

Terms of Reference

Purpose of the Steering Group

- To provide leadership at a city wide level to ensure Bristol delivers in effectively tackling the issues and challenges of race inequality relating to COVID-19.
- To provide leadership in respect of tackling race equality issues relating to COVID-19 across all sectors in Bristol.
- Work collectively to develop and gather data to create a greater understanding of the relevant key challenges and priorities from a health, social care and race perspective.
- Ensure that Bristol responds to each of the recommendations contained within the recent Rapid Review titled “Impact of Covid-19 on people from BAME backgrounds” as well as ensuring responses to the relevant findings of national level Public Health England and other Government reports.
- To work in partnership with all group members and wider city stakeholders to help set and deliver targeted action plans to respond to the challenges and opportunities highlighted in the relevant COVID-19 race related recommendations (both local and national level).
- To commission collaborative pieces of work to deliver improved health and social care outcomes for BAME individuals and communities in Bristol as appropriate.
- To identify and implement a collective line of accountability to our communities in relation to race equality actions in response to COVID-19.
- To carry out regular reviews of agreed action plans.
- To ensure alignment and collaboration with other key city-wide Race Equality focused bodies such as the Commission on Race Equality (CORE), Race Equality Strategic Leaders Group and other key strategic groups.
- To ensure outputs, actions, messages and projects from the steering group reach a wide range of audiences ranging from communities, wider city stakeholders and relevant regional / national departments in appropriate formats.
- To collectively decision make on reports and presentations provided to the Steering group.

Role of Steering Group members

- Provide strategic leadership, vision and co-ordination to drive race equality activity across the city to improve outcomes for communities and citizens across the City in tackling the impact of COVID-19 on persons from BAME backgrounds.
- Communicate with and secure participation of local communities, groups and wider city and regional stakeholders.

Bristol Race Equality COVID-19 Steering Group

- Act as the link to other bodies within their 'sector' to ensure effective input and buy-in across the system in response to tackling the impact of COVID-19 on individuals from BAME backgrounds.
- To receive action plan progress reports and contribute to key decisions required at group meetings.
- To submit relevant agenda items for consideration and discussion where appropriate.
- Ensure stated aims and objectives of the group are being met with outcomes delivered.
- To assist in leveraging in resource / support from wider stakeholders where necessary to deliver on key action plan points to tackle prevailing issues.
- To identify potentially suitable organisations and individuals to engage in the wider work of the group, such as engagement with task and finish groups on individual recommendations.
- Lead and/or participate in projects / work that the group agrees is necessary to tackle the impact of COVID-19 on individuals from BAME backgrounds.

Outcomes and Measurables

All key agencies and community groups in Bristol are working collaboratively and effectively to reduce the impact of COVID-19 on our BAME communities across the city.

The Steering Group will develop and implement an action plan with clear actions aimed at achieving positive outcomes. Progress against these points will be reported via updates to the Steering Group and also through other aligned sub groups or task and finish groups as appropriate.

A series of well engaged and well attended city-wide sub groups and task and finish groups working on tackling operational issues relating to reducing the impact of COVID-19 on our BAME communities.

Specific breakout areas of focus (for example the data focus group) to work to establishing a set of measurable targets to enable progress to be monitored.

Membership

Membership of the Steering Group will include :

- Public Health leaders.
- Community leaders.
- Senior level decision making leaders from all sectors in Bristol.
- Representatives from key community, charity and voluntary sector organisations working directly with BAME communities.
- Bristol Commission on Race Equality (CORE).
- Stand Against Racism & Inequality (SARI).
- Bristol's Race Equality Strategic Leaders Group.
- Black South West Network (BSNW).

Bristol Race Equality COVID-19 Steering Group

There will be opportunity to extend this, as requested by the steering group to other sectors / groups or organisations in the city.

Chair and Vice Chair

The Race Equality COVID-19 Group will be chaired by the Deputy Mayor of Bristol, Cllr Asher Craig, supported by a Group Vice-Chair. The Chair's key role will be to deliver a lively and challenging agenda engaging all stakeholders with the outcome of delivering measurable change in response to the COVID-19 race equality recommendations from the rapid review. This will also be the role of the Vice-Chair, where the Chair is not available.

The Chair will have a mandate to make decisions on behalf of the group should an urgent decision be required between meetings at a time where convening the group is not possible, with the Vice Chair able to make such decisions in the absence of the Chair.

The Vice Chair will also support the Chair by taking the lead on certain projects / agenda items as required and will also be responsible for developing meeting agenda items.

The group will review the arrangements of Chair and Vice Chair when there is further clarity as to the required time span of the Group.

Frequency of Meetings

Group meetings will be held on a monthly basis. This frequency will remain under review.

Substitution for Meetings

Where a group member is unable to attend a meeting a suitable named substitution should be identified to ensure representation of the organisation / sector / community.

Administration & project co-ordination

The meetings of the group and all associated tasks and projects will be administered and co-ordinated as agreed by the Chair and group members. Initial support to facilitate meetings to be offered by Bristol City Council with further discussions to be held on resource for each individual project / task group / work-stream agreed by the group.

Decision making

Each organisation attends the meeting independently and whilst agreed group decisions are sought, each individual member reserves the right to take any contentious decisions back in to their organisation for approval.

Attendance by Non-Steering Group Members

Invitations may be extended to non-steering group members, where their input or advice supports the discussion taking place at the meeting.

Bristol Race Equality COVID-19 Steering Group

Declaration of Interest and Confidentiality

At times the Steering group may need to consider sensitive and/or confidential items, which shall remain so until agreed otherwise.

Draft July 2020 v1