

Notice of Meeting

Local Outbreak Engagement Board

Councillors:

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

Bracknell Forest Council:

Andrew Hunter, Executive Director: Place, Planning & Regeneration

Abby Thomas, Assistant Director: Chief Executive's Office

Kellie Williams, Assistant Director: Strategic Projects

Alayna Razzell, Head of Communications and Marketing

Gabby Haffner, Senior Public Health Strategist



Thames Valley Police:

Sophie Gardner, Acting Inspector for Bracknell Neighbourhood

East Berkshire Clinical Commissioning Group:

Fiona Slevin-Brown, Executive Managing Director - Bracknell Forest, Frimley Clinical Commissioning Group (CCG)

Involve:

Philip Bell, General Manager

Tuesday 1 March 2022, 4.00 - 4.30 pm

Online only - via Zoom

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: All	
3.	Urgent Items of Business	

EMERGENCY EVACUATION INSTRUCTIONS

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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.	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: Gabby Haffner/Shamarke Esse	
5.	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/Abby Thomas	
6.	Public Participation	
	To receive questions and provide answers to members of the public. Reporting: Kirstine Berry	
7.	Review Action Log, approve updated Terms of Reference (V6) and a revised meeting schedule (V6)	1 - 18
	To review, by exception, the Local Outbreak Engagement Board (LOEB) Action Log To approve an updated Terms of Reference (V6) for the Board membership. The changes are: Charlotte Pavitt Consultant in Public Health has been replaced by Gabby Haffner, Senior Public Health Strategist Kellie Williams' title has been updated from Head of Operations to Director: Strategic Projects and To approve an updated schedule of meetings (V6) Reporting: All/Kirstine Berry	

Date of Next Meeting

05 April 2022

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: 22 February 2022

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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 <p>Under Membership,</p> <ul style="list-style-type: none"> Update the text to read: 	Kirstine Berry 03 August 2020	<p>Complete</p> <p>No further action</p>

Local Outbreak Engagement Board (LOEB) ACTION LOG

Date	Subject/Action	Actioned by	Status
2	<p><i>"3. In the event of a localised ward incident, attendance at the Board can be extended to include:</i></p> <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: <p><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> <p>Under Ways of Working, In the event of an outbreak</p> <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</p> <p>Update the text to read:</p> <p><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</i></p>		

Local Outbreak Engagement Board (LOEB) ACTION LOG

Date	Subject/Action	Actioned by	Status
	<p><i>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</p> <p>Alayna Razzell: To consider how to publicise the Board and communicate how members of the public can engage.</p>	Alayna Razzell	<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> <p>18 November 2020 Advertised on social media and in Town &Country Extra. Information in Town &Country hard copy (to be delivered from Dec 3)</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</p>	Kirstine Berry 31 July 2020	<p>Complete</p> <p>No further action</p>

Local Outbreak Engagement Board (LOEB) ACTION LOG

Date	Subject/Action	Actioned by	Status
	(1 March to 17 July) 70 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.	Cynthia Folarin	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.	Alayna Razzell	Complete 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. 22 October 2020 Statements have been prepared but the situation has moved on. This specific action is now closed
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.	Alayna Razzell	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 –

Local Outbreak Engagement Board (LOEB) ACTION LOG

Date	Subject/Action	Actioned by	Status
5			<p>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> <p>18 November We have created this webpage on translated resources which signpost to all those that are available via PHE: https://www.bracknell-forest.gov.uk/health-and-social-care/coronavirus-information-and-support/coronavirus-translated-guidance</p> <p>Nepalise translations currently available have been added to the translated resources page on our coronavirus support section of the website.</p> <p>The webpage/ resources have been promoted on social media, Town & Country Extra, public health e-newsletter and will also go in the printed edition of T&C (Dec).</p> <p>The link has also been shared with partners, including Involve, The Ark and the education team. Our engagement team has shared it</p>

Local Outbreak Engagement Board (LOEB) ACTION LOG

Date	Subject/Action	Actioned by	Status
			with Sandhurst Town Council and the Nepalese Societies and check what else they feel would be helpful too.
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.		01 Feb 2022 Ongoing There were no reports from Board members of any specific false or fake news stories since the last meeting.
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)	Dr Jonas Thompson-McCormick	Complete No further action
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.	Board members	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.	Kellie Williams and Abby Thomas	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.		01 September 2021 Complete The communications and marketing team used a small number of case studies to help with health protection and vaccination messages during the first 18 months of the pandemic. The shared public health team and/or NHS

Local Outbreak Engagement Board (LOEB) ACTION LOG

Date	Subject/Action	Actioned by	Status
01 December 2020	<p>Item 4 New National Restrictions</p> <p>Kellie Williams to enquire with the Public Health shared team if the data on slide 10 that shows the number of deaths in Bracknell that relate to Covid-19 could be replicated for Slough as a comparison; in addition to any data that is publicly searchable on the Public Health Dashboard.</p> <p>Public Health Berkshire COVID-19 Dashboard (berkshirepublichealth.co.uk)</p>	Kellie Williams	<p>colleagues will provide further/ relevant case studies as we go in to the first autumn/ winter period without restrictions in place and the BFC team will share anything else relevant that partners have produced.</p> <p>12 January 2021 Complete No further action The information requested is not comparable.</p>
15 December 2020	<p>Item 5 Communications and Engagement Update at a National and Local Level</p> <p>Alayna Razzell to increase the strength of messaging and adopt a more directive tone in local communications materials to highlight the importance and legal requirement for the public to comply with self-isolation rules. In addition to investigate if local social media opinion leaders could become involved to amplify the messages.</p>	Alayna Razzell	<p>8 Jan 21 Complete No further action. Messages have been strengthened to use instructional language e.g. 'You must stay at home.' 'It is a legal requirement to self-isolate not a request.'</p> <p>Contact made with We Love Bracknell (WLB) at the time of the Tier 4 announcement – WLB admins happy to help where they can. BFC posts regularly shared to WLB/ WLW/ WL Binfield/ Crowthorne Chaos/ WLBF/ WLCV community groups.</p>
23 December 2020	<p>Item 4 National and Local Covid-19 Status</p> <p>Charlotte Pavitt to seek clarification on the South African variant as mentioned in today's press briefing, and the impact in Bracknell Forest.</p>		<p>03 September 21 Complete No further action</p> <p>Public Health England have established processes in place to regularly monitor all</p>

Local Outbreak Engagement Board (LOEB) ACTION LOG

Date	Subject/Action	Actioned by	Status
			available data tracking Covid-19 variants and monitor and respond as necessary.
23 February 2021	<p>Item 6 Public Participation</p> <p>Following the LOEB meeting of 2 February 2021 supplementary questions were received from members of the public relating to the vaccinations programme. The supplementary questions were:</p> <p><i>“How many (in numbers) vaccinations to date have been given in Bracknell Forest out of a total of the groups 1-9 that they have to vaccinate in the Borough?”</i></p> <p><i>The weekly Dept of Health reports were mentioned but it was not evident how to drill down to Borough or CCG level. Can it be advised where or how that information can and will be provided to the public?”</i></p>	Sarah Bellars and Fiona Slevin-Brown	<p>24 February 2021</p> <p>Complete</p> <p>No further action</p> <p>The public information is at a system level and can be found via this link https://www.england.nhs.uk/statistics/statistical-work-areas/covid-19-vaccinations/</p>
∞	Fiona Slevin-Brown to provide a response to these questions for publication.		
16 March 2021	<p>Item 7 Public Participation</p> <p>A question was received from a member of the public who asked to be referred to as Service User M. Following the meeting the full question submitted was published as supplementary papers to the agenda. Abby Thomas to provide a full response to the question.</p>	Question withdrawn by Service User M	<p>17 March 2021</p> <p>Closed</p> <p>No further action</p> <p>Following the meeting, the question was withdrawn and no further action was required.</p>
06 April 2021	<p>Item 5 Roadmap out of lockdown and the local response in Bracknell Forest.</p> <p>Charlotte Pavitt to update the Bracknell Forest Rapid Testing website content to include disposal instructions for Community Collect Lateral Flow Tests (LFTs).</p>	Charlotte Pavitt	<p>19 April 2021</p> <p>Complete</p> <p>No further action</p> <p>The public website has been updated with the required instructions. Rapid testing for COVID-19 Bracknell Forest Council (bracknell-forest.gov.uk)</p>

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Date	Subject/Action	Actioned by	Status
30 November 2021	Kellie Williams to investigate with health colleagues who were not on the call at today's Board meeting as to why the vaccination centre at Waitrose Sports Centre in Bracknell does not routinely show on the NHS digital vaccination booking system as an option to enable people to book digitally, but that walk-in vaccinations are available. Kellie Williams to then provide feedback to the Board.	Kellie Williams	21 December 2021 Complete. No further action Kellie Williams advised that slots at the Waitrose Sports Centre are ringfenced for local residents and as such all bookings for the vaccination site are arranged via GPs. Therefore, they don't appear on the National Booking System (NBS).
04 January 2022 6	Item 4. National and Local Covid-19 Status Shamarke Esse to look at slide 10 in the Covid-19 Vaccinations in Berkshire in the Berkshire Weekly Covid-19 Briefing 4 January 2022 presentation, with specific focus on the chart that covers 'Estimated population coverage for dose 3/booster by LA and age group', and the Under 50 data column, to see if that category of data can be further broken down in order to assess if there is any intelligence to inform where communications could be refocussed and strengthened to improve vaccination uptake rates.	Shamarke Esse	01 Feb 22. Complete. No further action Shamarke presented the broken down data during the Covid 19 Briefing on slide 12.
04 Jan 2022	Item 5. Communications and Engagement Update at a National and Local Level It was described how there are unconnected sources of information and gaps of information that relate to vaccination availability and testing options in the Borough. It was stated that it would be useful to have an accurate, up to date, real time, single point of truth source for all of the information relating to testing and vaccinations. Cllr Marc Brunel-Walker to provide evidence of what the issue looks like and the main sources of information being shared/used to Alayna Razzell which Alayna Razzell can then use to liaise with Clinical Commissioning Group colleagues to identify if integrated comms can be created as single information source.		01 Feb 22 Item carried over to next meeting on 01 March 2022

Local Outbreak Engagement Board (LOEB) ACTION LOG

Date	Subject/Action	Actioned by	Status
04 Jan 2022	<p>Item 6. Public Participation</p> <p>A question for the Board was received from a member of the public. During the meeting both the question and written response were read out. Following the meeting the question and response texts were published as supplementary papers to the agenda. The member of the public was thanked for submitting the question.</p>	Kirstine Berry	<p>05 January 2022</p> <p>Complete</p> <p>No further action</p>

Local Outbreak Engagement Board (LOEB) ACTION LOG

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Bracknell Forest Outbreak Engagement Board Terms of Reference V6

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
Gabby Haffner	Senior Public Health Strategist , Bracknell Forest Council
Andrew Hunter	Director of Place, Planning and Regeneration/ BFC Gold recovery lead
Kellie Williams	Assistant Director: Strategic Projects, 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
Philip Bell	General Manager, Involve
Acting Inspector Sophie Gardner	Acting Inspector for Bracknell Neighbourhood

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 March 2022 onwards (V6)

@ 4pm on a Tuesday

Meeting Date	Agenda Publication Date
01 March 2022	25 February 2022
05 April 2022	Cancel as now bi monthly
03 May 2022	27 April 2022
07 June 2022	Cancel as now bi monthly
05 July 2022	24 June 2022
06 September 2022	02 September 2022
01 November 2022	28 October 2022

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