

# **JBC Steering Board**

## **Terms of Reference**

### **1. Overview**

The Joint Biosecurity Centre (JBC), part of NHS Test and Trace, aims to identify early outbreaks of COVID-19 and to ensure local and national decision makers have access to expert analysis and insights when responding to outbreaks within their jurisdictions. The JBC has developed analytical methodologies to assess data and contextual information to build a picture of COVID-19 risk to the UK. This enables local and national decision makers to manage the COVID-19 risk from both National and International transmission.

These arrangements may need revision in the following circumstances:

- Following the creation of the National Institute for Health Protection in 2021
- In the event of any future decision to place the JBC on a statutory footing.

### **2. Membership**

Composition of the Board will include representation from each devolved nation (members) who will be supported by senior officials within JBC responsible for the delivery of JBC's four-nation approach (standing attendees).

Members:

- Dr Clare Gardiner, Director General, JBC
- Richard Pengelly, Permanent Secretary, Department of Health, Northern Ireland Executive
- Reg Kilpatrick, DG for Covid Crisis Coordination, Welsh Government
- Caroline Lamb, DG Health and Social Care, Scottish Government

Standing Attendees:

- Ian Davies – Chief Operating Officer, JBC
- Paul Cleary – Director, Analysis and Assessment, JBC
- Johanna Hutchinson – Director, Data and Data Science, JBC
- Thom Waite – Director, Health Protection, JBC

Other relevant specialists may be invited to attend the meeting, depending on the subject matter to be discussed, as agreed by the membership.

Responsibility for chairing the meeting will rotate according to the following pattern: England, Northern Ireland, Scotland, Wales.

It is not anticipated that voting will be necessary, but in the rare instance that it is, any decisions should be reached by members on a unanimous basis, or referred to the Ministerial Board.

### **3. Role and Responsibilities**

The JBC Steering Board will:

- i. Set the strategic direction and objectives of the JBC;
- ii. Safeguard the JBC's analytical independence;
- iii. Review the performance of the JBC, with a specific focus on its ability to act as a four-nation enterprise; and
- iv. Hold the JBC Director General to account.

This Board will also be consulted on the appointments of future Directors General.

### **4. Secretariat**

The secretariat function for this Board will be provided by JBC, working closely with relevant officials from each Devolved Administration. Minutes of the meetings shall be distributed to attendees and retained for audit purposes.

### **5. Frequency of Meetings**

The Board shall meet on a quarterly basis. Extraordinary meetings can take place at other intervals by agreement, as required.