

Cheshire and Merseyside Exceedance and Surveillance Group
TERMS OF REFERENCE – DRAFT v.01 (03/08/2020)

Group Name	Cheshire and Merseyside Exceedance and Surveillance Group	
Lead	Dr Sam Ghebrehewet, Consultant in Health Protection & Head of Health Protection, PHE NW	
Co-Chairs & Deputies	Dr Sam Ghebrehewet, Consultant in Health Protection & Head of Health Protection, PHE NW Dr Richard Jarvis, Consultant in Health Protection, PHE NW	
Surveillance analyst(s)	Cheshire & Merseyside Test and Trace Contact tracing (TTC) Hub once fully established	
Membership	<ol style="list-style-type: none"> 1. Consultant Epidemiologist, Field Service North West, PHE 2. Consultant in Public Health and Lead Surveillance Analyst from each Cheshire and Merseyside Local Authority <ol style="list-style-type: none"> a. Sefton b. Liverpool c. Knowsley d. St Helen's e. Wirral f. Warrington g. Halton h. Cheshire East i. Cheshire West and Chester <p><u>Additional Members will be invited to attend for specific items, including:</u></p> <ol style="list-style-type: none"> 3. Public Health Advisor, PHE Centres & Regions Operation Cell 4. Academic colleagues from local universities as appropriate 	
Meeting Structure and Administration	Frequency:	Meetings will be held weekly on Mondays 1300-1400 Ad hoc and urgent meetings can be called to address specific issues by any member of the group as appropriate.
	Method:	Given the current COVID-19 situation and national guidance on social distancing, meeting will be held by teleconference. Group e-mail will be set-up to facilitate virtual sharing of information and decision-making process.
	Agenda:	Standing agenda. Any member of the group can add an item for discussion on the agenda via the co-chairs of the group. Urgent additional items for discussion to be declared at the start of the meeting
	Notes:	Minutes will be produced and shared with an overview of main discussion points, key decisions and actions.
Aims	<p>General: To review data and intelligence sources to allow early response to evolving situations.</p> <p>Specific Objectives:</p> <ol style="list-style-type: none"> 1. To scrutinise routine and ad hoc surveillance data 2. To review any additional intelligence, include soft intelligence from local areas 3. To anticipate future events that may have a bearing on COVID19, including national and local interventions and non-COVID contingencies 4. Perform risk assessments 5. Providing consistent advice to the nine local authorities in Cheshire and Merseyside 6. Pool available information and arrive, as far as possible, at a common local view on the scientific and technical merits of different courses of action including interpretation of 	

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	<p>national guidelines.</p> <p>7. Provide briefing for DsPH on the extent of the evidence base available, and how the situation might develop, what this means for planning and preparedness.</p>
Information Sharing	Minutes and reports will be shared with all members of the group, DsPH and Champs
Accountability	<p>Public Health England (PHE) North West will establish the group and maintains overall responsibility of running the group during the COVID-19 response period.</p> <p>Provide assurance to DsPH</p>
Review Date	These terms of reference will be reviewed at the first meeting and as necessary thereafter but no later than 3-months