

**Internal Service Recovery Project Group  
Minutes  
17 July 2020 @ 11am – 12noon**

**Attendees:**

Simon Freeman (SF)	Declan White
Simon Hill (SH)	Cara Stevens
Chris Bennett (CB)	Simon Pipe
Rory Davies (RD)	Donna Beechener
Rebecca Farrant (RF)	
Sandra Farrington (SFa)	
Jade Clifton – Brown (JC)	
Becci Court (BC)	
Norah Nolan (NN)	

**Apologies:**

Item	Actions agreed	Action by:
Minutes of the previous meeting and matters arising	<p>SH advised that SF had been delayed and that he would chair the meeting until SF was available.</p> <p>The minutes from the meeting held on 10 July 2020 were agreed to be an accurate record.</p> <p>SH advised that RD had joined the meeting to talk through the previously circulated Playhouse Recovery Plan paper.</p> <ul style="list-style-type: none"> <li>• Digital integration – DB advised that SF and Andrew Bramidge had discussed the project, with agreement to proceed having been reached, although funding is still to be identified. It was further confirmed that connection issues have been resolved and that DW is keeping CB updated in respect of Civica Pay</li> <li>• Recovery Plans - Museum plans have been circulated for discussion later on the Agenda</li> <li>• Covid 19 Member Recovery Working Group – HoS Recovery Group proposals agreed at Cabinet last week, with a strategic overview to be taken to the Member Recovery Working Group next week. Work on full written updates on work streams is underway, with highlights to be included in the Corporate Recovery Plan. Member Group to meet on a monthly basis</li> <li>• Generator work – rescheduled for beginning of August</li> </ul>	

	<ul style="list-style-type: none"><li>• Hand sanitiser units – in place with positive feedback having been received</li> <li>• Contact Harlow – public opening had proven to be successful. Discussions taking place around visitors to the Civic being asked to wear face coverings. The view is that we would request that the public wear face-coverings, in line with Government guidelines, and that it would be good practice if staff in the public area wear them as well.</li> <li>• Office Accommodation – previously circulated feedback from the recent accommodation sub-group was outlined and discussed. It was noted / agreed that:-<ul style="list-style-type: none"><li>○ There is a need for a strategic steer in respect of a date to work towards in order to inform the work of the group</li> <li>○ It was confirmed that, for the time-being, staff are still being asked to work from home where possible.</li> <li>○ It was agreed that the group work using current desk plans and identify Covid compliant work spaces for those staff that are already / wish to return to the workplace.</li> <li>○ There was discussion around DSE assessments for staff currently working from home. It was agreed that Managers encourage teams to complete the Health and Safety form available on Kaonet and, if any issues are identified, these should be forwarded to Health and Safety. It was, however, noted that there are capacity issues within the H&amp;S team</li> <li>○ There was a suggestion that a Health and Wellbeing section be added to the DSE form.</li></ul></li></ul>	
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<p>2. Update on Action Plan – Key Actions (RF)</p>	<p>Focus today to be on the Museum, Playhouse, Playgrounds and Sports facilities.</p> <p><u>Playhouse</u> Prior to outlining the previously circulated report, RD advised that the Government have now announced that Covid-safe indoor performances may commence in August.</p> <p>The previously circulated document was outlined and discussed. It was noted / agreed that:-</p> <ul style="list-style-type: none"> <li>• Plan split into two phases:- <ul style="list-style-type: none"> <li>○ Outdoor performances</li> <li>○ Artistic programme</li> </ul> </li> <li>• Socially distanced performances in the main auditorium are largely not financially viable</li> <li>• Studio spaces – focus on giving young people the opportunity to attend their classes. All classes will be professionally risk assessed and managed</li> <li>• Café bar – to open with appropriate measures in place, which were outlined</li> <li>• Pantomime – decision to made in August, in line with Theatres nationally</li> <li>• Passing areas in the foyer / bar area to be managed by security staff</li> <li>• Track and trace – although performances are ticketed and contact details available for the lead customer, it is recognised that the party may contain visitors for whom no contact details are available. This information will therefore be requested. For un-ticketed events, slips will be provided along with locked ballot boxes to post them in.</li> <li>• Progression of the report, if agreed by this group, to go to SMB Recovery Group for final decision.</li> </ul> <p>Following discussion, the following decisions were reached:-</p> <ul style="list-style-type: none"> <li>• Studio hires – agreed, subject to SMB approval</li> <li>• Café – agreed, subject to SMB approval</li> <li>• RD to report back into this group and corporate group in the next couple of weeks as to progress.</li> </ul>	<p>RD</p>
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	<p><u>Playgrounds</u>  NN gave an update on progress towards re-opening the playgrounds to date. It was noted/agreed that:-</p> <ul style="list-style-type: none"> <li>• Health and Safety inspections ongoing</li> <li>• Risk Assessment now in place for both the playgrounds and Skate Park</li> <li>• Have spoken to both Jane and Glen regards timescales</li> <li>• Press release drafted and to go to SF for approval</li> <li>• Signage drafted and ready for print</li> <li>• Any H&amp;S issues identified to be addressed. May result in a delay in those requiring work opening.</li> <li>• Signage has been future-proofed, in terms of content, to enable continued use. Agreed that a minimum of two signs per site, plus spares, be printed</li> <li>• Agreed that the Council look to open as many playgrounds as possible, along with the Skate Park, at the end of July</li> <li>• Responsibility for playgrounds going forward to be discussed at SMB. SF, Jane Greer and Andrew Bramidge to discuss further outside of this meeting.</li> </ul> <p><u>Museum Gardens</u></p> <ul style="list-style-type: none"> <li>• Playhouse volunteers to help out initially</li> <li>• Toilet facility issues – resolved.</li> <li>• Only outstanding issue to be resolved is the need to wear face-masks and this is currently being looked into</li> </ul> <p>The plan was subsequently agreed, with SF to review again and go to SMB with the recommendation that the gardens re-open the week after next, with changing guidelines being adhered to.</p> <p><u>Accommodation</u></p> <ul style="list-style-type: none"> <li>• Strategic steer to be sought at next weeks’ SMB in respect of timings.</li> <li>• Agreed that the sub-group, for the time-being, work on utilising the current facilities and numbers that can safely be accommodated and work back from there.</li> </ul>	<p>SF</p> <p>SF</p> <p>SF</p> <p>SF</p>
<p>3. Update on IT issues</p>	<p>In DW’s absence, RF advised that a meeting with both DW and SF is scheduled for next week to discuss telephony.</p>	<p>SF / RF / DW</p>

	SF advised that he is in receipt of the information around IT requirements for those working at home using their own equipment and that, following discussion with DW on his return from leave, will take recommendations to SMB on what can / will be issued.	SF / DW
4. Update on Guidance and PPE.	<p><u>PPE</u> SFa confirmed that all is going well in terms of the obtaining and issuing of PPE. Discussions have been held with NN around the purchase of face-masks for use by Environmental Health staff and this has now been actioned.</p> <p><u>Guidance</u> NN confirmed that she continues to forward updates to relevant managers.</p> <p>There was discussion around the Track and Trace and it was confirmed that this does not need to be actioned by HDC at the LBC, with tenants taking responsibility for their own areas. It was further confirmed that the Risk Assessment is in place.</p> <p>There was some discussion around the use of meeting rooms by tenants at the LBC and this was agreed, subject to Risk Assessments being provided and LBC having the facility / capacity to clean the room after each use. It was suggested that, in the first instance, a singular room be used to cut down on the cleaning required.</p> <p>.</p>	
5. Re opening of Council buildings/services	<p><u>Pets Corner</u> BC verbally outlined a proposal for the re-opening of some facilities within Pets Corner on the 3 August. It was agreed that a written proposal be presented to this group for wider discussion at the next meeting.</p>	BC
6. A.O.B	<p><u>Events</u> SF advised SMB had reviewed proposed events yesterday. The complete list of events for this year, which includes Bonfire Night, is to be reviewed on a continuing basis with the point of final review being the 3<sup>rd</sup> August</p>	
7. Date of next meeting	Friday 24 July 2020	