

Notice of Meeting

Local Outbreak Engagement Board

Councillors:

Dr Barnard, Bettison OBE, D Birch and Brunel-Walker

Bracknell Forest Council:

Andrew Hunter, Director: Place, Planning and Regeneration

Abby Thomas, Assistant Director: Chief Executive's Office

Kellie Williams, Head of Operations

Charlotte Pavitt, Consultant in Public Health

Alayna 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 Involve

Thursday 19 November 2020, 4.00 - 4.30 pm

Online only

Agenda

Item	Description	Page
1.	Apologies for Absence Reporting: Kirstine Berry	
2.	Election of Chair	
3.	Election of Vice Chair	
4.	Declarations of Interest	
	<p>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.</p> <p>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.</p> <p>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.</p>	

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	Reporting: Members	
5.	Urgent Items of Business	
	Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent. Reporting: Kirstine Berry	
6.	National and Local Covid-19 Status	
	To provide an update on the status of the Covid-19 pandemic at a national and local level and to give guidance on understanding and using available data at a local level. Reporting: Charlotte Pavitt	
7.	Local Contact Tracing	1 - 2
	To provide an update on the implementation of local contact tracing in the Borough. Reporting: Kellie Williams	
8.	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 and Abby Thomas	
9.	Public Participation	
	To receive questions and provide answers to members of the public. Reporting: Kirstine Berry	
10.	Terms of Reference	3 - 8
	To agree the updated Terms of Reference for the Local Outbreak Engagement Board (LOEB) and the new schedule of meeting dates.	
11.	Review Action Log	9 - 14
	To review, by exception, the Local Outbreak Engagement Board (LOEB) Action Log.	

Date of Next Meeting

10 December 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: 17 November 2020

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Local Contact Tracing



National Test and Trace



- The national tracing team are successfully contacting approximately **80%** of those in the Borough testing positive for Covid, to provide isolation advice and obtain close contact details
- This compares to a national average of 59%
- On the recommendation of Public Health, Local authorities were asked to implement their own local contact tracing team to support national efforts with regards to contacting the remaining 20%
- The national track and trace teams will attempt contact with an individual over a 24 hour period before passing the request across to local contact teams



Why have we been asked to set up a local service?

- Local contact tracing is considered to be an essential service which supports the reduction of transmission, for a number of reasons:-
 - Local Authorities have access to up to date contact information for residents
 - Greater links to our residents and communities through targeted local communication and engagement initiatives
 - Less anxiety around receiving a call from a local opposed to national number
 - Able to offer local signposting information to ensure individuals are directed to any available support they may require as a result of their isolation period

What's been achieved prior to Go-Live?

- Internal resource identified to deliver a 7 day week service (using Forestcare staff to support out of hours requirements)
- All contact tracers have now completed safeguarding and call handler training specified by PHE
- Data privacy impact assessment completed to ensure compliant data sharing & storage
- Local signposting information gathered to ensure full support and guidance can be provided to any resident who requires further support during isolation
- Local communication plan has commenced to ensure visibility of service
- Email drop box (contact.tracing@bracknell-forest.gov.uk) created for any resident to be able to contact the council with any concerns or queries relating to local contact tracing

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What is our local operating model?

- BFC issued with a 'high degree of confidence' by PHE regarding service delivery at a meeting held on 10 November
- Go-Live date scheduled for Friday 13 November
- Operating Model: 7 days a week (Monday to Friday: 8-8 / Saturday & Sunday: 10-6)
- 4 call attempts to each individual over a 36 hour period will be made locally, before being referred back to national team
- The success of local contact tracing will be closely monitored and reported on as part of a regular update to all key stakeholders

Bracknell Forest Outbreak Engagement Board Terms of Reference

Purpose of the board

To have oversight in relation to outbreak response and provide direction and leadership for community engagement and public facing communications.

Role of the board

1. The role of the Board is to
 - Lead engagement with the public regarding Covid-19 risks and prevention.
 - Support the Local Outbreak Plan and the accompanying communications plan.
 - Provide ongoing oversight of the Plan's implementation.
 - Proactively lead the communications and engagement in the event of a local incident or outbreak¹.
 - Coordinate, where appropriate, with neighbouring authorities in the event of cross/near border local outbreaks.
 - Provide political ownership of the local response.

2. The Board will report through BFC Gold within the emergency command structure. They will have a working relationship through Gold with the East Berkshire Health Protection Board, responsible for delivery of the Outbreak Control Plan and the local Outbreak Management Cell.

Membership

3. The core membership consists of:

Cllr Paul Bettison OBE (Chair)	Leader of Bracknell Forest Council
Cllr Marc Brunel-Walker (Vice-Chair)	Executive Member for Economic Development and Regeneration. Communications lead.
Cllr Dr Gareth Barnard	Executive Member for Children and Young People
Cllr Dale Birch	Deputy Leader, BFC. Executive Member for Adult Services, Health and Housing
Charlotte Pavitt	Consultant in Public Health, Bracknell Forest Council
Andrew Hunter	Director of Place, Planning and Regeneration/ BFC Gold recovery lead
Kellie Williams	Head of Operations, People Directorate/outbreak management cell lead
Abby Thomas	Assistant Director - CXO/community support hub lead
Alayna Razzell	Head of Communications and Marketing
Fiona Slevin-Brown	Executive Managing Director, East Berkshire CCG
Phillip Cook	General Manager, Involve
Chief Inspector Andrew Cranidge	Deputy Commander, Bracknell and Wokingham LPA, Thames Valley Police

¹ An outbreak is one or more cases of Covid-19, an incident has a broader meaning, encompassing events or situations which warrant investigation to determine if action is needed to manage the risk.

4. In the event of a localised ward incident, attendance at the Board can be extended to include:
 - The relevant ward councillors who will have an important role in engagement and communication with their local communities.
 - Any identified local experts or community based persons with local knowledge.
 - The relevant head of service depending on the nature of the outbreak, specifically:
 - Care homes – Assistant Director, Commissioning
 - Schools – Assistant Director, Education and Learning.
 - Other Members can be co-opted as determined by the board.
 - The Chief Executive of Bracknell Forest Council and Berkshire’s Director of Public Health will have a standing invitation to attend the Board.
5. The remaining Executive Members and Chief Executive of Bracknell Forest Council, MPs for the area and Berkshire’s Director of Public Health will have a standing invitation to attend the Board.

Quorum

6. Minimum of one Member and three officers.

Ways of Working

7. All meetings will take place virtually via Teams.

Normal operation of the board

8. The board will meet every three weeks in public.
9. A sample agenda is included at Appendix 1.
10. 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.

In the event of an outbreak:

11. The chair, 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 more regularly in public as required.
12. The agenda will be published 1 day in advance of any public meeting on Bracknell Forest Council’s website, with papers 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.

APPENDIX 1

Sample Agenda for Outbreak Engagement Board

1. Apologies for Absence
 2. Declarations of Interest
 3. Urgent Items of Business
 4. Public Participation
 5. National and Local Covid-19 Status
 6. Communications and Engagement Update at a National and Local Level
 7. Review of Action Log
- Date of Next Meeting

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Local Outbreak Engagement Board - Proposed schedule of meetings from December 2020 onwards

Every three weeks @ 4pm

Agenda publication	Meeting
8 Dec 2020	10 Dec 2020
5 Jan 2021	7 Jan 2021
26 Jan 2021	28 Jan 2021
16 Feb 2021	18 Feb 2021
9 March 2021	11 March 2021
30 March 2021	1 April 2021
20 April 2021	22 April 2021
11 May 2021	13 May 2021
1 June 2021	3 June 2021
22 June 2021	24 June 2021
13 July 2021	15 July 2021
3 August 2021	5 August 2021

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Local Outbreak Engagement Board (LOEB) ACTION LOG

Date	Subject/Action	Actioned by	Status
<p>30 July '20</p> <p style="text-align: center; font-size: 2em;">6</p>	<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>	<p>Kellie Williams</p>	<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>
<p>30 July '20</p>	<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>Kirstine Berry 03 August 2020</p>	<p>Complete</p> <p>No further action</p>

Local Outbreak Engagement Board (LOEB) ACTION LOG

Date	Subject/Action	Actioned by	Status
10	<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>		

Local Outbreak Engagement Board (LOEB) ACTION LOG

Date	Subject/Action	Actioned by	Status
	<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>
11			
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>

Local Outbreak Engagement Board (LOEB) ACTION LOG

Date	Subject/Action	Actioned by	Status
13			<p>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> <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	<p>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 be addressed and countered with accurate information.</p>		<p style="text-align: center;">Ongoing</p> <p>22 October 2020 There were no reports from Board members of any specific false or fake news stories since the last meeting on 24 September 2020.</p>
27 August 20	<p style="text-align: center;">Item 5: National and Local Covid-19 Status Dr Jonas Thompson-McCormick</p> <p>To provide the Board with data that shows the number of tests for Covid-19 carried out</p>		<p style="text-align: center;">Complete</p> <p style="text-align: center;">No further action</p>

Local Outbreak Engagement Board (LOEB) ACTION LOG

Date	Subject/Action	Actioned by	Status
27 August 20	within Bracknell Forest. (Private) 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.		Complete No further action
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.		Complete No further action
22 October 2020	Item 9 Communications and Engagement Update at a National and Local Level All Board members to provide Alayna Razzell and the communications team with contact details of anyone who would be willing to share their Covid-19 story as a case study about how Covid-19 has affected them.		