

# Notice of Meeting

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## Local Outbreak Engagement Board (Public)

**Friday, 31st July, 2020 at 10:00am**

This meeting will be held in a virtual format in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020

Please note: The Council will be live streaming its meetings.

This meeting can be streamed live here: <https://westberks.gov.uk/loeblive>

You can view all streamed Council meetings here: <https://www.westberks.gov.uk/councilmeetingslive>



**Agenda - Local Outbreak Engagement Board (Public) to be held on Friday, 31 July 2020**  
(continued)

**Note:** The Council broadcasts some of its meetings on the internet, known as webcasting. If this meeting is webcasted, please note that any speakers addressing this meeting could be filmed. If you are speaking at a meeting and do not wish to be filmed, please notify the Chairman before the meeting takes place. Please note however that you will be audio-recorded.

Date of despatch of Agenda: 23 July 2020

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Gordon Oliver / James Townsend on e-mail: [Gordon.Oliver1@westberks.gov.uk](mailto:Gordon.Oliver1@westberks.gov.uk) / [James.Townsend1@westberks.gov.uk](mailto:James.Townsend1@westberks.gov.uk)

Further information and Minutes are also available on the Council's website at [www.westberks.gov.uk](http://www.westberks.gov.uk)



**Agenda - Local Outbreak Engagement Board (Public) to be held on Friday, 31 July 2020**  
(continued)

**To:** Dominic Boeck, Graham Bridgman, Nick Carter, Shairoz Claridge,  
Lynne Doherty, Tessa Lindfield, Steve Masters, Matt Pearce, Andy Sharp,  
Martha Vickers and Howard Woollaston

**Substitutes:** Alan Macro and Meradin Peachey

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# Agenda

<b>Part I</b>	<b>Page No.</b>
1 <b>Election of Chairman</b>	
2 <b>Apologies for Absence</b>	
3 <b>Appointment of Vice-Chairman</b>	
4 <b>Declarations of Interest</b>	
5 <b>Terms of Reference</b> To review the Terms of Reference for the Local Outbreak Engagement Board.	1 - 2
6 <b>COVID-19 Status Report (Verbal Report)</b> To receive an update on the current status of COVID-19 infections and deaths within West Berkshire and nationally	
7 <b>Local Incident Report (Verbal Report)</b> To receive an update on any local outbreaks of COVID-19 and any measures that have been put in place in response to the outbreak.	
8 <b>Communications Update (Verbal Report)</b> To receive an update on COVID related communications, including consideration of a leaflet about COVID-19 Local Outbreak Control Plans, which is scheduled to go out to all residents of West Berkshire	3 - 4

Sarah Clarke  
Service Director: Strategy and Governance

If you require this information in a different format or translation, please contact  
Moira Fraser on telephone (01635) 519045.

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## West Berkshire Local Outbreak Engagement Board Terms of Reference

### Background

- 1 Following the initial wave of COVID-19, cases are declining across the country and national lockdown restrictions are gradually lifting. The next phase of the pandemic in England is predicted to be a much more variegated pattern with focussed outbreaks requiring local controls to keep cases and harm from COVID-19 to a minimum.
- 2 Each Upper Tier local authority is required to develop a Local Outbreak Control Plan by the end of June 2020. Signed off by the Director of Public Health, the Chief Executive of the Council and Public Health England, West Berkshire's Local Outbreak Control Plan will clarify how the Council will work with the national Test and Trace service, so that the whole local system is geared up to contain the virus.
- 3 The role of the Local Outbreak Engagement Board will be fulfilled by a sub-group of the existing West Berkshire Health & Wellbeing Board.

### Purpose

- 4 The Board will encapsulate the following responsibilities:
  - Lead engagement with the public regarding COVID-19 risks and prevention
  - Endorse the Local Outbreak Control Plan and the accompanying Communications Plan.
  - Provide ongoing oversight of the Plan's implementation.
  - Provide political ownership of the local response.
  - Proactively lead the communications and engagement in the event of a local incident<sup>1</sup>.
  - Coordinate, where appropriate, with neighbouring authorities in the event of cross/near border local outbreaks.
- 5 The Local Outbreak Engagement Board will act in an advisory capacity only and will report through the Gold emergency command structure. It will be a time limited sub-group of the Health and Wellbeing Board and will provide regular updates to the wider Health and Wellbeing Board. They will have a working relationship with their local Health Protection Board, responsible for delivery of the Local Outbreak Control Plan.

### Membership

- 6 The membership of the Local Outbreak Engagement Board will include the following members of the current Health and Wellbeing Board:
  - West Berkshire Council Executive Member for Health and Wellbeing, Culture and Leisure
  - West Berkshire Council Leader
  - West Berkshire Council Executive Member for Adult Social Care
  - West Berkshire Council Executive Member for Children, Education and Young People

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<sup>1</sup> 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.

- West Berkshire Council Shadow Portfolio Holder for Health and Wellbeing and Adult Social Care
- West Berkshire Council Minority Group Spokesperson for Health and Wellbeing and Adult Social Care
- West Berkshire Council Chief Executive
- West Berkshire Council Executive Director - People
- West Berkshire Council Head of Public Health
- Director or Deputy Director for Public Health Berkshire
- Deputy Accountable Officer or Operations Director from the Berkshire West Clinical Commissioning Group

(Supported by Principal Policy Officer (Corporate Policy Support), West Berkshire Council and a Council Communications Team representative)

- 7 In the event of a local incident, the Board may invite one or more of the following to attend meetings to provide advice and support as required:
  - The relevant Ward Councillors who will be the public face of engagement and communication with their local communities.
  - The relevant head of service depending on the nature of the outbreak, specifically:
    - Care homes – Service Director of Adult Social Care
    - Schools – Head of Education Services
    - Businesses – Economic Development Manager, Local Enterprise Partnership representative or Environmental Health Officers

### **Meeting Frequency**

- 8 Meetings of the Local Outbreak Engagement Board will be held as often as required in order to manage and respond to local outbreaks of COVID-19. Meetings will take place remotely via Zoom.
- 9 As a minimum, the Board will hold monthly public meetings. Members of the public will not be able to attend the remote meetings, and the Board will not answer public questions - these will continue to be answered by Health and Wellbeing Board, Executive or Council. However, public meetings of the Board will be live-streamed and recorded, and will be available for members of the public to view on the Council's YouTube channel.
- 10 The public meetings will be supplemented by a series of private meetings.

### **Quorum**

- 11 The quorum for a meeting of the Local Outbreak Engagement Board shall be at least half of the board members and will require the Director or Deputy Director of Public Health for Berkshire, or the West Berkshire Council Head of Public Health to be present.

### **Confidentiality**

- 12 All information provided to members of the Local Outbreak Engagement Board shall be treated as confidential. Any information to be made public must first be approved by West Berkshire Council's Head of Public Health.

## Stay in touch

We appreciate that normally you may not wish to sign up to council news, but in the event of local outbreaks we want to be able to reach as many people as we can, as quickly as we can, in order to keep people safe. Therefore, we are encouraging all residents to sign up to our COVID-19 e-newsletter which can be done on this webpage: [info.westberks.gov.uk/coronavirus-locp](http://info.westberks.gov.uk/coronavirus-locp). You can also follow our social media channels which can be found below under Useful Guidance.

**Help us to keep West Berkshire open and safe for all.**

## Who to contact

If you think you may have COVID-19 then check your symptoms and find out what to do by visiting: [www.111.nhs.uk/covid-19](http://www.111.nhs.uk/covid-19) or call [111](tel:111).

If you need to get tested then go to: [www.nhs.uk/ask-for-a-coronavirus-test](http://www.nhs.uk/ask-for-a-coronavirus-test) or call [119](tel:119).

If you think someone has COVID-19 symptoms in your workplace, school or other setting please contact: [01635 503242](tel:01635503242) (9am to 5pm, Monday to Sunday) or email: [CV19notifications@westberks.gov.uk](mailto:CV19notifications@westberks.gov.uk)




If you are self-isolating and need help with shopping or medication delivery, please contact the Community Support Hub on: [01635 503579](tel:01635503579) or email: [westberksbct@westberks.gov.uk](mailto:westberksbct@westberks.gov.uk)

## Useful Guidance

The latest national guidance can be found online: [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)  
Test and Trace information is available here:  
[www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing](http://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing)

Remember to sign up for our newsletter: [info.westberks.gov.uk/coronavirus-locp](http://info.westberks.gov.uk/coronavirus-locp)

## Follow West Berkshire Council on Social Media

-  [twitter.com/WestBerkshire](https://twitter.com/WestBerkshire)
-  [www.facebook.com/westberkshire](https://www.facebook.com/westberkshire)
-  [www.instagram.com/westberkshire](https://www.instagram.com/westberkshire)

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# West Berkshire COVID-19 Local Outbreak Control Plans

An information leaflet for residents



Agenda Item 8



## Dear resident,

We want to thank you for your continued efforts in keeping COVID-19 infection rates to a minimum across our district. We know that dealing with the pandemic has been difficult for all of us but so far we've had lower infection rates than the national and regional average, which is testament to everyone. We have seen a great sense of community spirit throughout this time, with residents stepping up to help each other through this challenging period.

Sadly, the virus is still with us with the prospects of a vaccine and better treatments still some time away, so we all have a role to play to protect ourselves, friends, family and our community from the spread of the virus.

There is a risk that an outbreak may happen in this area so the Council has prepared a COVID-19 Local Outbreak Control Plan (LOCP) which outlines how a local outbreak and any future restrictions would be managed. Integral to the success of the plan will be ensuring that you are aware of its existence, what may happen and what may be asked of you, should an outbreak occur in West Berkshire.

We would therefore ask you to read this leaflet to find out more and to help us all stay safe.



**Lynne Doherty**  
Leader




**Nick Carter**  
Chief Executive



### Local Outbreak Control Plan – What is it?

The plan summarises how we will aim to protect our residents and communities by minimising further spread or recurrence of COVID-19 across West Berkshire. It details how we, as a Council, will work with our partners and the community in order to respond effectively in the prevention and management of COVID-19. You can view a summary on our website via this link

<https://info.westberks.gov.uk/coronavirus-locp>.

### What may happen if an outbreak occurs in West Berkshire?

- We will work with partners to identify any pattern and source of the outbreak.
- Try to find all those who may be affected and make sure they are tested and isolated.
- Ensure the setting e.g. business, school, factory etc. know what to do which may include cleaning their site or temporarily closing if deemed necessary.

### How might an outbreak affect you?

- You may be contacted and asked to get a test and if positive, told to self-isolate.
- Settings may be shut for a period of time and will be supported on the necessary steps to take before reopening safely.
- In severe situations an area in West Berkshire may have to go into a local 'lockdown' for a period of time until the number of cases reduce.
- Mobile Testing Units may be deployed to the area affected to support you to get a test.

### How can you play your part to prevent an outbreak in West Berkshire?

- Keep up to date and keep following the Government guidance: [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus). Act as if you have it, anyone can spread it.
- Continue to adhere to social distancing guidelines, maintain good hand hygiene by washing hands or using hand sanitiser regularly and wearing a face covering where required.
- If you, or anyone in your household, is displaying coronavirus symptoms; a high fever, persistent cough or a change or loss in taste/smell, you can request a test (details overleaf).
- Self-isolate if instructed to do so by the NHS test and trace service. If you are contacted by the NHS test and trace service you will never be asked for financial details, passwords or payment. Full details on how the service works can be found overleaf.