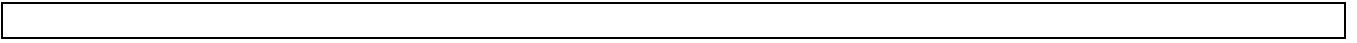


CV19 Recovery Work Stream Weekly Outcome Report	
Business & Economy Work stream	
Date review complete:	SMB Lead:
14 th October 2020	Andrew Bramidge

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
Planning for joint event with Chamber of Commerce	Mid-October
Harlow EZ and Harlow Chamber social media accounts being used for promotional purposes	End October
Implement proactive comms campaign re Town Centre & neighbourhood centres	November
Issues identified for future action:	
<ul style="list-style-type: none"> - Develop 'second wave' prevention protocols & guidance - Commission detailed economic analysis and business surveys - Identify how PAH and local health services can be engaged - Development of proposals for Local Purchasing initiative - Develop proposals for the recruitment of new apprenticeship positions and/or Kick Start placements within the Council 	
Restrictions or limitations identified:	
Available staffing resources, particularly in the Regeneration team upon whom much of this work falls – this has meant that the proposed activity around the Town Centre and neighbourhood centres has been put back to November.	
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
Funding required for business survey/economic analysis work and also for administering the Kick Start programme.



CV19 Recovery Work Stream Weekly Outcome Report	
Community Impact Work stream	
Date review complete:	SMB Lead:
14 October 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
First meeting of West Essex One partnership has taken place – now fortnightly	Completed
2 nd Community Forum has taken place – communications survey to be undertaken. Membership to be extended.	6 November 2020
Follow up survey of community groups to be undertaken.	13 November 2020
Improved Covid signage to be installed in Broadwalk	By 30 November 2020
Meeting with CAB and Harlow Save to take place	30 October 2020
Issues identified for future action:	
Continue with delivery of the action plan within timescales set.	
<ul style="list-style-type: none"> • Keep under review how best to take into account the needs of older and younger people • Keep under review 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. • Financial hardship suffered by residents matters to be kept under review 	
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 and second meeting has taken place • Meeting with Cllr to update on work of Safer Harlow Partnership DV subgroup has taken place • First meeting on One partnership 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:
15 October 2020	Andrew Murray
Attendees:	Alex Morris, Andrew Murray, Bob Purton, David Coleman, Dean James, Jenny Pearce (notes) John Phillips, Michael Pitt, Cllr Simon Carter, Wendy Makepeace.
Apologies:	Cllr Mark Ingall, Neil Rowland, Steve Ward,

Work Stream Scope: <i>[Inserted from Appendix 3/initial meetings]</i>	
Current activities being undertaken and timescales: <i>(under planning/reporting/delivery as appropriate)</i>	
Activity	Target completion date
Note: Essex now under Tier 2 restrictions released on Monday 12 October 2020.	November 2020
HTS Group Business continuity plans reviewed and considered appropriate at this time. However, they will be kept under review.	Ongoing
Customer service report (Contact Centres) to be considered at next shared opps meeting where an agreed "shared business process" to be recommended to the Council's recovery board. Contact Harlow/HTS (P and E) Ltd remote Contact Centre business processes to be kept under consideration.	21 October 2020
Consideration of a further contractual "Relief Event" ...None at this time, keep under review whether further Govt. restrictions applied	Completed
Updated Business Plan to include business plan assumptions, third party growth priorities, procurement principles, currently being discussed with finance colleagues. Outcome report to be presented at the next Joint Senior Management Board meeting.	Date to be provided
Revised finance assumptions will be included in the updated medium term financial forecasts for the General Fund and HRA.	November 2020
Issues identified for future action:	
Shared business processes to be agreed with Contact Centres.	
Review strategic framework (Cabinet approval 10.09.20) Learning the lessons report. Task/finish groups meetings to be established, item 5 added: case studies to local organisations/Chamber of Commerce, and local college. Lead Neil Rowland.	
Recent learning the lessons Implementation plan with short/medium and long term objectives ...task and finish groups to be set up to deliver plan outcomes. Meetings to be arranged	
Restrictions or limitations identified:	
Changing government guidance/health and safety (Covid secure). Resources available.	
Completed actions:	
See above	
Consideration of business continuity arrangements, aligned to recent Govt., updated restrictions for Essex....no change at this time.	

Additional Shareholder Sub Committee dates agreed for rest of year.

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 Cabinet on Q2 expected Dec 20

Escalations or recommendations for decision to SMB/PH
--

Date to be agreed for the Joint Senior Management Team Meetings see above.