

Public Health Wales Silver Group

2019 n-CoV

Minutes

Date of Meeting: 24 February 2020

Time of meeting: -11:30-12:30

Venue for meeting: Room 3.4 & Skype

1	<p>Introductions</p> <p>Quentin Sandifer (Chair)</p> <p>Giri Shankar</p> <p>Robin Howe</p> <p>Rhiannon Beaumont-Wood</p> <p>Tracey Cooper</p> <p>Huw George</p> <div style="border: 1px dashed black; padding: 5px; text-align: center; margin: 10px 0;">NR</div> <p>Frank Atherton</p> <p>Gill Richardson</p> <p>Chris Williams</p>	
2	<p>Purpose of meeting</p> <p>QS provided up date on the current worldwide situation with COVID-19. PHW requested to provide stocktake of the organisation's response and consider preparedness should a pandemic be declared. Internal and system wide roles and responsibilities need consideration.</p>	
3a.	<p>Strategic Stocktake of organisation response to COVID-19</p> <p>GS shared paper detailing strategic issues with recommendations for action.</p> <ul style="list-style-type: none"> • Agreed containment still appropriate level of action. • Establishment of PHW Gold group. • FA pointed out that Wales is working with the other three countries and the UK is still at containment level, therefore we should ensure our response levels are consistent. • Surveillance plan drafted, including measures to test in ITUs and Primary Care settings. <p>Action: <div style="border: 1px dashed black; padding: 2px 10px;">NR</div> to share paper with IMT group meeting 24.02.20</p> <p>QS provided update from PHW Strategic Directors Leadership meeting from 8.30am, 24.02.20</p>	<div style="border: 1px dashed black; padding: 5px; text-align: center; margin: 10px 0;">NR</div>

	<ul style="list-style-type: none"> • Gold group with effect from 25.02.20. Will meet twice a week. • Recommend remaining at 'enhanced' level. • Director of People & OD will be brought in with the establishment of Gold. Human resource issues will be addressed. • Executive team to consider their roles in the response • Incident Director requested to provide update on impact to Health Protection and Microbiology services • Wider Business Continuity must be considered • Risk Register will be developed • GR confirmed HSSG to meet Friday 28.02.20 at 9.00am • Recommend establishment of Task & Finish Groups to deal with specific issues such as the Part 2A Orders. • Chief Executive arranging 1:1 conversations with key partners: <ul style="list-style-type: none"> ○ Chair of SOLACE Group in Wales – NR ○ NR, South Wales Police, to discuss Part 2A Orders – 5.30pm 24.02.20 ○ NR, WAST, (same) – 1.30pm 24.02.20 ○ Health Board representatives ○ Local Authority leadership ○ NR • Planning will make mobilisation easier. • TC stressed importance of working with NHS colleagues to allow them to maintain momentum for response <p>FA responded with agreement to PHW Gold status, remaining linked to the rest of the system.</p> <p>The HSSG is an important forum for engaging with NHS colleagues. Chief Executives meeting will also be key for sharing messages.</p> <p>Deeper discussion held on GS paper:</p> <p>3i. Case definition will change in near future. Exact date for change unknown perhaps later today. Will impact on staff resources to respond to increase in possible cases as well as diagnostic capacity and resilience.</p> <p>Action: QS/NR/GS/RH to meet and agree estimated numbers to plan HR and laboratory deployment</p> <p>Action: NR/RH to look at capacity at other sites and potential use of commercial resources</p> <p>3ii. Agreed to maintain containment strategic level</p> <p>4. Agreed establishment of Gold group and maintaining Enhanced status.</p> <p>5. Resources from across the organisation continue to be utilised.</p> <p>Facilities meeting with NR 24.02.20 to look at accommodation options.</p> <p>6. Action: Incident Director to clarify roles and responsibility between that of PHW and WG</p> <p>FA requested details of planning assumptions shared with HSSG colleagues.</p> <p>Action: NR to share Rob Orford presentation from 20.02.20</p>	<p>QS/NR/GS/RH NR/RH</p> <p>GS/RH</p> <p>GR</p> <p>NR</p>
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3b.	<p>7. Further discussion on introducing monitoring at Cardiff Airport needed. Action: NR to raise at 3.00pm meeting today, 24.02.20</p> <p>8. Public facing communications must be planned in advance. Action: NR and communications team plan next 2 phases of communications</p> <p>Action: group requested to send any additional comments to GS</p> <p>Strategic Consideration Checklist QS shared strategic considerations. Appropriate allocation of effort across the system is important. All meetings across the system must link up. NR to raise issue of production of Welsh guidance at 3.00pm meeting.</p>	<p>NR/LM/LO</p> <p>All</p> <p>NR</p>
4.	<p>AOB NR enquired as to Welsh Government civil contingencies power vs UK government should Wales have a positive case. Action: NR to raise at 3.00pm meeting</p>	<p>NR</p>
	<p>Date of Next Meeting: Friday 24.02.20, time tbc</p>	