of consistent messages wherever possible and ensure appropriate sign off with Public Health England.
5. Support the identification of, communication with, and provision of services to vulnerable groups.
6. Lead on communication with schools and early years providers, and work within national guidance to support the management of closures if necessary.
7. Lead on the work with social care providers and work within national guidance to support and maintain delivery of services.
8. Through the Director of Public Health, maintain oversight of population health and ensure that public health expertise and advice is provided to relevant organisations and the public.
9. Implement business continuity measures, including the provision of Personal Protection Equipment and other appropriate interventions, to maintain the delivery of services.
10. Work with partners to implement surge management procedures, including supporting hospital discharge arrangements where appropriate.
11. Implement arrangements for the management of excess deaths by working with partners across bereavement services. This work will be led by the Council Resilience Forum.
12. Facilitate local recovery from the 'public health emergency' and establish the multi-agency Recovery Co-ordinating Group if required.

Appendix 2 – MCPLG Core membership

Name	Job Title	Organisation	Named Deputy	Rationale for group membership
David Regan	Director of Public Health	Manchester City Council / Manchester Health and Care Commissioning	Sarah Doran	Secretary of State delegated health protection function to Directors of Public Health
Sarah Doran	Consultant in Public Health	Manchester City Council / Manchester Health and Care Commissioning	Barry Gillespie	Consultant in Public Health statutory role around health protection
Leasa Benson	Clinical Lead Health Protection	Manchester City Council / Manchester Health and Care Commissioning	Helen Fabrizio	Co-ordinating Community Infection Team response to Manchester related queries
Vicky Schofield	Secretary to Director of Public Health	Manchester City Council / Manchester Health and Care Commissioning	Samuel Clarke	Note taking and action log management
Julie Cawthorne	Assistant Chief Nurse and Clinical Director of Infection Prevention and Control (IPC)	Manchester University NHS Foundation Trust	TBC	Senior Trust representative for IPC across all sites
Dr Shazaad Ahmad	Consultant Virologist	Manchester University NHS Foundation Trust	TBC	Senior clinical lead and expert advice on virology related matters
Dr Andrew Dodgson	Consultant Microbiologist	Manchester University NHS Foundation Trust	TBC	Infection Control Doctor Lead and oversight of PHE laboratory

Name	Job Title	Organisation	Named Deputy	Rationale for group membership
Dr Leann Johnson	Consultant in Infectious Diseases	North Manchester General Hospital Infectious Diseases Unit (IDU)	Dr Katherine Ajdukiewicz or Dr Karen Devine	Clinical lead representative of the IDU
Dr Manisha Kumar	Medical Director	Manchester Health and Care Commissioning	Gordon Reid	Chair and lead of Primary Care sub group
Nick Gomm	Director of Corporate Affairs	Manchester Health and Care Commissioning	Ruth Edwards	Lead for incident management function at MHCC
Sharmila Kar	Director of Workforce and OD	Manchester Health and Care Commissioning	TBC	Representative of the Locality Workforce Transformation Group of all HR/OD Directors in Manchester Trusts/MCC
Ian Trodden / Mark Edwards	Chief Nurse / Chief Operating Officer	Manchester Local Care Organisation (MLCO)	Lorraine Ganley	Executive Directors of the MLCO and leads for the Manchester COVID-19 Co-ordination Hub/Service
Jane Hadfield	Health and Safety and Emergency Planning Lead	The Christie	Gary Thirkell	Senior representative for The Christie
John Harrop	Head of Risk Management	Greater Manchester Mental Health NHS Foundation Trust (GMMH)	TBC	Senior executive representative for GMMH
Mike Wild	Chief Executive	Macc	TBC	Lead for VCSE sub group
Fiona Sharkey	Head of Compliance,	Manchester City	TBC	Chair of the Council

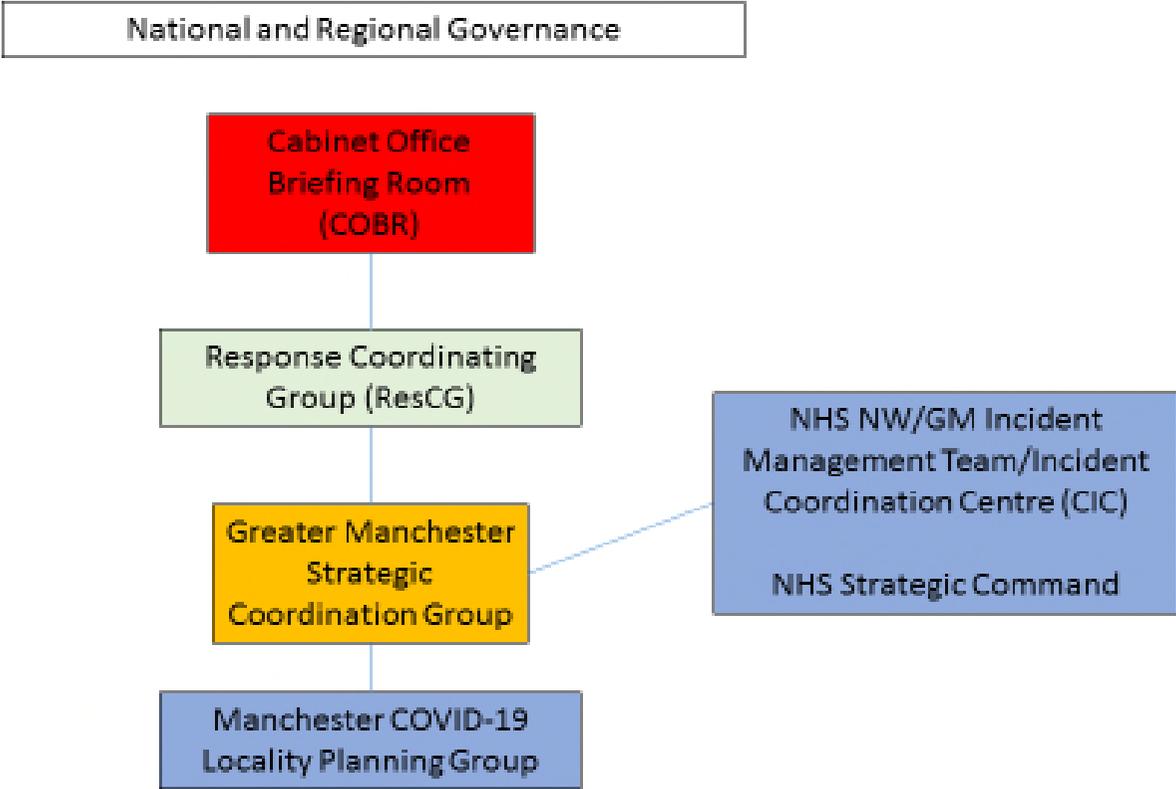
Name	Job Title	Organisation	Named Deputy	Rationale for group membership
	Enforcement and Community Safety	Council		Resilience Forum
Sue Brown	Principal Environmental Health Officer	Manchester City Council	Tim Birch	Senior advisor on environmental health and the Port Health Authority
Alun Ireland	Strategic Head of Comms	Manchester City Council	Penny Shannon	Lead for co-ordination of comms sub group
Karen Crier	Programme Lead	Manchester City Council	Paul Bickerton	Lead for Adult Social Care sub group
Mike Wright	Director of Homelessness	Manchester City Council	Suzanne Vyse	Lead for Homelessness / street based services sub group
Amanda Corcoran	Director of Education	Manchester City Council	Ruth Bradbury	Senior representative of Children's and Education including schools and Early Years
Andrew Bidolak	Senior Resilience Manager (MHCC)	NHS Greater Manchester Shared Services	Alan Cain	Support for MHCC co-ordination function and senior link to GMHSCP / NHSE
Dr Will Welfare	Deputy Director Health Protection	Public Health England	Dr Matt Pegorie	Senior PHE representative and link to Manchester Health Economy whilst Dr Caroline Rumble is on maternity leave

Co-opted members for specific issues

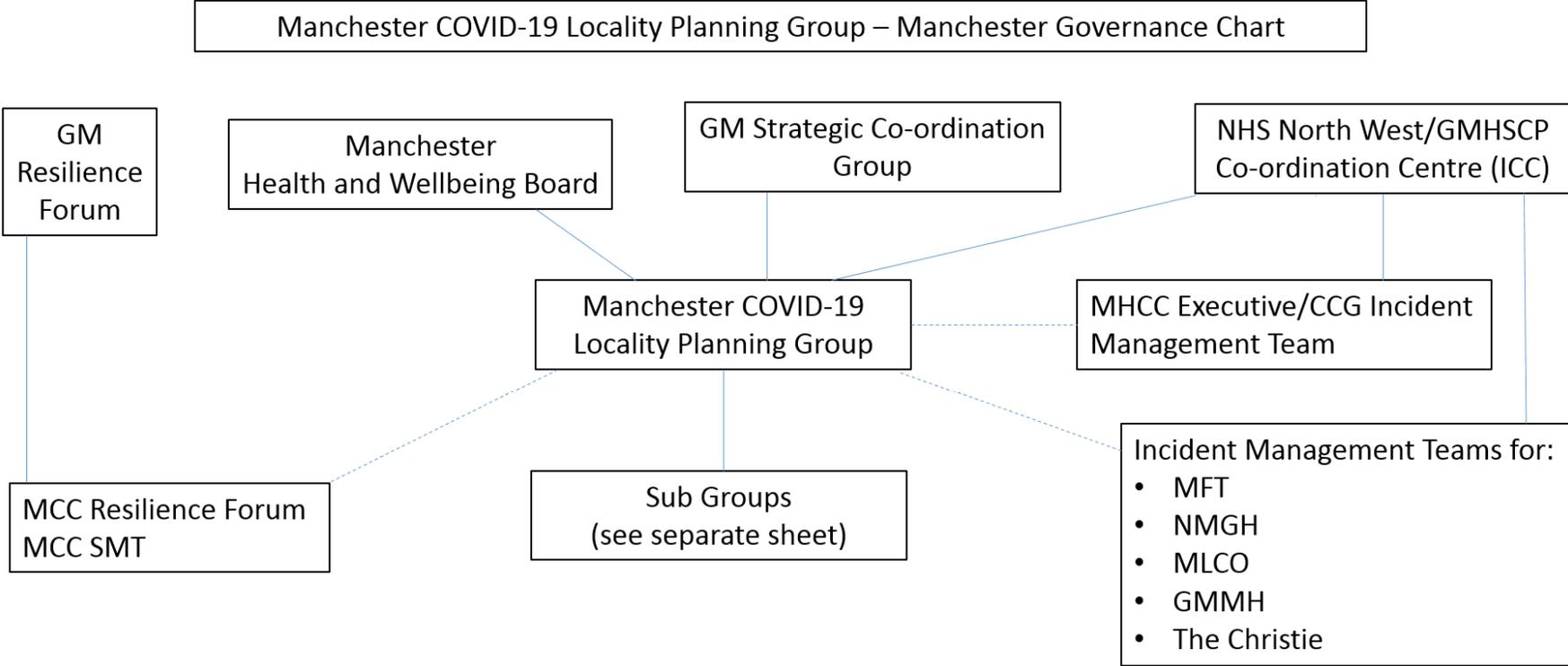
Name	Job Title	Organisation	Named Deputy	Rationale for group membership
Gareth James	Head of People, Place and Regulation	Manchester City Council	TBC	To provide legal advice on emerging legislation and scope for existing legislation to be used to inform local decisions

Appendix 3 – Structure charts and reporting arrangements

3a Command and Control Diagram



3b Manchester COVID-19 Locality Planning Group Governance Chart



NB: In Manchester, the Health Economy Resilience Group (HERG) will continue to operate to deal with all other health economy resilience issues

3c Manchester COVID-19 Locality Planning Group Sub Groups/ Workstreams

