

Notice of Meeting

Local Outbreak Engagement Board

Councillors:

Dr Barnard, D Birch and Brunel-Walker

Bracknell Forest Council:

Andrew Hunter, Director: Place, Planning and Regeneration

Abby Thomas, Head of Transformation and Engagement

Kellie Williams, Head of Operations

Charlotte Pavitt, Consultant in Public Health

Alana Razzell, Head of Communications and Marketing



Thames Valley Police:

Chief Inspector Andrew Cranidge

East Berkshire Clinical Commissioning Group

Fiona Slevin-Brown, Executive Managing Director - Bracknell Forest

NHS East Berkshire Clinical Commissioning Group (CCG)

Involve:

Philip Cook, General Manager

Thursday 22 October 2020, 9.30 - 10.30 am

Online only

Agenda

Item	Description	Page
1.	Apologies for Absence Reporting: Kirstine Berry	
2.	Declarations of Interest Members are asked to declare any Disclosable Pecuniary or Affected Interests and the nature of that interest in respect of any matter to be considered at this meeting. Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days. Any Member with an Affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting. Reporting: Members	
3.	Urgent Items of Business	

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	Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent. Reporting: Kirstine Berry	
4.	Public Participation	
	To receive questions and provide answers to members of the public. Reporting: Board members	
5.	Covid-19 Data	
	To review current data that relates to the levels of Covid-19 infection rates in the Borough. Reporting: Charlotte Pavitt	
6.	Covid-19 Alert Levels	
	To review the new local alert levels, the level in the Borough and what that means to those living and working in the Borough. Reporting: Charlotte Pavitt	
7.	Shielding Arrangements	
	To review the new shielding guidance and the implications locally. Reporting: Abby Thomas	
8.	Non-pharmaceutical Interventions: Insight and Response	
	To explore what the data is telling us in terms of local action and the options available locally to curb the spread of infection. Reporting: Charlotte Pavitt	
9.	Communications and Engagement Update at a National and Local Level	
	To provide an update on national and local communication and engagement strategies. Reporting: Alayna Razzell	
10.	Review Action Log	1 - 6
	To review, by exception, the Local Outbreak Engagement Board (LOEB) Action Log. Reporting: Board members	

Date of Next Meeting

19 November 2020

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Sound recording, photographing, filming and use of social media is permitted. Please contact Kirstine Berry, 01344 354068, kirstine.berry@bracknell-forest.gov.uk, so that any special arrangements can be made.

Published: 20 October 2020

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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>Complete</p> <p>No further action</p> <p>24 Aug 2020 Yasmin Bhandal liaising with Maureen Mandirahwe to include the changes required for sign off by Cynthia Folarin</p> <p>18 September 20 Responsibilities for businesses outlined in action cards and business letters as a more direct route. Comms plan has focus on resident responsibility. These are better vehicles to share the responsibilities.</p> <p>24 Sept 2020 Local Outbreak Engagement Plan is being updated with final published version available by the end of September 2020</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 	Kirstine Berry 03 August 2020	<p>Complete</p> <p>No further action</p>

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2	<p>Under Membership,</p> <ul style="list-style-type: none"> Update the text to read: <i>"3. In the event of a localised ward incident, attendance at the Board can be extended to include:</i> <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: <i>"3. 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 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</i></p>		

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	<p><i>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</p> <p>Alayna Razzell: To consider how to publicise the Board and communicate how members of the public can engage.</p>		<p>Complete</p> <p>No further action</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> <p>24 September 2020 Publicity about the Local Outbreak Engagement Board will be sent to residents at the beginning of October 2020 in the form of a hard copy print magazine.</p>
30 July '20	<p>Item 7: National and Local Covid-19 Status</p> <p>Kirstine Berry: To update the table Headline figures for this week (27 July 2020) to reflect a data change to read:</p> <p>Total Number of Deaths (1 March to 17 July) 70</p>	<p>Kirstine Berry 31 July 2020</p>	<p>Complete</p> <p>No further action</p>

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	To publish the change as a supplementary agenda item to the website.		
30 July '20	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.		Ongoing No further action
30 July '20	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.		In Progress 25 Aug 2020 Top line holding statements drafted and will be shared with other Berkshire Local Authorities once approved. 24 September 2020 Statements are drafted and are with Tessa and colleagues for approval and sign off.
30 July '20	Item 8: Communications Update at a National and Local Level Alayna Razzell to develop a communications plan to reach non English speaking residents.		Complete No further action 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

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			<p>filmed to reach specific groups with safeguarding advice; using illustrations in comms rather than words.</p> <p>24 September 2020 Engagement work to identify and target certain communities where infection rates are high and testing rates are low has been done and a targeted action plan developed.</p>
30 July '20 51	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.		<p>Ongoing</p> <p>24 September 2020 There were no reports from Board members of any false or fake news stories since the last meeting on 27 August 2020.</p>
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)		<p>Complete</p> <p>No further action</p>
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.		<p>Complete</p> <p>No further action</p>
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.		<p>Complete</p> <p>No further action</p>

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