

CV19 Recovery Work Stream Weekly Outcome Report	
Business & Economy Work stream	
Date review complete:	SMB Lead:
17 th September 2020	Andrew Bramidge

Work Stream Scope:	
<ul style="list-style-type: none"> - Identify the impact of Covid on the local economy in terms of business activity, jobs, debt, benefit claimants - Identify actions for Harlow Council - Identify actions in partnership with others - Develop and monitor an action plan 	
Current activities being undertaken and timescales: <i>(under planning/reporting/delivery as appropriate)</i>	
Activity	Target completion date
Identify opportunities to engage with Essex NHS 'Working Well' initiative	End September
Develop data collation framework	End September
Implement proactive comms campaign re Town Centre & neighbourhood centres	October
Issues identified for future action:	
<ul style="list-style-type: none"> - Divide actions into short, medium and long term activities - Develop 'second wave' prevention protocols & guidance - Identify how PAH and local health services can be engaged - Development of proposals for Local Purchasing initiative - Develop social media platform to communicate with businesses 	
Restrictions or limitations identified:	
Available staffing resources, particularly in the Regeneration team upon whom much of this work falls.	
Completed actions:	
Provided business advice & support information to the Council's commercial tenants Business grants provided to c900 local businesses Discussions with Chamber of Commerce to agree a joint programme of activity Establish Harlow Council as a lead body for the 'Kick Start' programme	
Outputs against any identified performance measures: <i>(KPIs, national/local data collection, published performance data, other quantifiable outputs related to work stream)</i>	

Escalations or recommendations for decision to SMB/PH
None at present

CV19 Recovery Work Stream Weekly Outcome Report	
Community Impact Work stream	
Date review complete:	SMB Lead:
16 September 2020	Jane Greer

Work Stream Scope:	
As agreed at last meeting	
Current activities being undertaken and timescales: <i>(under planning/reporting/delivery as appropriate)</i>	
Activity	Target completion date
Work plan prioritised into short/medium/long term objectives	Completed
Initial meeting with Cllr leads have taken place	Completed
Meeting with West Essex CCG has taken place	Completed
Issues identified for future action:	
Continue with delivery of the action plan within timescales set.	
Incorporate feedback from Cllr work stream members as follows:	
<ul style="list-style-type: none"> • Consider how best to take into account the needs of older and younger people • Discussion and action to be taken to ensure Council debt recovery policies align to measures to help people with financial and other hardship • Take a longer term look and plan for events and other occasions, such as remembrance ceremonies. • Review and possibly expand membership of Cultural Leaders group • Review engagement with faith groups and how it might be improved • Prioritise review of how domestic abuse might have been impacted by Covid 19 	
Restrictions or limitations identified:	
Resources available	
Completed actions:	
<ul style="list-style-type: none"> • Partnership approach for reopening of communal areas with facilitated activity in older peoples housing – in partnership with Rainbow services Community Builder initiative • “Placation” activities delivered • School readiness activities delivered virtually • Community Forum established and first meeting has taken place 	
Outputs against any identified performance measures: <i>(KPIs, national/local data collection, published performance data, other quantifiable outputs related to work stream)</i>	
Escalations or recommendations for decision to SMB/PH	
N/A this reporting period	

CV19 Recovery Work Stream Weekly Outcome Report	
HTS Group Ltd Work stream	
Date review complete:	SMB Lead:
3 September 2020	Andrew Murray

Work Stream Scope: <i>[Inserted from Appendix 3/initial meetings]</i>	
Agreed at the last meeting.	
Current activities being undertaken and timescales: <i>(under planning/reporting/delivery as appropriate)</i>	
Activity	Target completion date
Updated status reports (Council/HTS) reviewed, conclusion Amber generally with the narrative (moderate impact). The service as a result of Covid 19 following a gap analysis is having a moderate impact, normal business has been affected, but the situation is being effectively managed with business continuity plans. The situation is expected at this time not to get any worse.	01.09.20 - Report to Shareholder Sub Committee
Relief event report recirculated (key theme timeline of events review).	Completed September 2020
Issues identified for future action:	
Draft strategic framework (Cabinet approval 10.09.20) considered, item 5 added: case studies to local organisations/Chamber of Commerce, and local college. Lead Neil Rowland.	
Implementation plans with short/medium and long term objectives to be published.	
Work opportunities evaluated (Government kick start scheme) review scheme and participants. Maximise involvement opportunities. Date 2021. Resources available council/central Government.	
Review of communication plans in readiness for potential further Covid 19 outbreak to ensure resilience. October 2020.	
Restrictions or limitations identified:	
Changing government guidance/health and safety (Covid secure). Resources available.	
Completed actions:	
Status update report. Review of terms of reference Strategic objectives identified.	
Outputs against any identified performance measures: <i>(KPIs, national/local data collection, published performance data, other quantifiable outputs related to work stream)</i>	
Report to Shareholder Sub Committee in September 2020	

Escalations or recommendations for decision to SMB/PH

CV19 Recovery Work Stream Weekly Outcome Report	
Council Business Impact Work stream	
Date review complete:	SMB Lead:
17 September	Simon Freeman/Simon Hill

Work Stream Scope: To consider changes required to service operational arrangements, including arrangements for period during which social distancing is still required, led by government information and guidance:

- Recovery of Services – How/When/What?
- Staffing/Social distancing strategies.
- Managing our operational sites in a compliant and safe way.
- Public access to services/service delivery
- Dealing with the public/visits/shielding residents
- Financial impacts – HRA/General Fund and Capital Programme
- Applying for assistance/grants
- Factors to feed in to Accommodation Review.
- Longer term impacts on service delivery and structure.

Current activities being undertaken and timescales:

Activity	Target completion date
Covid -Secure compliance	Ongoing (initial RA complete)
Covid outbreak specific Business Continuity impact assessments – at team level	October 2020
Refining homeworking protocols and processes	December 2020
Income Recovery incl sundry debts, benefits, welfare panels (currently restricted by limitations on courts services)	TBC based on courts
Alternative consultation and communications routes	December 2020

Issues identified for future action:

- Impact analysis of COVID19
- Enhancement of agile working processes
- 2021 Elections (will depend on national guidance)
- Delivery of staff training needs (mid-term training needs will require agreed process)

Restrictions or limitations identified:

- Social distancing restrictions prevent a number of activities from being carried out
- Specific government guidance on certain activities e.g. Playhouse theatre operations, Latton Bush Centre Conferencing operations prevent services re-commencing in usual format
- Current court operations prevent recovery and enforcement processes being completed; these are being progressed where possible but final internal stages delayed until completion through courts can be assured where necessary

Completed actions:

- Re-opening of outdoor community and leisure sites
- Re-opening of indoor community and leisure sites possible under restrictions
- Re-opening of external facing HDC Operational sites possible under restrictions

- Introduction of new approach to enforcement incl planning, licensing, EHS, where possible under restrictions
- Council's role to support Test and Trace (Essex Outbreak Plan) set-up

Outputs against any identified performance measures: *(KPIs, national/local data collection, published performance data, other quantifiable outputs related to work stream)*

Performance measures being identified currently for analysis; those identified to date include Contact Harlow attendance and activity data, payment type received data, loss of income returns to government, KPIs for service delivery e.g. planning applications processed.

Escalations or recommendations for decision to SMB/PH

None
