

Bristol Covid-19 Local Engagement Board

Terms of Reference

Version 1.2, approved 18.09.20

Purpose

- To provide oversight and direction regarding City-wide communication and engagement to support local management and response to Covid-19
- To develop and maintain public and community confidence and engagement with the local response

Objectives

- Visible and diverse leadership
- Effective and consistent communication through a range of channels
- Direct engagement with and through diverse community networks
- Ensuring diverse – and particularly under-represented and/or seldom heard – voices are heard

Background

Building on the foundation of the statutory role of Directors of Public Health at the upper tier local authority level, and working with Public Health England's local health protection teams, local government will build on existing health protection plans to put in place measures to identify and contain outbreaks and protect the public's health.

The Director of Public Health will be responsible for defining these measures and producing the plans, working through the Bristol Covid-19 Health Protection Board.

The Director of Public Health and the Bristol Covid-19 Health Protection Board will provide advice to the Bristol Covid-19 Local Engagement Board.

The Board will ensure messages are effectively communicated and that different sectors and communities are engaged and responded to.

Membership

- Mayor Marvin Rees (co-chair)
- Deputy Mayor Cllr Asher Craig, Cabinet Member Communities, Equality and Public Health
- (co-chair)
- Councillor Claire Hiscott, Conservative Group representative
- Councillor Paula O'Rourke, Green Group representative
- Councillor Tim Kent, Liberal Democrat Group representative
- Mike Jackson, Chief Executive, Bristol City Council
- Christina Gray, Director of Public Health, Bristol City Council
- Tim Borrett, Director, Policy, Strategy and Partnerships, Bristol City Council
- Huzaiifa Adamali, Respiratory Consultant, Southmead Hospital
- Nigel Costley, Regional secretary, TUC South West
- James Durie, Chief Executive, Business West
- Bishop Vivien Faull, Bishop of Bristol

- Oona Goldsworthy, Chief Executive, Brunel Care
- David Jarrett, Area Director, South Gloucestershire & Bristol, NHS Bristol, North Somerset & South Gloucestershire Clinical Commissioning Group
- Sado Jirde, Chief Executive, Black South West Network
- Sandra Meadows, Chief Executive, VOSCUR
- Sue Mountstevens, Avon and Somerset Police and Crime Commissioner

For the Local Engagement Board to be quorate either of the co-Chairs must be present and at least 50% of attendees who are external to Bristol City Council must be present.

Accountability and Powers

Members of the Local Engagement Board are accountable to their own organisations in line with those constituent organisations' governance arrangements.

The Local Engagement Board is advisory and does not make Key Decisions as defined in Bristol City Council's Constitution. Nor does it have any direct powers to compel or commit its member organisations to actions.

However its members have latitude to make any required operational decisions in line with their own individual organisational powers. For Bristol City Council as Chair, this includes powers as detailed in the Council's 'Schemes of Delegation'.

Engagement

The Engagement Board will maintain active communication and engagement through a range of local networks and forums, recognising the diversity of Bristol's communities as outlined in the Communication and Engagement plan

Frequency of meetings

The Local Engagement Board will meet fortnightly.

Additional meetings of the Board will be convened at the discretion of the Co-Chairs in consultation with the Director of Public Health. Additional meetings may be required in the event of a more complex outbreak (or multiple outbreaks); if case numbers are consistently rising and/or reach (or appear to be at risk of imminently reaching) a threshold of 20 cases per 100,000 of population over a 7 day period; or any other serious Local Outbreak-related matter which requires communication and engagement with the public.

To stay informed Board members can access the [bi-weekly Director of Public Health statement](#) which will be updated each Tuesday and Friday late afternoon after publication of national data.

Members will receive an update from the Director of Public Health at each meeting which will include:

- National / regional developments
- An overview of numbers and rates
- An overview of incidents and outbreaks

Members will be informed directly if there are any issues, incidents or outbreaks which:

- May attract additional public or community attention

- Are likely to impact on particular communities
- Or for general information