



# PHE Advisory Board in Committee

## Summary of discussions in April and May 2020

Wednesday 29 April 2020

<b>Title of meeting</b>	Public Health England Advisory Board in Committee	
<b>Date</b>	Wednesday 29 April 2020	
<b>Present</b>	Dame Julia Goodfellow	Chair, PHE Advisory Board
	Professor Paul Cosford	Emeritus Medical Director
	Professor Yvonne Doyle	Medical Director and Director for Health Protection
	Richard Gleave	Deputy Chief Executive and Chief Operating Officer
	Professor George Griffin	Non-executive
	Professor Sian Griffiths	Non-executive
	Sir Derek Myers	Non-executive
	Duncan Selbie	Chief Executive
	Donald Shepard	Finance and Commercial Director
	Professor Rashmi Shukla	National Director, Place and Regions Directorate
	Dame Sue Bailey	Non-executive, DHSC
	Martin Hindle	Independent member, PHE Audit and Risk Committee
<b>In attendance</b>	Professor Viv Bennett	Chief Nurse and Director, Maternity and Early Years
	Lee Bailey	Director of Communications
	Andrea Clapton	Deputy Board Secretary
	Deborah McKenzie	Chief People Officer
	Adrian Masters	Director of Strategy
	Cathy Morgan	Deputy Director of Strategy
	Professor Isabel Oliver	Director, Field Epidemiology, National Infection Service
	Rachel Scott	Board Secretary
<b>Apologies</b>	Alex Sienkiewicz	Director of Corporate Affairs

### 1. Announcements, apologies, declarations of interest

1.1 The Chair welcomed all attendees and the apologies were noted.

1.2 Ahead of the main discussions, the Advisory Board wanted to pass on its sincere thanks to all members of PHE staff for their exceptional service in response to the COVID-19 pandemic.

## 2. COVID-19 Update

2.1 The Chief Executive gave an update on the core elements of PHE's response to the COVID-19 outbreak, including:

- a) PHE's contribution to the Test, Track and Trace programme;
- b) PHE's contribution to the national testing programme;
- c) development of national guidance; and
- d) ensuring that there was appropriate resource and staffing for both the response and business as usual work

## 3. 2020/21 PHE Original Revenue Budget Build

3.1 The Advisory Board **NOTED** the report and received the budget for 2020/21.

## 4. PHE Remit Letter 2020/21

4.1 The Deputy Director, Strategy provided an update on the development of PHE's Remit Letter for 2020/21. The update was **NOTED**.

4.2 PHE's Remit Letter for 2020/21 has since been published and can be found [here](#).

## Wednesday 20 May 2020

**Title of meeting** Public Health England Advisory Board in Committee

**Date** Wednesday 20 May 2020

**Present**

Dame Julia Goodfellow	Chair, PHE Advisory Board
Professor Yvonne Doyle	Medical Director and Director for Health Protection
Professor George Griffin	Non-executive
Professor Sian Griffiths	Non-executive
Sir Derek Myers	Non-executive
Duncan Selbie	Chief Executive
Donald Shepard	Finance and Commercial Director
Dame Sue Bailey	Non-executive, DHSC
Martin Hindle	Independent member, PHE Audit and Risk Committee

**In attendance**

Professor Viv Bennett	Chief Nurse and Director, Maternity and Early Years
Lee Bailey	Director of Communications
Andrea Clapton	Deputy Board Secretary
Deborah McKenzie	Chief People Officer
Cathy Morgan	Deputy Director of Strategy
Rosanna O'Connor	Director, Drugs, Alcohol and Tobacco, Health Improvement
Professor Isabel Oliver	Director, Field Epidemiology, National Infection Service
Rachel Scott	Board Secretary
Alex Sienkiewicz	Director of Corporate Affairs

**Apologies**

Professor Paul Cosford	Emeritus Medical Director
Richard Gleave	Deputy Chief Executive and Chief Operating Officer
Professor Rashmi Shukla	National Director, Place and Regions

## 1. COVID-19 Update

1.1 The Chair welcomed all attendees and the apologies were noted.

- 1.2 The Advisory Board recorded its sincere thanks to PHE staff for their exceptional service in response to the COVID-19 pandemic and also to those continuing the business as usual work.
- 1.3 Updates were provided on all major activity taking place across PHE to support the ongoing response, including:
  - a) roles and responsibilities within PHE;
  - b) staff Health and Wellbeing;
  - c) PHE's contribution to the Test and Trace programme;
  - d) PHE's contribution to the national testing programme;
  - e) development and guidance, specifically to schools;
  - f) support to the global health response; and
  - g) business as usual activity.

**Rachel Scott**  
*Board Secretary*  
May 2020