

DRAFT

ExCovid Terms of Reference

Role

To oversee and co-ordinate the actions of the Welsh Government civil service to ensure delivery of key policy and operational objectives and so provide effective support to Ministers to assist them in dealing with the Covid-19 crisis. This includes;

- Providing assurance to the Permanent Secretary that the civil service is doing all it can to help manage the Covid-19 crisis and is meeting the expectations of Ministers
- Ensuring delivery of the Welsh Government's critical policy and operational priorities¹
- Overseeing and reviewing the wider portfolio of policy delivery to ensure it meets the needs of the Covid-19 crisis and is delivered effectively;
- Ensuring clear prioritisation of work on Covid19 and identifying and removing areas of duplication of effort and activity: and
- Developing clear strategic vision for policy evolution, including into the recovery phase

The requirement for speed of decision-making means that sometimes the Permanent Secretary or other senior staff will need to take decisions outside of meetings of ExCovid. In these cases, the decisions will be reported back to ExCovid at the next possible opportunity.

ExCovid is the strategic decision making forum on Covid-19 Policy response that supports the Permanent Secretary as Principal Policy Advisor to the First Minister, Principal Accounting Officer and Head of the Welsh Government civil service to monitor and lead the Welsh Government response to the Coronavirus – Covid-19.

Membership

Normal ExCo members plus Reg Kilpatrick or representative; CMO or representative; Toby Mason or representative; Tim Render; Head of COVID-19 Project Team or representative.

Frequency of Meetings

Meetings will normally take place twice weekly. Members will be given the opportunity to attend remotely

Secretariat

The Secretariat will be provided by the COVID-19 Project Team

¹ Kept under review – but currently PPE, shielding, support for wider vulnerable groups, WG financial support, testing and supply of ventilators/NHS kit