

OFFICIAL

Incident Management Team (IMT) Terms of Reference and Agenda

**Version 1.0 DRAFT 25 May
2020 – presented to Gold for
approval 26.5.20.**

Incident: COVID-19



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Document Summary	
Purpose of Document	This document outlines the terms of reference and template agenda for meetings of the Public Health Wales Incident Management Team.
Authors	Helen Bushell, Board Secretary and Head of Board Business Unit
Other contributors	The Terms of Reference and Agenda has been adapted from the Joint Emergency Services Interoperability Principles (JESIP) ¹ supporting documents and the Public Health Wales Gold Group Terms of Reference
Document approved by	
Date Approved	
Version	2.0 (Draft)
Publication / Distribution	<ul style="list-style-type: none"> Public Health Wales Emergency Planning and Business Continuity Group Public Health Wales IMT Group Members Public Health Wales Silver Group Members <p>This document is available to all staff on the Emergency Planning and Business Continuity SharePoint site</p>

Updates and amendments				
Date of revision	Updated by	Details	Date approved	Approved by

¹ <https://www.jesip.org.uk/home> [accessed 14.11.19]





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Strategic Vision for Civil Contingencies

Our vision for civil contingencies is:

"To ensure that Public Health Wales is capable of giving expert evidence-based advice and support to protect the health of our communities should they be involved in an emergency or call upon our services during an emergency."

This vision will be achieved through the following five strategies, by:



1. Purpose

The Incident Management Team (IMT) has been stood up in response to the emergency situation threat COVID-19 presents in Wales and across the world.

Its guiding objectives are:

- Protect and preserve life, the environment and property
- Contain the incident: mitigate and minimise the impact; maintain critical infrastructure and essential services in Public Health Wales
- Create conditions for recovery: promote restoration and improvement activity in the aftermath of an incident

2. Roles and Responsibilities

Gold Strategic Aim: To protect the public, optimise patient outcomes and facilitate the functioning of essential services in Wales as appropriate.

IMT Aims and Objectives

In fulfilling its duties the Incident Management Team has the following roles and responsibilities in accordance with the Public Health Wales Emergency Response Plan:

1. Monitor and assess the risk to public health in Wales (as part of the UK response)
2. Facilitate detection, immediate case management and isolation to prevent further sustained transmission within communities and other settings in Wales using the appropriate operating model
3. Establish a strategic engagement model with multi-agency partners at an all Wales level which is optimally designed through the Pandemic phases and tailored accordingly at a local resilience forum level
4. Working with the Welsh Government develop, implement and review accordingly, a COVID-19 Testing Strategy for Wales in order to scale up testing using the appropriate methods and testing regimes through the phases of the Pandemic
5. Provide robust guidance, tools, information and communication campaigns for health professionals and the public in Wales (as part of the UK response)
6. Facilitate Public Health Wales and Welsh Government communications and action (cross-Government, NHS Wales and wider partners)



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3. Chair and Secretariat

The Public Health Wales Incident Management Team is chaired by the Public Health Wales Incident Director. Decisions and actions should be recorded. Agreed actions should be circulated immediately following the meeting and added to the Tarian Emergency System (TES)².

The Chair of IMT (Incident Director) sits on the Silver Group as required and is a member of the Gold Group. The purpose of this is to ensure effective communication between Silver and IMT.

The Incident Management Team will report formally to the Gold group with key issues, risks and decisions. The IMT will also work in partnership with the Silver group in facilitating the required actions and resources to facilitate the incident. This will mainly be done through the Tactical Incident Manager.

4. Incident organogram



5. Membership

Membership will be determined by the requirements of the incident and the wider organisation. For the COVID-19 pandemic, membership is:

² <https://tarian.cymru.nhs.uk/Account/Login>

- Incident Director
- Strategic Director (GOLD)
- Leads / nominated deputies for the established Cells
 - Epidemiology and current position in Wales
 - Health Protection Team
 - CDSC including Epi Cell
 - IP&C, including PPE
 - Guidance
 - Diagnostics/Virology
 - Community Testing Task and Finish Group
 - Closed Settings Cell
 - Digital Cell Update
 - Communication
 - Partner engagement
- Head of Operations – Microbiology & Health Protection / Deputy
- Tactical Incident Manager from Silver

Attendees

In addition to members there will be a number of attendees to the meeting.

Attendees do not have voting rights. Attendees will include:

- Minute Taker
- Representatives from Emergency Planning

Other members of staff may be invited to join the meeting for relevant agenda items.

The group may co-opt additional members to provide specialist skills, knowledge and expertise as and when required.

Quorum

A quorum for the Incident Management Team is four members, one of whom must be the Incident Director for the day and the other three should include the Health Protection lead, CDSC lead and laboratory lead.

Appointed deputies are encouraged to attend in the absence of core members but will not count towards a quorum.

The nature of incident management will require urgent decisions to be made. Wherever possible relevant decisions should be made within the IMT group. If it is not possible or timely to convene a meeting then the Incident Director should determine what decision needs to be made. The decision should be recorded in Tarian and reported at the next Incident Management Team meeting.



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Meeting operations

Meetings may be held in person or by electronic means. Agenda and papers should be circulated in advance wherever possible.

Review of Terms of Reference

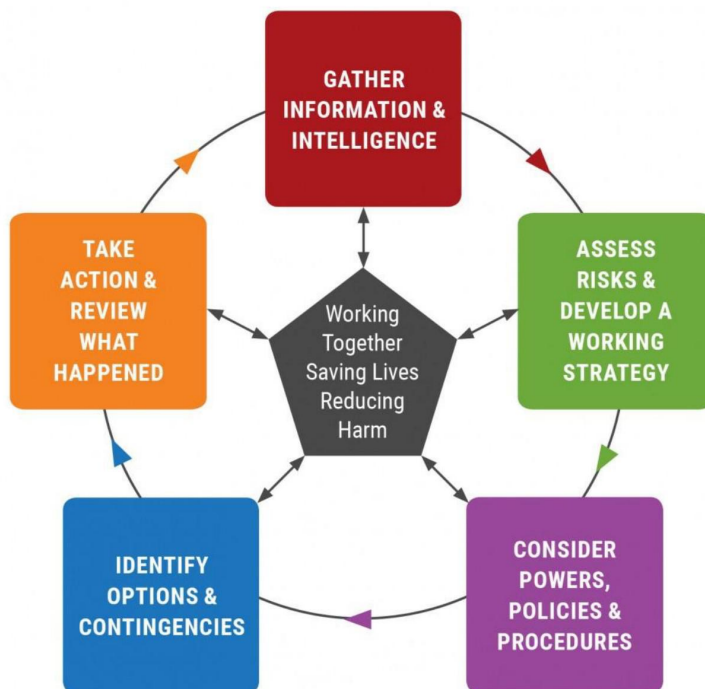
A review of these terms of reference will be undertaken approximately every two months.

Frequency and timing of meetings

Meetings of the Incident Management Team will take place seven days per week although the Incident Director reserves the right to amend frequency to meet the needs of the incidents. Any significant or prolonged change to frequency should be reported to Gold for consideration.

6. Joint Decision Making

The Joint Decision Model (JDM) can help bring together the available information, reconcile objectives and make effective decisions – together.



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Incident Management Team Terms of
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7. Standing Agenda

A series of standing agenda items will be in place for each meeting. The Chair of the meeting will determine the most relevant agenda and ensure relevant papers and information is shared in advance of the meeting.

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