



UPPINGHAM NEIGHBOURHOOD FORUM



Notes and Action Points from a Meeting of the Lead Coordinators of the Uppingham Community Emergency Plan

Present

DA; SA; MS; AS; GT; JT; MJS; RS

Scenario

Meeting called to consider what response is required by the plan team in the light of the potential threat of the Coronavirus to the Uppingham community and any anticipated requests for voluntary sector support from the statutory authorities

Notes and Action Points

1. Our main reference points of advice will be from the UK government and NHS England
 - **UK: latest information and advice**
 - **NHS: latest information and advice**
2. In addition preliminary contact has been made with:-
 - a) RCC CEO – Helen Briggs
 - b) Leicester, Leicestershire & Rutland Resilience Partnership Officer - Helen Hardy
 - c) Uppingham Town Council Clerk and Proper Officer – Debbie Nettles
 - d) Uppingham Surgery Practice Manager – Vicki Abbott
 - e) Uppingham Schools
3. Noted that:-
 - a) Robust procedures are in place with daily reporting by schools and proactive action being taken by surgery
 - b) Volunteer numbers can be expanded (now being actioned)
 - c) Town council is well represented in the Lead Coordinator group
 - d) Future communication may need to be electronic if situation deteriorates or national advice changes
4. Actions agreed
 - a) Situation and professional advice is changing daily and will therefore be monitored closely
 - b) Emergency Plan and UppWatch volunteers to be contacted and contact details updated
 - c) Communication equipment to be charged up, tested and deployed in two or more locations
 - d) Inaugural conference call details to be agreed and circulated to approved volunteers
 - e) Team communication and support capability to be communicated to Surgery leads
 - f) Selected media and social media channel support to be offered as required
 - g) Household newsletter rapid delivery team to be readied for distribution of approved communications
 - h) CTA advice on community transport and Uppingham Hopper to be followed where appropriate
 - i) Voluntary sector resident databases to be utilised where approved
 - j) Town council to be incorporated into distribution of meeting notes
 - k) Updated report to be submitted to Uppingham First Board on April 7th

Next Meeting

Conference call – Date to be agreed

Uppingham Neighbourhood Forum - The Voice of Civil Society in Uppingham and a Founding Partner of UppWatch
A Member of One East Midlands (OEM) and the National Council for Voluntary Organisations (NCVO)