COVID-19 Project Team

Terms of Reference

Purpose

The COVID-19 Project team has been set up to support a coordinated and joined-up approach to the Welsh Government's response to the outbreak of COVID-19 in Wales.

The team will support effective Ministerial and cross-Government decision making, particularly helping ensure interlinkages across Welsh Government policy decisions are identified. The team will also ensure critical actions are progressed, and aim to identify and resolve any gaps.

Roles and Responsibilities

The key roles of the COVID-19 Project team are highlighted in the Organogram, attached below. Teams have been split between Policy, Operational and Governance objectives to ensure coverage of all areas of Welsh Government and to provide resilience in the team.

Specific responsibilities include:

- a. Act as the central co-ordinating point on the cross-Welsh Government policy response to Covid-19, including providing a link between Ministers, Policy teams and ECC(W);
- b. Facilitate the development of policy team responses to COVID-19, with a view to providing the Permanent Secretary with assurance that the Welsh Government response is effective;
- c. Link with the UKG Cabinet Office on the UKG Ministerial Cabinet Committee structure;
- d. Ensure that effective governance arrangements are in place to effectively coordinate the Welsh Government's response to Covid-19;
- e. Provide action tracking for key meetings including UK COBR and senior Welsh Government Ministerial and officials preparedness meetings;
- f. Record key decisions and ensure supporting evidence is in place;
- g. Ensure appropriate and timely input to key UK & Welsh Government discussions and decisions:
- h. Identify gaps in the overall Welsh Government response and suggest improvements; and
- i. Link with the communications team to support consistent messaging.

NR COVID-19 Project Team Jo Trott Head of COVID-19 Project Team Support Operational Cell Policy Cell NR NR ECCW / Ministerial / Cabinet Preparedness Lead Lead NR NR NR NR Ministerial / Cabinet Liaison Economy / Finance Public Services Health / Social Care Cell responsible for liaising with NR NR NR ECCW (e.g. attending birdtables meetings, obtaining ECCW Social Care / Public Services Reporting / National Actions battle rhythm of the day, etc), liaising with Minister's & Cabinet Offices to obtain calling notices; define Project Battle Cell responsible for liaising with Policy teams under the three cabinet headings (Economy / Health & Social Care / Public Services) including cross-cutting Rhythm for the three measures, for example social isolation; collating and communicating updates on issues and actions to and from policy leads; recording these in appropriate stakeholder groups templates Governance Cell NR NR Governance / Comms

Cell responsible for action tracking, logging of updates to issues/actions, chasing of actions with stakeholder groups, Comms to Preparedness Group inc daily update

Updated: 19/03/2020