

COVID-19 RECOVERY WORKING GROUP
Thursday 14 January 2021 at 6.30 pm
Zoom - Online

This meeting is a virtual meeting which is being hosted on Zoom. Councillors and registered public participants will be sent access details nearer the date of the meeting.

Members of the public who wish to watch the meeting can do so via a livestream which will appear on the Council's YouTube page
<https://www.youtube.com/user/HarlowCouncil>

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Minutes (Pages 2 - 3)
4. Matters Arising
5. Update on Council Position Since the Last Meeting/Restriction Changes
(Pages 4 - 10)
6. Matters of Urgent Business
7. Date of Next Meeting

**MINUTES OF THE COVID-19 RECOVERY WORKING GROUP
HELD ON**

17 December 2020

6.30 - 7.15 pm

PRESENT

Committee Members

Councillor Eugenie Harvey (Chair)
Councillor Joel Charles
Councillor Tony Edwards
Councillor Mark Ingall
Councillor Andrew Johnson
Councillor Nancy Watson

Officers

Brian Keane, Chief Executive
Andrew Bramidge, Head of Environment and Planning
Simon Freeman, Head of Finance and Property and Deputy to the Chief Executive
Jane Greer, Head of Community Wellbeing
Simon Hill, Head of Governance
Andrew Murray, Head of Housing
Adam Rees, Governance Support Officer

51. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Simon Carter and Tony Durcan.

52. **DECLARATIONS OF INTEREST**

None.

53. **MINUTES**

RESOLVED that the minutes of the meeting on 19 November 2020 were agreed as a correct record and signed by the Chair.

54. **MATTERS ARISING**

None.

55. **UPDATE ON COUNCIL POSITION FOLLOWING MOVE TO TIER 3**

The Working Group received an update following Harlow's placement into Tier 3. It was explained that the infection rate had risen to 301.2 per 100,000 and this had increased rapidly following a period of stable

infection rates. In particular the infection rate among over 60's had been growing at a faster rate than the rest of the population.

Brian Keane, Chief Executive, said that discussions were ongoing with the County Council and the Department for Health about additional testing facilities in Harlow.

The other issue was compliance and communications were vital in addressing this. A screen had been installed in Broadwalk and the Council had a number of Covid Ambassadors and Wardens. The Council had also sent out a leaflet and continued to operate the Community Hub.

Andrew Bramidge, Head of Environment and Planning, said that the Council had been asked to assist with contact tracing of people in Harlow.

The Working Group asked that the recovery plans were reviewed at the next meeting of the Working Group.

The Working Group also expressed concern about the lack of figures being provided by the Hospital Trust and it was agreed that Brian Keane would speak to Princess Alexandra Hospital about this.

56. **DATE OF NEXT MEETING**

The next meeting would be moved from 7 January to a date to be fixed later in January.

57. **MATTERS OF URGENT BUSINESS**

None.

Lockdown 3 – Response

Internal Review date 18 January 2021

Item	Response Objectives	Current Actions
Communications	<ul style="list-style-type: none"> • Continuing meaningful dialogue with community • Ensuring fact checked messages on infection, test and vaccinations are transmitted to public • Promote social distancing and encourage public compliance with COVID-19 public health measures • Staff communication timely and effective and responsive • HTS and HDC public communications aligned • Effective regional, county and local liaison across all agencies • Escalation of local issues to regional level as appropriate 	<ul style="list-style-type: none"> • Liaison with Essex Communications and CCG regarding messages and consistent responsive communication. • Close working with local media to amplify messages • Joint Leader community messaging • Multi agency liaison through CCG daily meetings • Active participation in Regional and Essex wide planning • Daily updates to the public on infection rates. • Internal communication to staff with welfare messages agreed by SMB based on lockdown 1 experience • HTS/HDC Communications aligned • LED screens in situ in Broadwalk to remind visitors of Covid guidelines.
Compliance	<ul style="list-style-type: none"> • Practical support to aid and encourage compliance 	<ul style="list-style-type: none"> • HDC Environmental Health providing advice to business on compliance requirements and taking

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	<ul style="list-style-type: none"> • Effective Measures to aid public and business awareness and understanding of regulations and guidance • Enforcement of COVID-19 regulations or guidance • Support for national tracing as required 	<p>action in cases of non-compliance</p> <ul style="list-style-type: none"> • Provision of advice to the public on current Coronavirus guidance and regulations • NES provided oversight/advice to neighbourhood centres and town centre over Christmas/New Year period and continue to provide enforcement support • Track and Trace – contracted by ECC to pick up local tracing from mid-December • Alignment of interpretation and implementation of guidelines being sought across Town Centre Landowners (I.e Council, Water Gardens and Harvey Centre)
Council Working (internal) Inc HUB	<ul style="list-style-type: none"> • Providing support to residents that are facing hardship or have unmet urgent needs • Increase/innovate service access options • Meet challenges to the council's operating model. • Ensuring Government guidance on restrictions that prevent service provision are monitored and met 	<ul style="list-style-type: none"> • Implementation of DSE review of staff equipment • Further guidelines issues to staff : <ul style="list-style-type: none"> ➤ Promoting staff wellbeing. ➤ Working during lockdown to reflect additional care responsibilities; and ➤ Staff remote working. • Facilities reviewed and closed appropriately: <ul style="list-style-type: none"> ➤ Playhouse, Leah Manning, Sam's Place,

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	<ul style="list-style-type: none"> • Reopening/recommencement of services in line with guidance as soon as possible • Ensure essential service provision to Harlow residents and businesses continues to be delivered 	<p>Harlow Museum including Walled Gardens – closed to the public.</p> <ul style="list-style-type: none"> ➤ Parndon Wood Nature Reserve closed during lockdown. ➤ Outdoor tennis courts, outdoor gym, skate park and basketball courts closed <ul style="list-style-type: none"> • Harlow Community Hub – the hub will continue to be there to support residents. Hub will provide response for Covid enquiries as required and signposting/hand off to services and CEV support as necessary. Provision of emergency food parcels as necessary. It will remain open Monday to Friday from 9am to 5pm. • Harlow Council working in partnership with Rainbow Services. • Alignment of revised corporate plan aspirations to take account of planning uncertainties (ongoing). • Lettings and Allocations (council activity) - Urgent “Management allocations” where there is an urgent housing need, including harassment, domestic violence and management moves to take place and reviewed on a case by case basis only. All other accompanied viewings to be suspended until 15 February 2021, and then reviewed following updated government

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		<p>guidance.</p> <ul style="list-style-type: none"> • Playgrounds - will remain open as per the government's guidance. • Parks and open spaces to remain accessible for exercise during lockdown. Cleansing maintained. • Rough Sleepers. Council continues to provide additional support for these who are sleeping rough. This involves identifying their needs, developing individual support plans, as well as provision of interim/move on accommodation for vulnerable people accommodated during the pandemic. Protocols are in place for hospital discharge and an added protocol currently being established for mental health discharges. A group to be established to look at cases on a case by case basis where required.
HTS operation	<ul style="list-style-type: none"> • Maintaining essential services • Ensuring safe working practices for staff and residents • Developing a local solution to prioritise activities of the HTS Group. 	<ul style="list-style-type: none"> • Working with HTS staff to maintain emergency plus service • Housing responsive repairs - emergency and urgent repairs prioritised • Capital works - all capital works programmes suspended apart from emergency and health and safety works. • Environmental Services - services including litter

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		<p>picking, street cleaning, building cleaning and waste management will continue to be provided and schedules for building cleaning have been rearranged to ensure the full programme of works can be delivered.</p> <ul style="list-style-type: none"> • The grounds maintenance service with the exception of health and safety works suspended. • Lettings and Allocations (HTS activity) – all mutual exchanges have been suspended • Empty homes repairs service - void works will continue aligned with risk assessments. • Covid testing station continues to be supported by HTS 7 days per week • Lateral testing being made available twice per week for all frontline employees.
Business/Community	<ul style="list-style-type: none"> • Increase the opportunities for advice, information and financial support to Harlow businesses • Distribution of Government grants schemes • Effective help and guidance for small business 	<ul style="list-style-type: none"> • Allocation of funding through all Government grant schemes • Advice from Environmental Health team on implementation of Covid regulations (see Compliance) • Working with Harlow Chamber of Commerce to deliver joint virtual meetings with local

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	<ul style="list-style-type: none"> • Ensuring that Council run shopping areas are safe to use • educate and explain COVID-19 Secure guidelines in the public realm and for business premises 	<ul style="list-style-type: none"> businesses involving other support agencies e.g. NWES and Growth Hub • Funding provided for Harlow Save • Working with Rainbow Services to maximise opportunities to work with and utilise the skills of volunteers • Signage at main shopping centres and Edinburgh Way (See Communications)
Testing/Vaccination	<ul style="list-style-type: none"> • Provide maximum capacity for testing, site identification and implement in liaison with partners • Work actively with partners to maximise vaccinations for residents • Robust risk assessment for staff working with vulnerable residents • Allow/promote use of Council facilities as required 	<ul style="list-style-type: none"> • Civic Centre – Lateral Flow Testing site to be facilitated, start date 8 January 2021, booking only • Latton Bush Centre – staffing and facilitation of distribution of PCR (self-administered) from the centre from Monday 4 January 2021 • Further potential council owned Lateral Flow Testing site identified if required • MTU site in operation at Harlow Football Club • Additional testing sites identified. • Multi agency working to provide increased vaccination site capacity in Harlow

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		<ul style="list-style-type: none">• Support to Lister House Surgery for outside cover of queue• Discussions with local schools on potential centralised testing