

# Public Document Pack

## NOTICE OF MEETING



# OUTBREAK ENGAGEMENT BOARD

will meet on

**MONDAY, 18TH JANUARY, 2021**

**At 2.30 pm**

by

**VIRTUAL MEETING - ONLINE ACCESS ON [RBWM YOUTUBE](#)**

TO: MEMBERS OF THE OUTBREAK ENGAGEMENT BOARD

HILARY HALL - DIRECTOR OF ADULTS, HEALTH AND COMMISSIONING  
(CHAIRMAN)  
TRACY HENDREN – HEAD OF HOUSING AND ENVIRONMENTAL HEALTH  
ANNA RICHARDS – CONSULTANT IN PUBLIC HEALTH  
DAVID SCOTT – HEAD OF COMMUNITIES  
LOUISA DEAN – COMMUNICATIONS AND MARKETING MANAGER  
LISA PIGEON – ENVIRONMENTAL HEALTH MANAGER  
COUNCILLOR STUART CARROLL  
COUNCILLOR HELEN PRICE  
COUNCILLOR SIMON WERNER

Karen Shepherd – Head of Governance - Issued: 14<sup>th</sup> January 2021

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at [www.rbwm.gov.uk](http://www.rbwm.gov.uk) or contact the Panel Administrator **Mark Beeley** [mark.beeley@rbwm.gov.uk](mailto:mark.beeley@rbwm.gov.uk)

**Recording of Meetings** – In line with the council's commitment to transparency the Part I (public) section of the virtual meeting will be streamed live and recorded via Zoom. By participating in the meeting by audio and/or video, you are giving consent to being recorded and acknowledge that the recording will be in the public domain.

If you have any questions regarding the council's policy, please speak to Democratic Services or Legal representative at the meeting.

## AGENDA

### PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>APOLOGIES FOR ABSENCE</u>  To receive any apologies for absence.	-
2.	<u>DECLARATIONS OF INTEREST</u>  To receive any declarations of interest.	5 - 6
3.	<u>TERMS OF REFERENCE</u>  To consider the Terms of Reference for the Outbreak Engagement Board.	7 - 8
4.	<u>LATEST LOCAL POSITION</u>  To hear from the Consultant in Public Health.	Verbal Report
5.	<u>UPDATE ON HIGH RISK SETTINGS</u>  To hear from the Director of Children's Services/Director of Statutory Services (Optalis).	Verbal Report
6.	<u>COMMUNICATIONS AND ENGAGEMENT ACTIVITY</u>  To hear from the Communications and Marketing Manager.	Verbal Report
7.	<u>ENFORCEMENT AND COMPLIANCE ACTIVITY</u>  To hear from the Environmental Health Manager.	Verbal Report
8.	<u>UPDATE ON VACCINATION PROGRAMME</u>  To hear from the Executive Managing Director (CCG).	Verbal Report
9.	<u>ANY OTHER BUSINESS</u>  To consider any other business.	-
10.	<u>FUTURE MEETING DATES</u>  All at 2.30pm: <ul style="list-style-type: none"><li>• Monday 15 February 2021</li><li>• Monday 15 March 2021</li><li>• Monday 19 April 2021</li><li>• Monday 17 May 2021</li><li>• Monday 21 June 2021</li><li>• Monday 19 July 2021</li><li>• Monday 16 August 2021</li></ul>	-

- Monday 20 September 2021
- Monday 18 October 2021
- Monday 15 November 2021
- Monday 20 December 2021



## MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

### Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

### Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
  - a) that body has a piece of business or land in the area of the relevant authority, and
  - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations on the item: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

### Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations in the item: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

### Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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## **Royal Borough of Windsor and Maidenhead Outbreak Engagement Board**

### **Terms of Reference**

#### **Purpose**

As part of its Outbreak Control Plan, the Royal Borough is required set up a Local Outbreak Engagement Board.

The role of the Board is to:

- Endorse the Local Outbreak Plan and the accompanying communications plan.
- Provide ongoing oversight of the Plan's implementation.
- Provide political ownership of the local response.
- Lead engagement with local communities around the plan.
- Proactively lead the communications and engagement in the event of a local outbreak.
- Coordinate, where appropriate, with neighbouring authorities in the event of cross/near border local outbreaks.

The Board is a time limited subgroup of the Health and Wellbeing Board.

#### **Membership**

The core membership of the Board comprises:

- Three elected Members, one nominated by each political Group.
- Director of Adults, Health and Commissioning (chair)
- Consultant in Public Health
- Head of Housing and Environmental Health
- Communications and Marketing Manager
- Head of Communities
- Environmental Health Manager

The Managing Director, Strategic Director of Public Health and Executive Place Managing Director (CCG) have a standing invitation to attend the Board.

#### **Quorum**

Minimum of two Members and three officers.

#### **Frequency**

Fortnightly, with the alternate meeting taking place in public. The frequency of meetings may be increased at the discretion of the chair.

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