

Summary Bus worker and Covid-19 research: Steering group meeting 7.
3 July 2020.

Attendees:

Lilli Matson (Chair), Samantha Phillips, Joanna Morrison, Paul Pilkington, Peter Goldblatt (UCL), Jessica Allen (UCL), Tony Newman; Jane Lupson, Tom Cunnington

	Description	Owner	Time
1	Introduction	Sam Phillips	12:00 – 12:05
2	Review of Prior Actions	Sam Phillips	12:05 – 12:15
3	Project update	Tony Newman	12:15 – 12:35
4	Communication of Ph1 Findings and Phase 2	Tony Newman	12:35 - 12:55
5	Review of actions and next steps	Sam Phillips	12:55 – 13:00

Summary

- TN and SP presented a detailed project plan for the remainder of phase 1 and the steps to communicate phase 1 findings.
- LM asked whether Professor Sir M Marmot will be peer reviewing the paper. Deputy Director Jessica Allen was recommended for phase 1 by PG with Professor Sir Marmot overseeing phase 2.
- TN and PG presented the proposal from the survey company Nat Cen with an updated timeline for phase 2.

Actions:

Title	Owner	Action
Nat Cen introduction	Peter Goldblatt	PG to introduce Nat Cen to JL.

Summary Bus worker and Covid-19 research: Steering group meeting 6. 25 June 2020.

Attendees:

Lilli Matson (Chair), Samantha Phillips, Joanna Morrison(UCL), Paul Pilkington, Peter Goldblatt (UCL), Tony Newman, Tom Cunnington

	Description	Owner	Time
1	Introduction	Sam Phillips	11:30 – 11:35
2	Review of Prior Actions	Sam Phillips	11:35 – 11:50
3	Project update	Tony Newman	11:50 – 12:05
4	Communication of Ph1 Findings and Recruitment of Ph2	Tony Newman	12:05 - 12:25
5	Review of actions and next steps	Sam Phillips	12:25 – 12:30

Summary

- PG updated the group under urgent business that a FOI request had been received by UCL regarding the research project.
- TN gave an update on the contractual negotiations between UCL and TfL for phase 2.
- TN gave an update on the detailed plans for phase 1 and the tasks to be completed before publication.
- TN and PG gave an update on plans for the Phase 2 Reference group scheduled for July. Group will be chaired by LM. PG informed the group that representation from a driver pool will be required for ethical approval.

Actions:

Title	Owner	Action	Update
UCL Freedom of Information Request	Tony Newman	Ensure that TfL and UCL FOI teams are collaborating to answer the questions posed in the FOI	Lee Hill from TfL is supporting UCL on this request.
Phase 2 Contract	Tony Newman	Ensure that a contract for phase 2 is completed before the publishing of phase 1 report.	Contract is drafted, proposal has been received from survey company (Nat Cen). Outstanding is an estimate from UCL on phase 2 costs and agreement on GDPR.

Summary Bus worker and Covid-19 research: Steering group meeting 5. 18 June 2020.

Attendees:

Lilli Matson (Chair), Samantha Phillips, Joanna Morrison(UCL), Paul Pilkington, Peter Goldblatt (UCL), Tony Newman, Jane Lupson

	Description	Owner	Time
1	Introduction	Sam Phillips	12:30 – 12:35
2	Review of Prior Actions	Sam Phillips	12:35 – 12:50
3	Project update	Tony Newman	12:50 – 13:05
4	Initial Findings from Phase 1	Peter Goldblatt	13:05 - 13:25
5	Review of actions and next steps	Sam Phillips	13:25 – 13:30

Summary

- PG and JM presented the initial findings from phase 1 research in bullet points.

Actions:

Title	Owner	Action
Reference Group	Tony Newman	TN to provide an update on plans and structure for reference group. TN to seek best practice from Peter
Death certificates from Bus Operators	Jane Lupson	Bus operators are sending death certificates directly to UCL but not all have been received. JL to chase operators
Consent Letters	Peter Goldblatt	PG to outline the ideal processes for gaining consent from bus operators, operators to confirm whether this can be achieved
Questionnaire	Peter Goldblatt,	PG to confirm when commercials with NatCen have been completed.
Learnings from Loughborough	Jane Lupson	JL to share learnings from Loughborough study on fatigue and maximising response rates

Summary Bus worker and Covid-19 research: Steering group meeting 4. 11 June 2020.

Attendees:

Lilli Matson (Chair), Samantha Phillips, Tara Piasetski, Paul Pilkington, Peter Goldblatt (UCL), Jessica Allen (UCL), Tony Newman; Jane Lupson

	Description	Owner	Time
1	Introduction	Sam Phillips	15:00 – 15:05
2	Review of Prior Actions	Sam Phillips	15:05 – 15:15
3	Project update	Tony Newman	15:15 – 15:35
4	Phase 1, Phase 2 Project Planning	Peter Goldblatt	15:35 - 15:55
5	Review of actions and next steps	Sam Phillips	15:55 – 16:00

Summary

- TN and SP presented a detailed project plan for the remainder of phase 1 and the steps to communicate phase 1 findings
- TN and PG presented a high-level plan with steps to be undertaken to complete phase 2.
- TN presented a project risk register with agreed mitigations
- TN and PG presented the approach to sampling for phase 2

Actions:

Title	Owner	Action
Reference Group	Tony Newman	TN to provide an email update on plans and structure for reference group. TN to seek best practice from Peter
Death certificates from Bus Operators	Jane Lupson	Bus operators are sending death certificates directly to UCL but not all have been received. JL to chase operators
Collaboration with UoM	Peter Goldblatt	Peter to explore options to collaborate with James Nazroo from University of Manchester
Consent Letters	Peter Goldblatt	PG to outline the ideal processes for gaining consent from bus operators, operators to confirm whether this can be achieved
Questionnaire	Peter Goldblatt,	PG to confirm when commercials with NatCen have been completed.
Learnings from Loughborough	Jane Lupson	JL to share learnings from Loughborough study on fatigue and maximising response rates
Collaboration with ONS	Vicki Hobart	VH to check in with Kevin Fenton as to whether ONS will be willing to collaborate with UCL.

**Summary Bus worker and Covid-19 research: Steering group meeting 3.
5 June 2020.**

Attendees:

Lilli Matson, Samantha Phillips, Tara Piasetski, Paul Pilkington, Peter Goldblatt (UCL), Jessica Allen (UCL), Charlotte Fellows (PHE), Alan Baker (PHE), Vicki Hobart

	Description	Owner	Time
1	Introduction	Sam Phillips	15:00 – 15:05
2	Review of Prior Actions	Sam Phillips	15:05 – 15:15
3	PHE Presentation	Tony Newman	15:15 – 15:55
4	Review of actions and next steps	Sam Phillips	15:55 – 16:00

Summary

- Alan Baker presented Public Health England study Bus Workers and COVID19 – PHE Analysis

New Actions:

- TN and PG to map out dependencies and timelines, LM outlined the expectations for this study that the group needs to provide a quality body of work to be completed within four months with interim milestones where early findings are available to stakeholders.
- TN to lead on setting up a reference group to involve unions, families of drivers /staff impacted and to seek best practice guidance from UCL for the operation of the group.
- VH to check in with Kevin Fenton as to whether ONS will be willing to collaborate with work.

ACTIONS CARRIED OVER FROM SG2

Title	Owner	Action	Update
Sharing of redacted records	Jane Lupson	Jane to ask bus companies about availability of death certificates – can the operators share with redacted names and ask relatives if they can share anonymised death certificates.	In process - some operators have not received them from families yet or received consent from families to
Commercial suppliers for questionnaire	Tony Newman, Peter Goldblatt	PG and TN to discuss how to look at commercial suppliers for questionnaire for second phase of the study	In process scoping appropriate vendors

Summary Bus worker and Covid-19 research: Steering group meeting 2. 1st June 2020.

Summary

- No further update from PG.
- JL has sent chronology to PG and introduced him directly to the bus companies.
- PG has established that phase 1 of the study probably does not require ethical or GDPR approval but aspects of phase 2 in particular, the questionnaire will.
- Update on progress being made with contract.
- Consider matching bus worker deaths data to PHE's lab confirmed COVID database to compare lab confirmed deaths in bus drivers with lab confirmed deaths in London
- Noted PHE research will be available this week (sent to PG on June 2nd)

ACTIONS CARRIED OVER FROM SG1

- **JL** to ask bus companies about availability of death certificates – can the company's share with redacted names and ask relatives if they can share anonymised death certificates.
- **PG and SP** to discuss how to look at commercial suppliers for questionnaire for second phase of the study
- **VH** to invite Kevin Fenton to the next SG meeting to discuss the PHE research methodology. (Friday 5th 08 30-09 30)

Summary Bus worker and Covid-19 research: Steering group meeting 1. 26th May 2020.

Summary

- Terms of reference were agreed and established that these relate to phase 1 of the research.
- It was agreed that the steering group would discuss before any information and findings before anything is shared outside the group.
- Time frame for completion of first phase confirmed by PG to be 2-3 weeks but will depend on getting clarifications from bus company.

ACTIONS

- **UCL** will look into whether there are any ethical issues and approval required and the ethical framework for research. **PG** to update next week.
- **JL** to provide an overview and then details of precise chronology of steps taken by the bus operators following start of coronavirus pandemic: mix of people decisions (furloughing etc) and operational/ management decisions (sanitiser, screens etc). Share with SP then PG.
- **JL and PG** with regards to the questions raised by UCL analysis to date: JL will formally introduce UCL researchers to the bus companies so that he can work directly with them to address the questions.
- **JL** to ask bus companies about availability of death certificates – can the company's share with redacted names and ask relatives if they can share anonymised death certificates.
- **SP and PG** to discuss how to progress the questionnaires for second phase of the study
- **SP** invite Chris Jones to the next steering group to discuss contracts and procurements

QUESTION

TP asks would it be helpful to match bus worker deaths data to PHE's lab confirmed COVID database to compare lab confirmed deaths in bus drivers with lab confirmed deaths in London