

# Independent Advisory Group for England's COVID-19 Public Advisory Group

## Terms of Reference

As agreed on 10.5.2021

### 1. Background and context

Over the last year the lives of everyone in this country, and across the globe, have been affected by COVID-19. With the success of the vaccine rollout in the UK and the government's roadmap out of lockdown, we can now consider how, as a society, we transition to a steady state in a world where we have to live with the current virus and its mutations.

To enable this, over the coming months, the new UK Health Security Agency (UKHSA) part of the Department of Health and Social Care, and previously NHS Test and Trace, will face a number of complex policy decisions focused around how testing, tracing and support for those isolating should be used to allow us to go about our lives in the way we want and need to. To inform these decisions, we need to engage the public in a meaningful and open dialogue.

Through a transparent and fair bidding process, the UKHSA appointed a consortium of Ipsos Mori, Imperial college Health Partners and Involve, to establish a national Public Advisory Group (PAG) that will bring together members of the public from all over the country, from all walks of life, creating an opportunity for them to influence and inform decision making at a pivotal time. Working with the public, through a process of dialogue and deliberation, we will explore policy dilemmas in partnership with citizens to understand their expectations and inform future decision making related to the ongoing response to the COVID-19 virus.

### Proposed approach

The current climate creates a need for expediency. The PAG will be engaged to inform current and future decision making, through a **deliberative dialogue** process.

Key to this process is the establishment of an Independent Advisory Group (IAG) to advise the design and delivery of the PAG; supporting it to provide an authentic and meaningful opportunity for the public to deliberate key policy dilemmas and genuinely influence decision making.

## 2. Role of the Independent Advisory Group

The IAG will provide oversight, direction and challenge to the deliberative dialogue to support its credibility and utility. It will be constituted until the publication of outputs (expected Summer 2021).

The IAG will be engaged closely during the design of the deliberative dialogue workshops with the PAG. This will include providing input into shaping the questions and related content. The IAG will play a key role, together with Ipsos MORI, Imperial College Health Partners (IHP) and Involve, (together the '**Supplier**'), in developing, and/or identifying individuals and/or organisations who can help develop stimulus used within the workshops.

In particular, the IAG will provide advice to help ensure that the material is comprehensive, balanced, and accessible to the lay audience and that the engagement process is robust, rigorous, accessible, and targets the relevant stakeholder groups.

It is expected that the Advisory Group will input to, and provide comment on, the following:

- Issues for exploration with the public
- Specific questions to be framed to the public
- Detailed information provision stimulus (presentations, videos, fact sheets, experts to be present at the events)
- Case studies and other materials to bring the issues to life and stimulate discussion
- Composition of workshop events
- Outputs from the deliberative dialogue.

The role of the Group is **advisory**, and members will be independent from the project.

The IAG will provide guidance and input to the team at UKHSA as well as the Supplier. It is the responsibility of the UKHSA, along with the Supplier, to make decisions on the deliberative dialogue process, materials, and dissemination of the outcomes, taking into account the advice provide by the Advisory Group.

## 3. Membership and quoracy

The IAG will bring together a range of diverse experts in data use, ethics, public health, deliberation and other relevant areas. Members should represent a range of different perspectives and be committed to open dialogue, mutual respect, tolerance

of other views and willingness to see their own and others' opinions reviewed and discussed on their merits.

The Advisory Group membership is as follows:

- **Michael Burgess, (Chair)** Professor Biomedical Ethics, University of British Columbia
- **Paul Plant**, Deputy Director, Public Health England (London region)
- **Hetan Shah**, Chief Executive, The British Academy
- **Renate Samson** - Principal Policy Advisor at Which?
- **Abigail Gallop** - Principal Policy Adviser at Local Government Association
- **Mehrunisha Suleman** - Senior Research Fellow at Health Foundation
- **Mahlet (Milly) Zimeta** - Head of Public Policy at the Open Data Institute

The Group will be considered quorate if 50% of the members are present.

In attendance:

- **Michelle Mackie**, Director, Ipsos MORI and overall lead for the Supplier
- **Amy Darlington**, Director, ICHP
- **Mark Kewley**, Director, ICHP
- **Abeer Itrakjy**, Associate Director, ICHP
- **Suzannah Lansdell**, Associate, Involve
- **Simon Burall**, Senior Associate, Involve
- **Jason Caplin**, Products Director, UKHSA
- **Onyinyechi JomboOfo**, Project Manager, UKHSA
- **Ben Stimson**, Chief Customer Officer, UKHSA

Other persons may attend, by invitation of the Chair.

#### **4. Meeting arrangements and frequency**

The IAG will be chaired by Michael Burgess, Professor Biomedical Ethics at University of British Columbia.

The IAG will hold six virtual meetings between April and July 2021. There will be contact via email in between meetings to review and sign off materials.

\*indicates additional meetings that were added at short notice based on the needs of the project. Due to the short notice not all IAG members were able to attend these meetings and instead provided input via email.

- Wednesday 31st March 7- 7.45pm
  - Introduction to the project and each other.
- Wednesday 7th April 6.30 - 8pm
  - Provide check and challenge to the skeleton discussion guide for the first group of PAG workshops.
- Friday 23<sup>rd</sup> April 4.00 – 4.30pm\*
  - To come together for an update on progress.
- Monday 10<sup>th</sup> May, 4.00 - 5.30pm\*
  - To come together a review an updated outline for all five deliberative dialogue workshops with the PAG.
- Tuesday 1st June 6.30 – 8.30pm
  - Review detailed materials for the five deliberative dialogue workshops with the PAG.
- Wednesday 7th July 6.30 – 8pm
  - Review insights from the deliberative dialogue and feed into the final report.

## **5. Minutes, recordings and transparency**

Meetings will be securely recorded to aid in the production of minutes and notes. Recordings will be kept for reference only for the duration of the project and then deleted.

Minutes will be taken at IAG meetings and these will be shared with members via email after each meeting. Members will have five working days to comment on meeting minutes.

The membership of the group, the Terms of Reference and the minutes will be published and we will share the link with the IAG.