

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

5 August 2020

6.30 - 7.47 pm

**PRESENT**

**Committee Members**

Councillor Eugenie Harvey (Chair)  
Councillor Simon Carter  
Councillor Joel Charles  
Councillor Tony Durcan  
Councillor Tony Edwards  
Councillor Andrew Johnson  
Councillor Russell Perrin  
Councillor Nancy Watson

**Officers**

Brian Keane, Chief Executive  
Andrew Bramidge, Head of Environment and Planning  
Hannah Criddle, Governance Support Officer  
Simon Freeman, Head of Finance and Deputy to the Chief Executive  
Jane Greer, Head of Community Wellbeing  
Simon Hill, Head of Governance  
Andrew Murray, Head of Housing  
Lisa Thornett, Corporate and Governance Support Officer

8. **APOLOGIES FOR ABSENCE**

Apologies for absence were received for Councillor Frances Mason.

9. **DECLARATIONS OF INTEREST**

Councillor Carter declared a pecuniary interest as a remunerated Council appointed director of HTS (Property and Environment) Ltd.

Councillor Charles declared a pecuniary interest as a remunerated Council appointed director of HTS (Housing and Regeneration) Ltd.

10. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 22 July 2020 are agreed as a correct record and signed by the Chair.

11. **MATTERS ARISING**

Councillor Johnson noted that at the last meeting the Working Group requested the operational notes of any work stream meetings. Brian

Keane, Chief Executive, confirmed that these would be provided at the next Working Group meeting on 25 August 2020.

Councillor Charles noted that a summary report on data collection and gap analysis would be useful. Councillor Harvey agreed that data analysis would be helpful but explained it would be hard to complete a gap analysis for all work streams. Brian Keane agreed that there could be a gap analysis for the internal and HTS work streams. The Council was working with Essex County Council for data relating to the community and business and economy work streams. Councillor Charles requested an internal gap analysis as soon as possible. Councillor Harvey agreed that this would be sent to the Working Group Sub Group.

Councillor Perrin noted that at the last meeting it was discussed that sustainability was built in to the action plan. Councillor Harvey agreed to look at this and build it in to the action plan.

12. **APPROVE THE FINAL TERMS OF REFERENCE**

The Working Group received final Terms of Reference for approval.

Councillor Harvey advised the Working Group that Councillor Mason suggested that the appropriate terminology was “clinically extremely vulnerable”. It was agreed that the Terms of Reference would be amended accordingly.

Councillor Johnson thanked the Chair and Officers for the changes made to the Terms of Reference following discussions earlier on in the week. Councillor Johnson advised that his group was happy to accept the Terms of Reference and welcomed the collaboration between the two parties.

**RESOLVED** that the final Terms of Reference were approved for recommendation to the Cabinet.

13. **APPROVE THE VISION STATEMENT**

The Working Group received the vision statement for approval.

Councillor Charles suggested that the corporate priorities were given short, medium and long term targets. Councillor Charles suggested the three most important priorities at the moment were; infection control and a second wave, business resilience and action to help disadvantaged groups. Councillor Harvey advised that timeline work was going on. Brian Keane confirmed that targets would be part of the action plan.

**RESOLVED** that the vision statement would be amended and brought to the Working Group Sub Group before the full Working Group meeting on 25 August 2020.

14. **DISCUSS AND AGREE THE WORK STREAM OBJECTIVES TAKING VIEWS FROM MEMBERS**

The Working Group received the work stream objectives for discussion and comments.

Councillor Harvey advised the Working Group that at the sub group meeting it was agreed that a Working Group member from each party would be allocated to each work stream. The lead officer of each work stream would provide the members with updates for them to go back to their groups.

Councillor Perrin requested that any updates from Officers were uploaded to Mod.Gov so they were all saved in one place. Simon Hill, Head of Governance, confirmed the documents could be attached to the meeting documents.

Councillor Perrin also requested whether a Covid-19 budget or financial framework could be broken down into the different work streams. Simon Freeman, Head of Finance and Deputy to the Chief Executive, would look into this and have a separate conversation with Councillor Perrin.

Councillor Johnson advised the Working Group that he felt he doesn't have enough information of what falls under each work stream in order to analysis, comment and agree on the objectives. It was agreed that Officers would circulate a scoping paper on the current focus of each work stream.

Councillor Charles suggested the under the Business and Economy work stream, the wording surrounding securing partnerships with other bodies was strengthened. Andrew Bramidge, Head of Environment and Planning, agreed with this.

Overall, the Working Group agreed that it was the responsibility of every work stream to reduce the risk of a second spike of Covid-19.

**RESOLVED** that the work stream objectives were agreed.

15. **UPDATE ON PROGRESS OF ACTION PLAN**

The draft Action Plan would be brought to the Working Group Sub Group within the next couple of weeks and then to the full Working Group on 25 August 2020.

16. **MATTERS OF URGENT BUSINESS**

Councillor Harvey advised the Working Group that the meeting due to take place on Thursday 24 September had been moved to Wednesday 23 September.

CHAIR OF THE WORKING GROUP