

## Local Outbreak Engagement Board (LOEB) ACTION LOG

Date	Subject/Action	Actioned by	Status
30 July '20	<p>Item 5: Local Outbreak Plan</p> <p><b>Kellie Williams: To update the Plan for the August 2020 publication</b> 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><b>Kirstine Berry: Update Terms of Reference</b></p> <ul style="list-style-type: none"> <li>• Update Board Core Membership table               <ul style="list-style-type: none"> <li>○ Remove Superintendent Felicity Parker and add Chief Inspector Andrew Cranidge as the Thames Valley Police representative.</li> <li>○ Confirm Fiona Slevin-Brown as the East Berkshire CCG representative</li> <li>○ Confirm Philip Cook as the Involve representative</li> </ul> </li> </ul>	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"> <li>• 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></li> <li>• <i>The relevant ward councillors who will be the public face of engagement and communication with their local communities.</i></li> <li>• <i>Any identified local experts or community based persons with local knowledge.</i></li> </ul> <p>Under Ways of Working, Normal Operation of the Board</p> <ul style="list-style-type: none"> <li>• 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></li> </ul> <p>Under Ways of Working, In the event of an outbreak Point 4</p> <ul style="list-style-type: none"> <li>• Include the CCG representative.</li> </ul> <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"> <li>Update with the approved draft agenda adding to include a review of the Action Log by exception at each meeting.</li> </ul>		
30 July '20	<p>Item 6: Terms of Reference</p> <p><b>Alayna Razzell: To consider how to publicise the Board and communicate how members of the public can engage.</b></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> <p>18 November 2020 Advertised on social media and in Town &amp;Country Extra. Information in Town &amp;Country hard copy (to be delivered from Dec 3)</p>
30 July '20	Item 7: National and Local Covid-19 Status	Kirstine Berry	Complete

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	<p><b>Kirstine Berry: To update the table Headline figures for this week (27 July 2020) to reflect a data change to read:</b></p> <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>	31 July 2020	No further action
30 July '20	<p>Item 7: National and Local Covid-19 Status</p> <p><b>Cynthia Folarin: To describe, closely associated with the tables in future reports that 'blank' entries represent suppressed data where numbers are small.</b></p>		<p>Ongoing</p> <p>No further action</p>
30 July '20	<p>Item 8: Communications Update at a National and Local Level</p> <p>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>Complete</p> <p>25 Aug 2020 Top line holding statements drafted and will be shared with other Berkshire Local Authorities once approved.</p> <p>24 September 2020 Statements are drafted and are with Tessa and colleagues for approval and sign off.</p> <p>22 October 2020 Statements have been prepared but the situation has moved on. This specific action is now closed</p>
30 July '20	Item 8: Communications Update at a National and Local Level		Complete

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	<p><b>Alayna Razzell to develop a communications plan to reach non English speaking residents.</b></p>		<p style="text-align: center;">No further action</p> <p>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> <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:  <a href="https://www.bracknell-">https://www.bracknell-</a></p>

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			<p><a href="https://www.forest.gov.uk/health-and-social-care/coronavirus-information-and-support/coronavirus-translated-guidance">forest.gov.uk/health-and-social-care/coronavirus-information-and-support/coronavirus-translated-guidance</a></p> <p>Nepalised translations currently available have been added to the <a href="#">translated resources page</a> on our coronavirus support section of the website.</p> <p>The webpage/ resources have been promoted on social media, Town &amp; Country Extra, public health e-newsletter and will also go in the printed edition of T&amp;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 with Sandhurst Town Council and the Nepalese Societies and check what else they feel would be helpful too.</p>
<b>30 July '20</b>	Item 8: Communications Update at a National and Local Level <b>All board members to notify the Board of any 'false or fake news'</b> so that it can be addressed and countered with accurate information.		Ongoing  19 November 2020

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			There were no reports from Board members of any specific false or fake news stories since the last meeting on 22 October 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)		Complete  No further action
27 August 20	Item 6: Communications and Engagement Update at a National and Local Level <b>All Board members to discuss the possibility of producing a printed communications piece to bridge the gap between the production dates of Town &amp; Country magazine between July and November.</b>		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 <b>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.</b>		18 Nov BFC comms team still looking for case studies of people impacted by COVID.
01 December 2020	Item 4 New National Restrictions <b>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.</b> <a href="https://berkshirepublichealth.co.uk">Public Health Berkshire   COVID-19 Dashboard (berkshirepublichealth.co.uk)</a>		
15 December 2020	Item 5 Communications and Engagement Update at a National and Local Level <b>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</b>		

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	<b>investigate if local social media opinion leaders could become involved to amplify the messages.</b>		
<b>23 December 2020</b>	Item 4 National and Local Covid-19 Status <b>Charlotte Pavitt to seek clarification on the South African variant as mentioned in today's press briefing, and the impact in Bracknell Forest.</b>		