

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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	<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.		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.		Complete No further action 25 Aug 2020 Communications officer allocated to this project, working with the council's

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			<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</p> <p>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>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>Item 5: National and Local Covid-19 Status</p> <p>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>Complete</p> <p>No further action</p>

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	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.		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.		