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NOTICE OF MEETING

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OUTBREAK ENGAGEMENT BOARD

will meet on

MONDAY, 15TH FEBRUARY, 2021

At 2.30 pm

by

VIRTUAL MEETING - ONLINE ACCESS ON [RBWM YOUTUBE](#)

TO: MEMBERS OF THE OUTBREAK ENGAGEMENT BOARD

HILARY HALL - DIRECTOR OF ADULTS, HEALTH AND COMMISSIONING
(CHAIRMAN)
TRACY HENDREN – HEAD OF HOUSING AND ENVIRONMENTAL HEALTH
ANNA RICHARDS – CONSULTANT IN PUBLIC HEALTH
DAVID SCOTT – HEAD OF COMMUNITIES
LOUISA DEAN – COMMUNICATIONS AND MARKETING MANAGER
LISA PIGEON – ENVIRONMENTAL HEALTH MANAGER
COUNCILLOR STUART CARROLL
COUNCILLOR HELEN PRICE
COUNCILLOR SIMON WERNER

Karen Shepherd – Head of Governance - Issued: 9th February 2021

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at www.rbwm.gov.uk or contact the Panel Administrator **Mark Beeley** mark.beeley@rbwm.gov.uk

Recording of Meetings – In line with the council's commitment to transparency the Part I (public) section of the virtual meeting will be streamed live and recorded via Zoom. By participating in the meeting by audio and/or video, you are giving consent to being recorded and acknowledge that the recording will be in the public domain.

If you have any questions regarding the council's policy, please speak to Democratic Services or Legal representative at the meeting.

AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>APOLOGIES FOR ABSENCE</u> To receive any apologies for absence.	-
2.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest.	5 - 6
3.	<u>TERMS OF REFERENCE</u> To note the Terms of Reference for the Outbreak Engagement Board.	7 - 8
4.	<u>MINUTES</u> To consider the minutes of the meeting held on 18 th January 2021.	9 - 14
5.	<u>LATEST LOCAL POSITION</u> To hear from the Consultant in Public Health.	Verbal Report
6.	<u>UPDATE ON HIGH RISK SETTINGS</u> To hear from the Director of Children's Services/Director of Statutory Services (Optalis).	Verbal Report
7.	<u>COMMUNICATIONS AND ENGAGEMENT ACTIVITY</u> To hear from the Communications and Marketing Manager.	Verbal Report
8.	<u>ENFORCEMENT AND COMPLIANCE ACTIVITY</u> To hear from the Environmental Health Manager.	Verbal Report
9.	<u>UPDATE ON VACCINATION PROGRAMME</u> To hear from the Executive Managing Director (CCG).	Verbal Report
10.	<u>QUESTIONS FROM THE PUBLIC</u> To consider any questions submitted to the Board.	-
11.	<u>ANY OTHER BUSINESS</u> To consider any other business.	-
12.	<u>FUTURE MEETING DATES</u>	-

All at 2.30pm:

- Monday 15 March 2021
- Monday 19 April 2021
- Monday 17 May 2021
- Monday 21 June 2021
- Monday 19 July 2021
- Monday 16 August 2021
- Monday 20 September 2021
- Monday 18 October 2021
- Monday 15 November 2021
- Monday 20 December 2021

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MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
 - a) that body has a piece of business or land in the area of the relevant authority, and
 - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations on the item: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations in the item: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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Royal Borough of Windsor and Maidenhead Outbreak Engagement Board

Terms of Reference

Purpose

As part of its Outbreak Control Plan, the Royal Borough is required set up a Local Outbreak Engagement Board.

The role of the Board is to:

- Endorse the Local Outbreak Plan and the accompanying communications plan.
- Provide ongoing oversight of the Plan's implementation.
- Provide political ownership of the local response.
- Lead engagement with local communities around the plan.
- Proactively lead the communications and engagement in the event of a local outbreak.
- Coordinate, where appropriate, with neighbouring authorities in the event of cross/near border local outbreaks.

The Board is a time limited subgroup of the Health and Wellbeing Board.

Membership

The core membership of the Board comprises:

- Three elected Members, one nominated by each political Group.
- Director of Adults, Health and Commissioning (chair)
- Consultant in Public Health
- Head of Housing and Environmental Health
- Communications and Marketing Manager
- Head of Communities
- Environmental Health Manager

The Managing Director, Strategic Director of Public Health and Executive Place Managing Director (CCG) have a standing invitation to attend the Board.

Quorum

Minimum of two Members and three officers.

Frequency

Fortnightly, with the alternate meeting taking place in public. The frequency of meetings may be increased at the discretion of the chair.

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RBWM Outbreak Engagement Board Monday 18th January 2021, 2.30pm, Teams meeting

www.rbwm.gov.uk



Attendees:

- Cllr Johnson
- Cllr Price
- Cllr DaCosta
- Cllr Werner
- Cllr Carroll
- Director of Adults, Health and Commissioning – Hilary Hall
- Communications and Marketing Manager – Louisa Dean
- Executive Managing Director RBWM, Clinical Commissioning Group – Caroline Farrar
- Consultant in Public Health – Anna Richards
- Head of Housing and Environmental Health – Tracy Hendren
- Head of Communities – David Scott
- Director of Children’s Services – Kevin McDaniel

Apologies:

- Executive Managing Director RBWM, Clinical Commissioning Group – Caroline Farrar

	Item	Notes	Actions
1.	Conflicts of Interest	<ul style="list-style-type: none"> • Cllr Carroll disclosed that he is currently advising the Government Vaccine taskforce on Corona Virus and the vaccination programme. 	
2.	Local Position	<ul style="list-style-type: none"> • 608 cases tested per 100,000 population which is a 7 day moving average. This is increasing. • 146.7 of individuals tested positive. This is a decrease. • 539.6 cases per 100,000 population, which is a decrease. As of today this has dropped to 503.9. • 453.8 cases per 100,00 population for 60+. This is also reducing. • 817 cases confirmed in the last 7 day.s • The South East average is 623 per 100,000 population and for England it is 592.9. Both are reducing. • RBWM are currently sitting in line with the average of the South East and England. • The case rate is higher in Datchet, Horton & Wraysbury ward. There is a variation across all of the wards and all fluctuate. • During the peak of the pandemic of the first wave, the South East hospitals had 2,000 cases. More recently this has doubled to over 4,000 cases which shows the intensity of the pressure on the NHS. • Statistically mortality rate is in line with what would be expected at this time of year. There have been 14 	

	Item	Notes	Actions
		<p>deaths recorded in the last week that are related to Covid-19.</p> <ul style="list-style-type: none"> • Adult social care are working with the hospitals to ensure that residents are coming out of hospital when they are medically fit to do so and in a timely way. There are 3 calls per day with Adult Social care and the Hospitals to ensure that a continual focus is kept on this. 	
3.	Update on High Risk settings	<ul style="list-style-type: none"> • Children are not being severely affected by Covid-19. • With schools closed, they are focusing on remote learning, there has been a significant improvement in remote learning since the last lockdown. • It has been a focus of the Council's school improvement service to work with the schools to share the best practise including the access to age appropriate learning, for example some of the schools have been delivering packs of materials to children to be able to take part in activities. • For the children that are vulnerable and who are open to the Social care team, 50% were active in school and have had risk assessments completed by a Social Worker. • Similarly for Mainstream schools, children with Education, Health and Care plans in place were active in school in line with priority. A significant number of children that have Education, Health and Care plans have underlying health conditions, which Children Services are working with their families to ensure they are comfortable with the balance between the education received and their access to schools. In particular our Special school which in principal is open to all young person who wants a place as per national guidance, every young person will have a risk assessment whether they are from inside or outside of the Borough, on their health and educational needs. • Secondary schools have been open since last week offering lateral flow tests for staff. • They are seeking to find the asymptomatic cases so that those can have further testing and isolate. • As of next week, primary schools will be providing tests at home for staff and support staff. By next week, the teaching workforce will all have kits for testing. • The focus of the Council's workers continues to be on the success on those who are vulnerable and known to the service. This is being monitored by an approach that is based on trying to balance the risk of education, their safety and mental health. This is being monitored actively. • Across the Borough, many of the schools have their own provider of free school meals though from the first day of the national lockdown, schools in the Royal Borough have been able to offer £15 of vouchers per week through the system the Council had set up for the Winter support fund. £20,000 of vouchers went out in the first two weeks. The department of Education has confirmed today that the national voucher scheme is now in place 	

	Item	Notes	Actions
		<p>and schools have been given permission to order vouchers for the next four weeks.</p> <ul style="list-style-type: none"> • Laptops for all children is not guaranteed. The Department of Education has made an additional 300,000 devices available across the country. They have allocated a number of devices to each school, most of the schools within RBWM have taken the additions and targeted them to the children most at need. The Department of Education have also published deals with mobile providers for broadband on the DFE website. Have actively • Mental health is seeing an increase in demand as are all the services within the Council. Children's services have actively got some additional resource by joint funding with the CCG for a mental health support team which is working in the Local Authority. • Vaccinations for all residents in care homes across the Borough were completed by the end of last week. • Routine testing of staff in Care homes is happening and also rolling out to Domiciliary care and supported living staff. • We are seeing some outbreaks in Care settings however, they are being robustly managed and at this stage it is not having an impact on our ability the move residents out of hospital and into appropriate care homes. • The sector is resilient and holding up well despite the pressure they are under. 	
4.	Engagement and Comms	<ul style="list-style-type: none"> • Sharing Government messages via social media, through RBWM's residents letter, Cllr's, Parish Cllr's, Community groups and Community Champions. • Since March, there has been a dedicated page on RBWM's website which has been moved around dependant on the issues that have arisen. This sign posts people on how to get help but also offers updates on services. • Engaged with Maidenhead Football & Rugby Club. They have produced videos and messages assisting us in sharing these messages. • 'Around the Royal Borough' which is our Residents magazine, was sent out late last year which had key messages in it about the pandemic. This was done predominantly for people that may not have access to social media. • With social media, the Comms team are trying to focus on more localised messages so that it is more relevant to RBWM's Residents. The reach has now increased. • FaceBook has 11,000 followers and Twitter has 17,000 followers. • A weekly newsletter is being emailed to Residents, which 19,000 people have signed up to the email list. 	

	Item	Notes	Actions
		<ul style="list-style-type: none"> • Within the areas that have higher case rates, the Comms team are doing targeted messages. 'Next Door' has been used to assist with this, it is a social media platform. • This week, the team will be looking at postcards to send to particular areas to push the messages further. • The team is currently looking for influencers on Instagram to assist in sharing the public health messages to the Younger audience. • There have been radio interviews arranged with Asian Star radio. • Posters have been produced for Workplaces, to remind staff of social distancing. • There is a campaign running at the moment, to try and persuade the Residents within the Borough to sign up to be Community Champions. • Messages around the vaccine from the CCG are also being shared. • A monthly newsletter around Mental Health is sent to the Council's staff, informing them of the services available. <p>Action – LD to look at messages around face masks and reiterate the guidance</p>	LD
5.	Enforcement and Compliance Activity	<ul style="list-style-type: none"> • 0 routine food hygiene inspection visits, this is because the Food Safety Agency has given guidance and advised that normal food inspections must be ceased until 30th June in line with Covid-19 rules and regulations. • Total service requests – 58 • 11 general non Covid service requests. All advice only and broadly compliant. • 4 Covid enquiries , all of which were advice only and broadly compliant. • 4 Covid workplace or measures complain service requests. All required advice only. 3 of which were broadly compliant. • 36 Covid Outbreak notifications at high risk settings/establishments. 9 Care Homes, 26 Schools and 1 workplace. • 1 RIDDOR notification. • 2 additional food premises registration requests. • There has been a number of reports of gatherings. There are teams patrolling. • There has been 1 incident at a skate park. The young people failed to disperse when requested. The police were called. • Ongoing work with raising issues regarding gatherings. • Wardens are proactively patrolling key areas. • Crime rate in the area is currently down. 	

	Item	Notes	Actions
6.	Update on Vaccination programme	<ul style="list-style-type: none"> • Mass vaccination centre for this area is opening in Slough as well. • Letters have been going out to the aged over 80. • Letters have also been generated this week to a wider cohort, for the 75 and over and in some cases 70 and over. • Local GP's service will continue to receive the vaccine and those who are unable to leave their homes will be contacted by their GP. • The Vaccination Programme is on track and there is good progress being made locally. • Frontline staff are also being booked on to receive the vaccine. • AfC have employed a full time member of staff to assist with the Berkshire Vaccination programme. 	
7.	AOB	<ul style="list-style-type: none"> • Evidence is still growing regarding Covid-19. However, studies are showing that on cardboard it can last up to 24 hours and on certain types of plastic it can live up to 72 hours. How long Covid-19 can live depends on the material. 	
8.	Date of next public meeting	15 th February 2021, 2.30pm, Zoom meeting	

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