

**Manchester Health and Wellbeing Board
Report for Resolution**

Report to: Manchester Health and Wellbeing Board – 8 July 2020
Subject: Manchester COVID-19 Local Prevention and Response Plan
Report of: Director of Public Health

Summary

The Director of Public Health (DPH) and the Population Health Team have led the development of the Manchester COVID-19 Local Prevention and Response Plan (Outbreak Plan) with local partners.

The Plan is attached to this cover report and the DPH will present a summary of the Plan to the Board.

This report also includes updated Terms of Reference for the COVID-19 Response Group, which will act as the Health Protection Group to oversee the Plan in line with national guidance. It is important to note that the Plan and this cover report refers to the establishment of the Local Outbreak Engagement Board, which is also referred to in the national guidance. Further information on this will be provided at the Board meeting.

Recommendations

The Board is asked to:

- 1) Endorse the Manchester COVID-19 Local Prevention and Response Plan
 - 2) Approve the updated Terms of Reference for the Manchester COVID-19 Response Group.
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Board Priority(s) Addressed:

Health and Wellbeing Strategy priority	Summary of contribution to the strategy
Getting the youngest people in our communities off to the best start	This unprecedented national and international crisis has impacted on all areas of our city and on all of the strategic priorities. The 'Our Manchester' approach has underpinned the planning and delivery of our collective response.
Improving people's mental health and wellbeing	
Bringing people into employment and ensuring good work for all	
Enabling people to keep well and live independently as they grow older	
Turning round the lives of troubled families as part of the Confident and Achieving Manchester programme	
One health and care system – right care, right place, right time	
Self-care	

Contact Officers:

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Background documents (available for public inspection):

The link to the Plan is:

<https://secure.manchester.gov.uk/info/500361/coronavirus/7928/coronavirus/26>

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy please contact one of the contact officers above.

Manchester COVID-19 Response Group Revised Terms of Reference

1. Introduction

- 1.1 The Manchester COVID-19 Response Group (“the CRG”) (previously called the Manchester COVID-19 Locality Planning Group (MCLPG)) fulfils the role of the Manchester Health Protection Group as set out in national guidance. It has a formal reporting and governance line into the Manchester Health and Wellbeing Board and is chaired by the Director of Public Health.
- 1.2 The CRG also fulfils the functions of the “Borough Pandemic Co-ordinating Group” set out in the Greater Manchester Resilience Forum Pandemic Strategic Response Plan.

2. Membership

- 2.1 The core membership of the group is set out below.
- 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 have been established to respond to the various phases of the pandemic

3. Key Responsibilities

- 3.1 Review and implement appropriate command, control and co-ordination arrangements to ensure effective multi-agency response structures.
- 3.2 Co-ordinate liaison between the GM arrangements and the City.
- 3.3 Co-ordinate liaison between the regional NHS Incident Management Centre, local NHS Incident Management Teams and the CRG.
- 3.4 Support the work of the Local Outbreak Engagement Board (Sub-Group of the Health and Wellbeing Board) to ‘warn and inform’ the public, supporting the delivery of consistent messages wherever possible and ensure appropriate sign off with Public Health England.
- 3.5 Support the identification of, communication with, and provision of services to vulnerable groups.
- 3.6 Consider and act on the emerging evidence that the effects of COVID-19 have traced patterns of inequality, such that the negative impacts of the pandemic have been disproportionately felt across our diverse communities, both from a health perspective and in terms of our public service response
- 3.7 Lead communication with schools and early years providers, and work within national guidance to support the management of closures if necessary.

- 3.8 Lead on the work with social care providers and work within national guidance to support and maintain delivery of services.
- 3.9 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.
- 3.10 Implement business continuity measures, including the provision of Personal Protection Equipment and other appropriate interventions, to maintain the delivery of services.
- 3.11 Implement arrangements for the management of excess deaths by working with partners across bereavement services. This work is to be led by the Council Resilience Forum.
- 3.12 Lead on forming and implementing the COVID-19 Prevention and Response Plan (Outbreak Plan).
- 3.13 Oversight and management of the Manchester Test and Trace Programme.

4. Key Workstreams as at 1 July 2020

- a) Schools, Education Settings and Early Years
- b) Adult Social Care and Care Homes
- c) Homelessness and Street Based Services
- d) Communications
- e) Community Response
- f) Primary Care
- g) COVID-19 Health Equity
- h) COVID-19 Prevention and Response Plan (Outbreak Plan)
 - Infection Prevention Control
 - PPE
 - Manchester Test and Trace Programme
 - Data collation and modelling

5. Accountability and Reporting

- 5.1 The CRG will report directly into the Manchester Community Cell on its key workstreams.
- 5.2 The CRG will also report into the Health and Wellbeing Board on the implementation of the COVID-19 Prevention and Response Plan (Outbreak Plan), as well as any other key workstreams when required.
- 5.3 The CRG will perform an advisory role to the Local Outbreak Engagement Board (Sub-Group of the Health and Wellbeing Board).
- 5.4 The CRG will refer any significant consequence management decisions to the MCC Senior Management Team (Gold Control) for approval by statutory officers, using their delegated powers where appropriate.

5.5 The CRG will also, through the Director of Public Health, support the work of the Strategic Care Homes Board and take lead responsibility for the “Controlling the Infection” work programme under the remit of the Board.

6. Frequency of Meetings

6.1 The CRG will meet weekly, however the frequency will be reviewed periodically and may change depending on how the COVID-19 pandemic develops.

7. Review

7.1 These Terms of References will be reviewed periodically, with any significant amendments presented to the Health and Wellbeing Board for approval.

Appendix 1 – CRG Core Membership

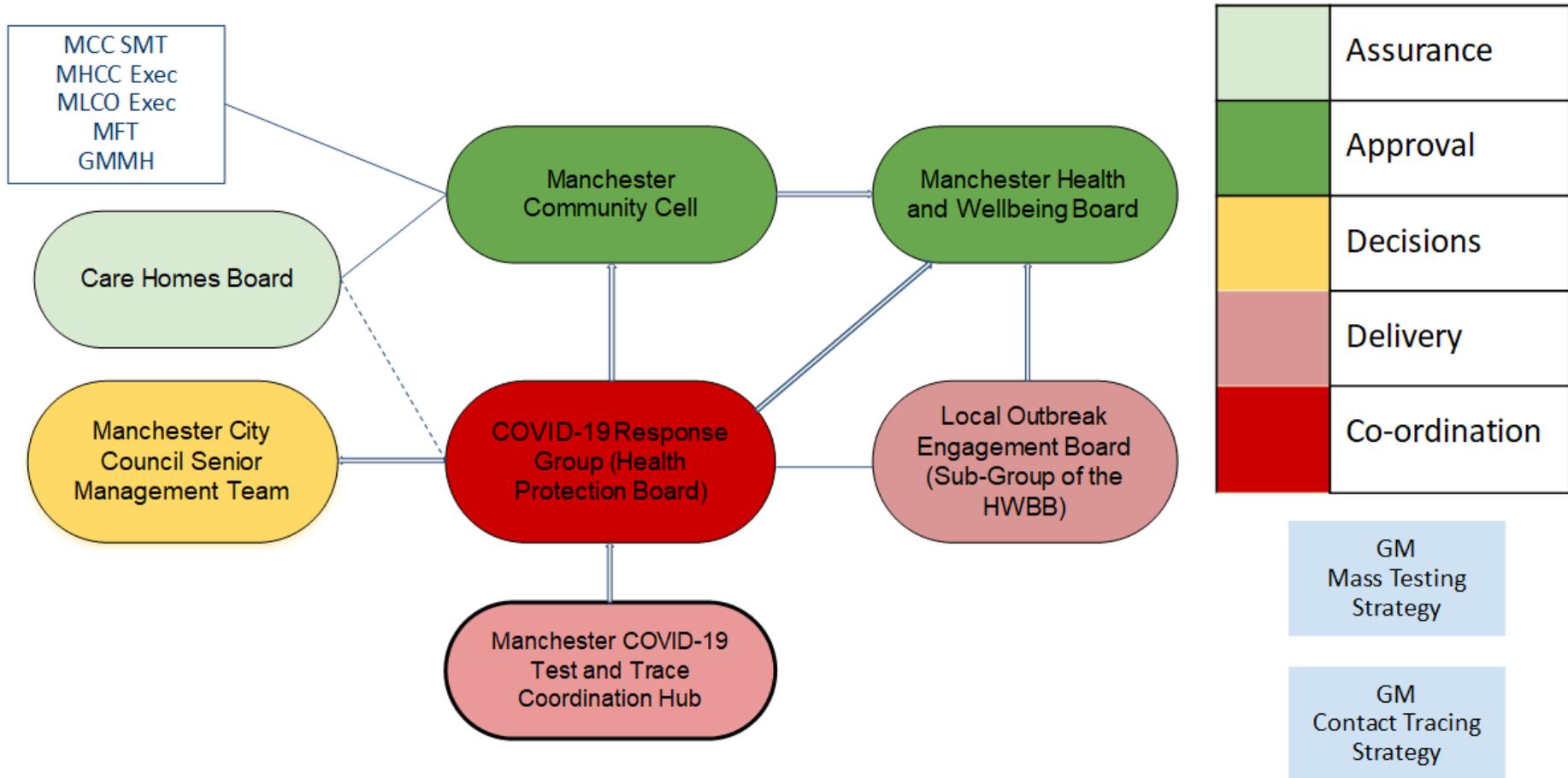
Name	Job Title	Organisation	Named Deputy	Rationale for group membership
David Regan	Director of Public Health	Manchester City Council / Manchester Health and Care Commissioning	Sarah Doran	Secretary of State delegated health protection function to Directors of Public Health
Sarah Doran	Consultant in 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
Ian Lurcock	Chief Executive, Clinical Scientific Services MCS, MFT	Manchester University NHS Foundation Trust	TBC	
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	Chris Gaffey	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	Chief Nurse	Manchester Local Care Organisation (MLCO)	Lorraine Ganley	Executive Director of the MLCO and leads for the Manchester COVID-19 Co-ordination Hub/Service
Bridget Hughes	Strategic Programme Lead	Greater Manchester Mental Health NHS Foundation Trust (GMMH)	TBC	
Mike Wild	Chief Executive	Macc	TBC	Lead for VCSE sub group
Fiona Sharkey	Head of Compliance, Enforcement and Community Safety	Manchester City Council	TBC	Chair of the Council Resilience Forum

Sue Brown	Principal Environmental Health Officer	Manchester Council	City	Tim Birch	Senior advisor on environmental health and the Port Health Authority
Alun Ireland	Strategic Head of Comms	Manchester Council	City	Penny Shannon	Lead for co-ordination of comms sub group
Karen Crier	Programme Lead	Manchester Council	City	Paul Bickerton	Lead for Adult Social Care sub group
Paul Marshall	Director of Education	Manchester Council	City	Amanda Corcoran	Director representative of Children's and Education including schools and Early Years
Gareth James	Head of People, Place and Regulation, Legal Services	Manchester Council	City	Jonathan Broad	To provide legal advice on emerging legislation and scope for existing legislation to be used to inform local decisions
Robin Lawler	Chief Executive	Northwards Housing		Karen Mitchell	Chief Executive, Southway Housing
Shefali Kapoor	Head of Neighbourhoods	Manchester Council	City		Neighbourhoods Lead
Nicola Rea	Strategic Homelessness Lead, Directorate	Manchester Council	City	Jane Davies	Homelessness Strategic Lead

Chris Gaffey	Head of Corporate Governance	Manchester Health and Care Commissioning		To provide governance support and advice.
Neil Bendel	Public Health Specialist (Health Intelligence)	Manchester City Council / Manchester Health and Care Commissioning	TBC	Business Intelligence Lead
Jenny Osborne	PPE System Lead Manchester & Trafford	Manchester City Council / Manchester Health and Care Commissioning	TBC	PPE Lead
Dr Cordelle Mbeledogu	Consultant in Public Health Medicine	Manchester City Council / Manchester Health and Care Commissioning	TBC	Testing Lead

Appendix 2 – CRG Governance Structure



Forum	Information	Relationship to COVID-19 Response Group
COVID-19 Response Group	<ul style="list-style-type: none"> • Chaired by DPH • Fulfils the role of the Health Protection Group for Test and Trace • Provides oversight on the COVID-19 Prevention and Response Plan (Outbreak Plan) 	<ul style="list-style-type: none"> • N/A
Manchester Community Cell	<ul style="list-style-type: none"> • Chaired by MHCC's CAO • Overall responsibility for the Community COVID-19 Response for the City of Manchester 	<ul style="list-style-type: none"> • COVID-19 Response Group reports directly into the Community Cell on its key <u>workstreams</u>, including Test and Trace
Health & Wellbeing Board	<ul style="list-style-type: none"> • Statutory Board of the Council (with MHCC membership) • Fulfils the role of the Local Outbreak Engagement Board by establishing a Sub-Group (as detailed below). • Overall responsibility for the COVID-19 Prevention and Response Plan (Outbreak Plan) 	<ul style="list-style-type: none"> • COVID-19 Response Group will submit the COVID-19 Prevention and Response Plan (Outbreak Plan) to the Board for initial approval, as well as any subsequent proposed changes.
Local Outbreak Engagement Board	<ul style="list-style-type: none"> • Sub-Group of the Health & Wellbeing Board, Chair by MCC's Executive Member for Adult Health and Wellbeing • Focus on communication and engagement with the general public, to develop local support to implementing the steps necessary to reduce the risk of spread of COVID-19. 	<ul style="list-style-type: none"> • COVID-19 Response Group will play an advisory role for the Group.
MCC SMT	<ul style="list-style-type: none"> • Manchester City Council's Senior Management Team. • Statutory Officers with delegated decision making powers. 	<ul style="list-style-type: none"> • Acts as Gold Command for the COVID-19 Response Group. • COVID-19 Response Group to refer any consequence management decisions for approval by statutory officers, using their delegated powers where appropriate.
COVID-19 Test & Trace Coordination Hub	<ul style="list-style-type: none"> • Responsible for the oversight and implementation of the Test and Trace Programme Plan 	<ul style="list-style-type: none"> • Reports directly into the COVID-19 Response Group on the Test and Trace Programme.