

## Team Devon Local Outbreak Engagement Board Decision & Action 3 July 2020

### Board Members Present

Councillor John Hart (Leader of Devon County Council), Councillor Andrew Leadbetter (Chair of the Devon Health & Wellbeing Board (Cabinet Member for Adult Care & Health)), Councillor Roger Croad (Cabinet Member for Communities, Public Health, Environment & Prosperity), Councillor James McInnes (Cabinet Member for Children's Services), Janice Kay (Higher Education / University of Exeter), Dame Suzi Leather (Independent Chair of STP), Cllr Judy Pearce (District Council Leader (South Hams & West Devon)), Shaun Sawyer (Chief Constable of Devon & Cornwall Police), Susan Wilkinson (FSB), Diana Crump (Living Options), Sean Mackney (St Petroc's / FE sector)), Rhys Roberts (Visit Devon), Glen Mayhew (Assistant Chief Constable, Devon and Cornwall Police), Cara Stobart (Devon Association of Local Councils (Towns & Parish Councils))

### In Attendance

Virginia Pearson (Director of Public Health), Phil Norrey (Chief Executive DCC), Jan Shadbolt (County Solicitor DCC), Keri Denton (Head of Economy and Enterprise) Peter Doyle (Head of External Affairs), Paula Miles (Internal Communications & Stakeholder Manager), Andrew Yendole (Deputy County Solicitor) Roland Pyle (Head of Policy), Jo Hooper (Corporate Equalities Officer), Karen Strahan (Head of Democratic Services and Scrutiny), Stephanie Lewis (Deputy Democratic Services and Scrutiny Manager)

### Apologies

Paul Johnson (CCG)

| No. | Decision/Action  | Who will action? | Who will communicate? | When?   |
|-----|--|------------------|-----------------------|---------|
| 1   | <p><b>Welcome and Introductions</b></p> <p>John Hart, Leader of Devon County Council welcomed all to the first shadow meeting of Team Devon Local Outbreak Engagement Board and outlined the strategic role of the engagement board compared to that of the Health Protection Board.</p> <p>The Chair of the Board commented as follows:</p> <ul style="list-style-type: none"> <li>• That the Board would operate as a hub and spoke arrangement;</li> <li>• The importance of Board members relaying key messages and feeding back; and</li> <li>• Public involvement in the Engagement Board</li> </ul> | All to note      | All                   | Ongoing |

|          |  |  |  |  |
|----------|--|--|--|--|
| <p>2</p> | <p><b>Purpose of the Board/Terms of Reference</b></p> <p>The Board considered the proposed terms of reference.</p> <p>Key points highlighted included:</p> <ul style="list-style-type: none"> <li>• The responsibilities of the LOEB of Political oversight of the local delivery of plan and response and communicating and engaging with residents and communities.</li> <li>• Avoiding misinformation.</li> <li>• Supporting vulnerable and high risk communities.</li> <li>• Working in an open and transparent way</li> <li>• Initially meeting fortnightly – but to be reviewed and to note the Board may have to meet quickly in the event of an evolving situation.</li> <li>• Working on a hub and spoke' basis with communities</li> <li>• The national picture with Councillor Hart on the national advisory board and Mr Norrey part of the national good practice network with other beacon Councils.</li> </ul> <p>The Board also received a presentation. The following issues and comments were made:</p> <ul style="list-style-type: none"> <li>• The Devon Local Outbreak Management Plan (LOMP) provided a blueprint for managing coronavirus (COVID-19) outbreaks in Devon to protect residents and support the most vulnerable. It also set out measures to prevent any further local outbreaks as well as action to respond rapidly, limiting further spread. It could be found here <a href="http://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/">www.devon.gov.uk/coronavirus-advice-in-devon/lomp/</a></li> <li>• The role of the Health Protection Board (HPB) (an executive-level partnership looking at the Local Outbreak Management Plan and resource deployment, Data and intelligence (with the Joint Biosecurity Centre), Leading the local public health response with PHE (and NHS test and trace) and Assurance and reporting to the Local Engagement Outbreak Board and the Local Resilience Forum).</li> <li>• That Devon was one of the lowest COVID 19 areas at 149 out of 150.</li> <li>• The research being undertaken by the University (links to SAGE) and building bridges with the HPB, including work being undertaken by the modelling team and workforce impacts.</li> <li>• The start up of tourism activities, support to businesses and potential tensions including anti-social behaviour.</li> <li>• The strong messages of safe tourism and the work that had been done with key messages of planning ahead and signs showing business compliance with</li> </ul> |  |  |  |
|----------|--|--|--|--|

|   |  |             |  |  |
|---|--|-------------|--|--|
|   | <p>relevant safety measures to give reassurance to visitors.</p> <ul style="list-style-type: none"> <li>• The work in relation to trading standards, particularly scams.</li> <li>• The importance of positive stories and the value of the work of the voluntary sector.</li> </ul> <p><b>Agreed:</b> that a copy of the presentation be appended to the minutes of the meeting.</p>  | KS          |  |  |
| 3 | <p><b>Roles and responsibilities of Board Members</b></p> <p>All Board members introduced themselves and the organisations and sectors they represented and how they would feed back any key messages to their respective organisations and communications channels. Their respective positions are detailed in the attendance list above.</p>   | All to note |  |  |
| 4 | <p><b>Overview of the Devon Local Outbreak Management Plan</b></p> <p>VP, in her role as Director of Public Health, updated colleagues on the Local Outbreak Management Plan, commenting that it was a high level document and further detail would follow.</p> <p>The meeting, in discussion, explored:</p> <ul style="list-style-type: none"> <li>• The role of Action Cards which outlined responsibilities and principles that could be applied to specific situations and that these were expected to be received shortly.</li> <li>• Clarity was required on escalation procedures in the event of an outbreak and the importance of such clarity in the local approach.</li> <li>• That work was ongoing to improve the speed of testing, particularly pillar 2 and the Board would be kept updated.</li> <li>• The role of test centres moving forward and the ambition for more mobile testing rather than mobile testing units.</li> <li>• The recently agreed holiday maker and tourist information sheets</li> </ul> |             |  |  |

|   |  |             |  |  |
|---|--|-------------|--|--|
|   | <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• Agenda for 15<sup>th</sup> July be amended to include update on Action Cards and clarity on local action, powers, discretion and escalation in the event of an outbreak.</li> <li>• Ensure the tourism and holiday maker sheets are shared with the notes of the meeting.</li> </ul>  | KS<br>KS    |  |  |
| 5 | <p><b>Overview of the Draft Agenda for the first formal meeting</b></p> <p>The Board noted the proposed draft agenda for the 15<sup>th</sup> July and highlighted the importance of access to the meeting for the public and also that the voice of young people needed to be heard.</p>   | All         |  |  |
| 6 | <p><b>Communications Strategy</b></p> <p>The Board considered the draft Communications Strategy, noting that a Communications Protocol would also be produced.</p> <p>The Board, in discussion, commented as follows:</p> <ul style="list-style-type: none"> <li>• The importance of accessible formats of any communications and the role of the Members of the Board supporting with that.</li> <li>• Ensuring lessons were learned, particularly learning from areas and / sectors who had experienced outbreaks.</li> </ul> <p><b>Agreed:</b> that comments on the draft Communications Strategy be submitted to Paula Miles (Internal Communications &amp; Stakeholder Manager) at <a href="mailto:paula.miles@devon.gov.uk">paula.miles@devon.gov.uk</a></p> | All / PM    |  |  |
| 7 | <p><b>Date of future meetings</b></p> <p>The next meeting was agreed as 15 July 2020 @ 11am with an informal briefing of the Board @ 10am.</p>   | All to note |  |  |
| 8 | <p><b>AOB</b></p> <p>No matters raised</p>   |             |  |  |