

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.