

Local Outbreak Engagement Board (LOEB) ACTION LOG

Date	Subject/Action	Actioned by	Status
30 July '20	<p>Item 5: Local Outbreak Plan</p> <p>Kellie Williams: To update the Plan for the August 2020 publication to include the responsibilities for businesses and residents.</p>	Kellie Williams	<p>In progress</p> <p>24 Aug 2020</p> <p>Yasmin Bhandal liaising with Maureen Mandirahwe to include the changes required for sign off by Cynthia Folarin</p>
30 July '20	<p>Item 6: Terms of Reference</p> <p>Kirstine Berry: Update Terms of Reference</p> <ul style="list-style-type: none"> • Update Board Core Membership table <ul style="list-style-type: none"> ○ Remove Superintendent Felicity Parker and add Chief Inspector Andrew Cranidge as the Thames Valley Police representative. ○ Confirm Fiona Slevin-Brown as the East Berkshire CCG representative ○ Confirm Philip Cook as the Involve representative <p>Under Membership,</p> <ul style="list-style-type: none"> • Update the text to read: “3. <i>In the event of a localised ward incident, attendance at the Board can be extended to include:</i> <ul style="list-style-type: none"> • <i>The relevant ward councillors who will be the public face of engagement and communication with their local communities.</i> • <i>Any identified local experts or community based persons with local knowledge.</i> <p>Under Ways of Working, Normal Operation of the Board</p> <ul style="list-style-type: none"> • Update point 3 to read: “3. <i>Papers will be published 2 days in advance of any public meeting on Bracknell Forest Council’s website. Questions can be submitted from the public 2 days in advance of the meeting and an answer will be provided, in writing if appropriate.</i>” <p>Under Ways of Working, In the event of an outbreak</p>	Kirstine Berry 03 August 2020	Complete

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	<p>Point 4</p> <ul style="list-style-type: none"> • Include the CCG representative. <p>Under Ways of Working, In the event of an outbreak Update the text to read: <i>“4. The chairman, BFC officers, the Clinical Commissioning Group (CCG) representative, and the Executive Member for Children and Young People or Executive Member for Adult Services, Health and Housing (depending on the outbreak setting) will meet as a strategic response group daily, 7 days a week if required, to ensure full and effective liaison with the local Gold command. The full board will meet weekly in public.</i></p> <p><i>5. Papers will be published 2 days in advance of any public meeting on Bracknell Forest Council’s website, with updates published when available. Questions can be submitted from the public up to 1 hour in advance of the meeting and an answer will be provided, in writing if appropriate.”</i></p> <p>Appendix 1, Sample Agenda for Outbreak Engagement Board</p> <ul style="list-style-type: none"> • Update with the approved draft agenda adding to include a review of the Action Log by exception at each meeting. 		
30 July '20	<p>Item 6: Terms of Reference Alayna Razzell: To consider how to publicise the Board and communicate how members of the public can engage.</p>		<p style="text-align: center;">In Progress</p> <p>27 Aug 2020 How members of the public can submit questions and engage with the Board is being considered as part of the engagement workshop. Once that has been decided the process will be publicised.</p>
30 July '20	<p>Item 7: National and Local Covid-19 Status Kirstine Berry: To update the table Headline figures for this week (27 July 2020) to reflect a data change to read:</p>	<p>Kirstine Berry 31 July 2020</p>	<p style="text-align: center;">Complete</p>

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	<p>Total Number of Deaths (1 March to 17 July) 70</p> <p>To publish the change as a supplementary agenda item to the website.</p>		
30 July '20	<p>Item 7: National and Local Covid-19 Status Cynthia Folarin: To describe, closely associated with the tables in future reports that 'blank' entries represent suppressed data where numbers are small.</p>		Ongoing
30 July '20	<p>Item 8: Communications Update at a National and Local Level Alayna Razzell and Tessa Lindfield to develop a number of statements that can be utilised quickly without the need for lengthy approvals in the event of an outbreak.</p>		<p>In Progress 25 Aug 2020 Top line holding statements drafted and will be shared with other Berkshire Local Authorities once approved.</p>
30 July '20	<p>Item 8: Communications Update at a National and Local Level Alayna Razzell to develop a communications plan to reach non English speaking residents.</p>		<p>In Progress 25 Aug 2020 Communications officer allocated to this project, working with the council's engagement team. Work carried out since last LOEB – social media posts advising on alternative formats; digital news pieces on alternative formats/ translated guidance; working on getting faith leaders and community organisations being filmed to reach specific groups with safeguarding advice; using illustrations in comms rather than words.</p>

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30 July '20	Item 8: Communications Update at a National and Local Level All board members to notify the Board of any 'false or fake news' so that it can addressed and countered with accurate information.		Ongoing 27 August 2020 There were no reports from Board members of any false or fake news stories since the last meeting on 30 July 2020.
27 August 20	Item 5: National and Local Covid-19 Status Dr Jonas Thompson-McCormick To provide the Board with data that shows the number of tests for Covid-19 carried out within Bracknell Forest. (Private)		
27 August 20	Item 6: Communications and Engagement Update at a National and Local Level All Board members to discuss the possibility of producing a printed communications piece to bridge the gap between the production dates of Town & Country magazine between July and November.		
10 September 20	Arising from the meeting, Kellie Williams and Abby Thomas to revisit and redraft the Terms of reference to make them more agile and responsive in the event of an outbreak.		