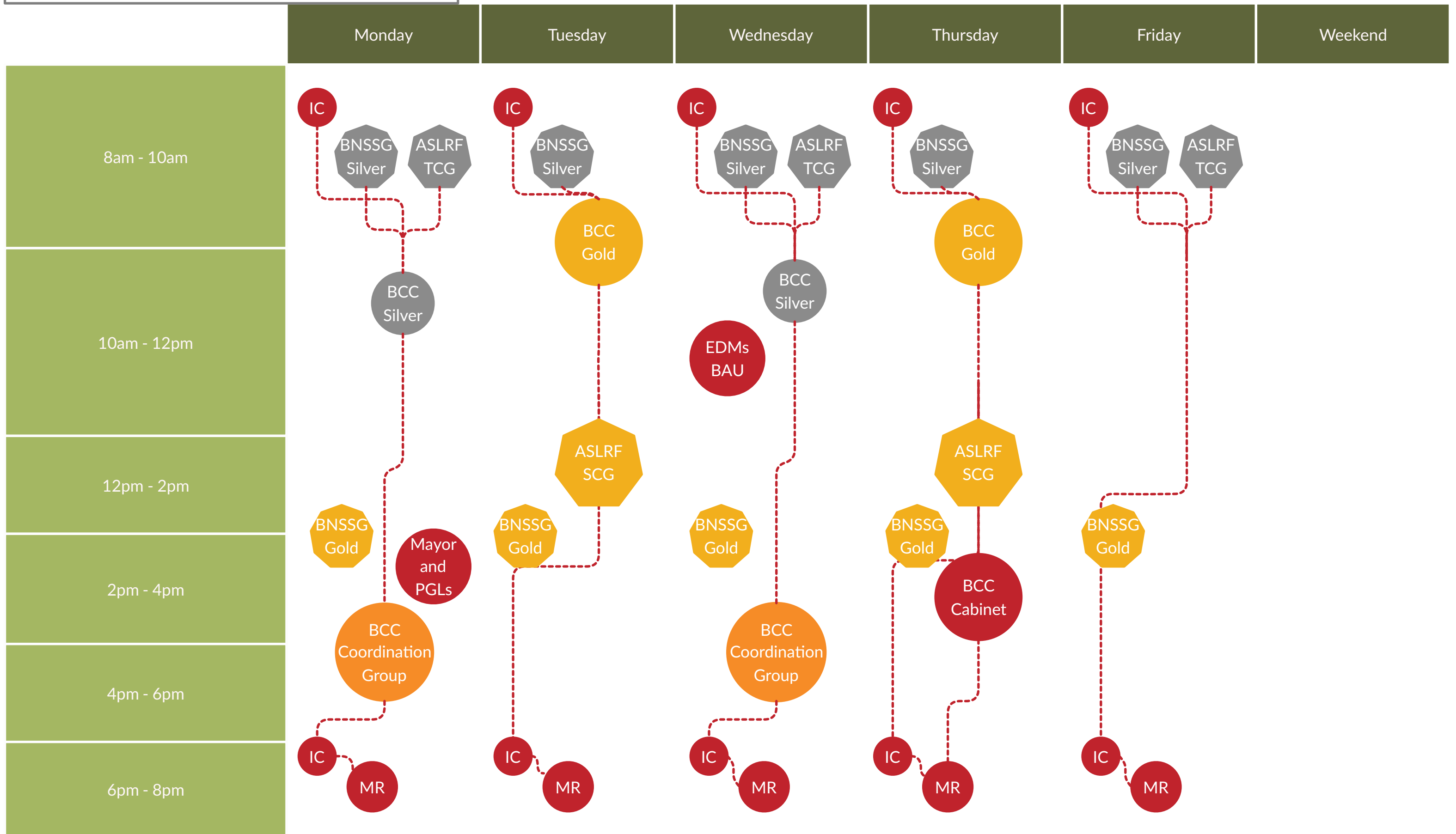


COVID-19 - Weekly Key Meeting Pulse w/ information flow
V2.1 20/04/20



	Corporate Leadership Board		Information Cell Coordination Call Chair: Tim Borrett		Avon and Somerset Local Resilience Forum Strategic Coordination Group - Chair: ACC Nicki Watson (N.B. Chair also attends weekly wider regional LRF Chairs w/ Scientific and Technical Advice Cell)
	Tactical (Silver) for BCC Chair: Patsy Mellor		Marvin Rees update Tele-con between Mike Jackson, Marvin Rees and Kevin Slocombe		Avon and Somerset Local Resilience Forum Tactical Coordination Group - Chair: ACC Nicki Watson
	Operational (Bronze) for BCC Chair: Ann James		Incident Management Team (Silver) Tactical Chair: Patsy Mellor		Bristol, North Somerset, South Gloucestershire health and social care partners Silver Co-Chair: Christina Gray Attendees: Terry Dafter / Hugh Evans, Ann James
	Information flow		Executive Director Meetings [business as usual] Chaired by 3x Executive Directors		5x Strategic (Gold) per week 2x Tactical (Silver) per week 3x Operations (Bronze) per week
			Bristol City Council Mayor and Cabinet telecon (political oversight and feedback) Chair: Marvin Rees		

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
8am - 10am	Meetings and briefings					
	Radio Bristol		Ujima / BCFM		WoE/WECA Leaders telecon	
10am - 12pm	Product prep					
12pm - 2pm	Member and Stakeholder briefing		Member and Stakeholder briefing		Member and Stakeholder briefing	Member and Stakeholder briefing (by exception)
	Mayoral video news sharing		The Source 'The Extra Mile'		The Source Leadership Blog	
	News in brief release		City Leaders telecon	Telecons: MP Cabinet		
2pm - 4pm		Manager's update	Media Briefing (fortnightly - week 2)	Manager's update	Mayoral news video & flow	
	Party Group Leaders	Citizen email	Mayor's blog (Cabinet/ guest)	Leadership Forum (fortnightly)	News in brief release	
4pm - 6pm		The Brief - all staff email	Member Briefing	The Brief - all staff email	Citizen email	
	Mayor's blog	Campaign video sharing	Facebook Live Mayoral Q&A (fortnightly - week 1)	Business and VCS webinar	Mayor's blog	
6pm - 8pm				Campaign video sharing		

Political oversight: Cabinet Member Briefings, Mayoral Briefings, Cabinet Board, Sensitive/Extended PGL/Scrutiny Briefs

Communication activity: Website content/updates, Social media monitoring / response, Direct public communication (inc. tenants, carers etc.), Member and Cabinet enquiries, Media enquiries, News releases (substantive), central inbox monitoring / response, Additional internal Manager or Staff emails, Source updates

Media enquiries, urgent news releases