

## **Covid-19 Operational Response call**

### **1. Terms of Reference**

#### **a. Purpose**

To provide a forum of senior leaders from across the business to help manage our organisational response to the outbreak of Covid-19.

#### **b. Objectives**

To provide a forum to share the latest guidance from PHE, other Government agencies and WHO

To gather expertise from the people on the call to help Mountain optimise our organisational response to Covid-19

To get feedback on questions that are being asked by staff

To get feedback on what sorts of comms messaging we need to issue

### **2. Membership**

#### Service Leads

- Emelia Spencer (chair)
- Claire Morrissey
- Jac Burnett
- Kate
- Laura German
- James Westwood
- Lou Hagger
- Paul Jennings

If Services Leads can't attend, they must send an authorised delegate.

#### Board

- Gary Green
- Michelle Darraugh
- Vanessa Webb
- Chris Sellers
- Raj Phagura

At least one member of the Board should attend each meeting.

### **3. Frequency**

The call will be held daily Mondays to Fridays. This frequency will be reviewed as the Covid-19 situation develops.

### **4. Review**

These terms of reference will be reviewed weekly.