

PUBLIC INQUIRY (COVID-19) GROUP

Terms of Reference

PURPOSE

The Public Inquiry (Covid-19) Group has been established to prepare and co-ordinate the Trust's response to the Terms of Reference of the Public Inquiry.

MEMBERSHIP

- Dr Phil Wood, Chief Medical Officer (Chair)
- Dr John Adams, Medical Director (Governance and Risk)
- Craig Brigg, Director of Quality
- Jo Bray, Company Secretary
- Owen Hayward, Head of Emergency Planning/Resilience
- Jane Westmoreland, Associate Director of Communications
- Helen Christodoulides, Deputy Chief Nurse
- Johnny Chagger, Head of Information Governance
- Richard Norman, Head of Programme Management Office (PMO)
- Anne-Marie Walsh, Risk Manager
- Karen Armitage, Head of Health and Safety
- Mike Harvey, Director of Operations
- Gillian Hodgson, Deputy DIPC
- Jo Buck, Deputy Director of Human Resources
- Lucy Atkin, Head of Quality Governance
- Paul Ralston, Assistant Director, Commercial and Procurement
- **Andrew Alldred, Clinical Director/Chief Pharmacist**

Members of the Group may invite deputies who are fully briefed if they are unable to attend.

The Group may invite individuals to attend for specific items on the agenda.

ADMINISTRATION – the Group will be administered by Kat Ellarby, PA to Chief Medical Officer

ATTENDANCE

Members will attend each meeting virtually by dialling into Microsoft Teams. Members will continue to engage with each other in collaboration outside the meeting.

FREQUENCY

The group will meet monthly, subject to further review as the Inquiry progresses. Matters raised with the Inquiry Group will also be reviewed and approved by e-mail where this can be done, the decision will be noted at the following meeting.

REPORTING

The group will report to Trust Board Workshop through the minutes, including key decisions and notes and actions from the meeting. The Emergency Preparedness team will keep a record of these. The Chief Medical Officer will provide a report on progress to Public Board via the Chief Executive's report, for assurance.

DUTIES

1. To oversee internal and external communications related to the Public Inquiry. The evidence provided will be determined by the Terms of Reference of the Public Inquiry.
2. Agree the approach to data collection and storage to support the timeline of events and decision making.
3. Establish a central archive to collate and store evidence that may be required with respect to Board/Corporate decision making for patients and staff for the management of Covid-19, in response to national instruction related to the Public Inquiry, including, but not exclusively
 - decisions related to vaccination across West Yorkshire
 - Procurement and distribution of key supplies, including PPE and ventilators
 - IPC, including Covid-testing
 - access to critical care, including documentation related to clinical decision-making at ward level and information/advice provided to patients and their families, DNACPR decisions, palliative care; clinical guidelines
 - Workforce testing/training
 - The consequence of the pandemic on non-Covid related conditions
 - discharge of patients into nursing homes
 - preparedness, initial capacity, ability to increase capacity and resilience
 - management of urgent, planned surgery, cancer and emergency care
 - health, safety and wellbeing of our patients and staff
 - Provision for those experiencing long-Covid
 - the development and delivery of therapeutics and vaccines
 - nosocomial infections.
4. Establish a process for reviewing documentation prior to submission, including Executive oversight and sign off process.
5. Liaise with senior leaders who will co-ordinate and provide oversight of the NHS Nightingale Yorkshire and the Humber in respect of the Public Inquiry.
6. Engage with clinical leaders, senior managers and Executive Directors. Advise the Executive Team of the resources (staff and budget) required to support the work in preparation for the Public Inquiry.
7. Support and prepare staff to collate evidence as required by the national ToR. Should staff be called to provide evidence, the Group will help define the training and guidance to support our staff for this experience, working with the Communication Team.
8. Communicate with senior staff who have left the organisation during the course of the pandemic, including those staff who have retired from service. Oversee the development

and management of a system to archive information and record staff departure dates, to retain details of their role and key dates within the Trust and future contact details.

9. Receive and log communications relating to the Public Inquiry (COVID-19). Communications will be sent to the emergency preparedness team:

leedsth-tr.emergencypreparedness@nhs.net

and referred to the Public Inquiry Group, overseen by the Head of Resilience.

Date approved: January 2022

Review date: May 2022

DRAFT