

NOTE OF MEETING

EXTRAORDINARY MEETING OF DoH TOP MANAGEMENT GROUP WEDNESDAY 4 MARCH 2020, 16:15

RE: ESCALATION OF DoH RESPONSE TO COVID-19

Present: Dr Michael McBride, CMO (Chair) **MM**
Sean Holland **SH**
Charlotte McArdle **CM**
Deborah McNeilly **DM**
Dan West (by phone) **DW**

In attendance: Dr Naresh Chada, DCMO **NC**
La'Verne Montgomery **LM**
Linda Kelly, DCNO **LK**

Name Redacted	Health Protection Branch	NR
NR	Emergency Planning Branch	NR

- 1 MM updated TMG members on the developments in the COVID-19 outbreak since the daily UK sitrep, including 2 new cases in NI, confirmed on 4 March. He advised that the whole UK was now moving into a new phase of the response. Within the Department the Strategic Cell had been convened and would have its first meeting on Monday 9 March.
- 2 As a matter of great urgency the Department needed to redeploy significant numbers of staff to the emergency response in addition to the existing team, and pause non-critical work across the Department to free up individuals.
- 3 TMG members committed to providing the necessary staffing back-up as quickly as possible.

- 4 CMO left the meeting at 4:30 to support Minister at a media briefing.
- 5 **NR** ive details of the roles and functions that needed to be staffed up immediately or as soon as possible, and the need to establish a rota – preferably on a volunteer basis – for 7-day staffing of the EOC, along with a view as to appropriate grades and numbers for the roles and how long each redeployed staff member would be needed for the COVID-19 response. Following discussion of the rota, DM undertook to provide a paper for the TMG meeting on 9 March on remuneration of overtime.

Action: DM to provide TMG paper on remuneration.

- 6 After the TMG meeting, DB, LM, **NR** and **NR** discussed details of the roles the need to be filled and individual members of staff who would be suitable for these.

Name Redacted

5 March 2020