HSC Health and Social Care Board | HSC Public Health Agency | HSC Business Services Organisation

TERMS OF REFERENCE
HSC SILVER
COVID-19 (containment phase)

Date 02.03.20

These Terms of Reference will be reviewed as necessary given the requirements associated with COVID-19

1.0 PURPOSE	The Health and Social Care Board (HSCB), Public Health Agency (PHA) and Business Services Organisation (BSO) seek assurance on HSC preparedness to manage a response to emergency incidents in adherence to the Circular HSC (PHD) Communication 1/2010, *Emergency Preparedness for Health and Social Care Organisations (2010) and* within the context of the requirements of the Civil Contingencies Framework for Northern Ireland (2011). The role of HSC Silver is to provide a coordinated approach to ensure there is an appropriate and proportionate level of preparedness across the health and social care sector to enable an effective public health and HSC response to **COVID-19.** In doing so it will oversee work with a range of key stakeholders, including: the other UK countries; the Republic of Ireland; independent health and social care providers and those with responsibility for port health.
2.0 Authority	HEALTH SILVER operates under the authority of the Chief Executive PHA/HSCB, (see section 7.0) with the support of the Chief Executive BSO. Health Silver will draw on the Northern Ireland Infectious Disease Incident / Outbreak Plan (September 2018) and Joint Response Emergency Plan (April 2018) as appropriate and as drawn up by HSCB, PHA and BSO.
3.0 MEMBERSHIP **PHA, HSCB, BSO**	**Chairs:** Prof Hugo van Woerden, Director of Public Health, PHA Dr Stephen Bergin, Deputy Director of Public Health, PHA Dr Sloan Harper, Director of Integrated Care, HSCB Dr Miriam McCarthy, Director of Commissioning, HSCB **Members** Mr Paul Cummings, Director of Finance and Deputy Chief Executive, HSCB Mr Ed McClean, Director of Operations and Deputy Chief Executive, PHA Mr Liam McIvor, Chief Executive, BSO Ms Louise McMahon, Director of Communities, HSCB Mrs NR Director of Performance Management and Service Improvement, HSCB Mr Rodney Morton, Director of Nursing, PHA Mrs Marie Roulston, Director of Social Care and Children's Services, HSCB **In order support resilience and continuity, Members shall nominate an appropriate deputy to attend and shall be responsible for briefing them on the presenting issues.** **In attendance** *Silver sub-group chairs*: Health Protection - Dr NR /Dr NR /Dr Muhammad Sartaj Surge Planning – Ms NR

	PPE - Mr NR Social Care – Ms NR Human Resources - Mrs NR *Communications* Mr Stephen Wilson, PHA NR HSCB *HSCB Corporate Services:* Ms NR PHA Operations: Ms NR Silver Liaison Manager - HSCB/PHA Loggist - HSCB/PHA
4.0 MEETINGS	**4.1 Quorum:** A quorum will be defined as the Chair and a representative from each of the three organisations (HSCB, PHA and BSO). **4.2 Frequency of Meetings:** HSC Silver meets daily (Monday-Friday) at **14:30.** **The timing of this meeting may be subject to change** **4.3 Silver-Bronze Interface meeting at 1500**: Trusts join via teleconference. SitRep process to be established for submission of SitReps by **10:00 (Monday-Friday)**. Silver Liaison Manager will ensure relevant issues are included on the agenda for discussion. **The timing of this meeting may be subject to change** **4.4 Papers:** The daily HSC action log and agenda will be circulated to members daily in advance of meetings.
5.0 REPORTING	The HSC Silver will report and escalate relevant issues through the chair to DoH (NI) GOLD.
6. 0 CONFLICT/ DECLARATION OF INTEREST	Under the responsibilities will come a requirement for HSC Silver members, co-opted members and members of working groups to declare personal or commercial interests that may conflict with the impartial working of committee when making decisions.
ROLES AND RESPONSIBILITIES OF HSC SILVER	
7.0 HSCB	• Along with PHA jointly leading the co-ordination of the HSC response • Provide joint HSCB/ PHA SitRep to DOH • Jointly running the Emergency Operations Centre (EOC) with the PHA • Lead on regional surge planning and chair the Surge Planning Sub-group • Lead on the social care planning and response and chair the Social Care Sub-group • Facilitate delivery of the COVID-19 communications programme

8.0	**PHA**	• Along with HSCB jointly leading the co-ordination of the HSC response (due to the specifics of this incident at this stage of the response the PHA will be the lead organisation (ref JREP Activation Procedure) • Jointly running the Emergency Operations Centre with the HSCB • Provide joint HSCB/ PHA SitRep to DOH • Maintain surveillance systems of COVID-19 cases and outbreak investigation • Adapt guidance on the management of cases and their contacts in light of emerging information on the virus, the clinical illness and the impact on society and services • Provide timely and accurate information for the public and health professionals on COVID-19 and the clinical effects of the infection • Provide advice on when to cease measures to slow transmission of the virus, if they have been commenced • Lead on the health protection response to COVID-19 and chair the Health Protection Sub-group • Lead the Case Management Cell • Undertake community surveillance, sero-incidence surveillance and severe disease (hospital-based) and mortality surveillance • Facilitate delivery of the COVID-19 communications programme
9.0	**BSO**	• Oversee personal and public protection equipment (PPE) storage, stock management and distribution • Chair the PPE and Fit Testing Sub-group • Chair the Human Resources Sub-group