

**Internal Service Recovery Project Group
Minutes
14 August 2020 @ 11am – 12noon via Zoom**

Attendees:

Apologies:

Simon Freeman (SF)	Andrew Start
Donna Beechener (DB)	Becci Court
Cara Stevens (CS)	Chris Bennett
Norah Nolan (NN)	Declan White
Jade Clifton-Brown (JC)	Becca Farrant
	Sandra Farrington
Angela Street (Minutes)	Simon Hill
	Simon Pipe

Item	Actions agreed	Action by:
Minutes of the previous meeting and matters arising	<p>There were no minutes from the meeting held on the 7th August.</p> <p><u>Matters arising</u></p> <ul style="list-style-type: none"> • IT kit for those working from home on their own equipment – work is ongoing • Citrix – issue now resolved • Playgrounds – confirmed as re-opened, with the exception of the Town Park inclusive playground, due to the need for repairs 	
2. Update on Action Plan	<p>SF gave an update on progress to date. It was noted / agreed that:-</p> <ul style="list-style-type: none"> • Service provision not provided due to social distancing – majority now being provided, using Covid guidelines and plan updated • Members Group – hoping to get agreement on the Vision for the group at the next meeting. RF currently working on a Gap Analysis, using information from the Action Plan 	
3. Update on IT issues	<p><u>Additional equipment for home-working</u> SF confirmed delivery of the equipment, but advised that delivery of some peripherals is still awaited. Agreed that SF would speak to IT in Dec's absence regarding building of the computers to enable distribution.</p> <p>Mobile phone requests – SF confirmed that these had been discussed and agreed at SMB</p>	SF
4. Update on Guidance and PPE.	No issues to report in respect of PPE	

	<p>Guidance note for accessing the Civic drawn up, agreed and published on Kaonet. Posters updated and will go up next week.</p> <p><u>Risk Assessments</u> There was a question raised around guidance for the drawing up of a Risk Matrix within the service RA's. It was confirmed that, as the situation is ever-changing, this had not been incorporated in to the overarching assessment. It was further confirmed that any changes would be published on Kaonet.</p> <p><u>Shielding Staff</u> SF outlined Govt guidance received from HR around those staff who had previously been shielding and wished or were returning to work. At first glance it would appear that the Council is compliant, but he will update the group further at the next meeting. It was further agreed that SF would seek an update in respect of Occupational Health's progress with the required 'back to work' assessments.</p>	SF
5. Re opening of Council buildings/services	<p><u>Muga's</u> NN gave an update in respect of the re-opening of the multi-use games areas and it was noted / agreed that:-</p> <ul style="list-style-type: none"> • Risk Assessment available in draft form • Agreed signage should be in place for next week • It is hoped that the areas will be officially opened by the end of next week, although NN advised that the public are already using the facilities. • Agreed that NN would check that signage is in place at the Skate Park <p><u>Leah Manning Centre</u> There was discussion around the submitted re-opening proposals. It was noted / agreed that:-</p> <ul style="list-style-type: none"> • Given the vulnerability of the users at LMC, NN to review the proposals and look at testing of all staff prior to opening <p><u>Sam's Place</u> There was discussion around whether or not it would be appropriate for Sam's Place staff to be tested prior to the service re-opening. It was agreed that NN would look at the proposal and discuss further with Christine Howard.</p> <p>It was further agreed that both services be discussed again at the next meeting, with a view to taking to SMB the following Tuesday</p>	<p>NN</p> <p>NN</p> <p>NN</p>

6. A.O.B	<p><u>Accommodation Sub-Group</u></p> <p>CS provided an update on the work of the group. It was noted / agreed that:-</p> <ul style="list-style-type: none"> • There is a need to identify staff working from home in unsuitable conditions. It is felt that the present Risk Assessment is not suitable given the current conditions and it was agreed that a modified questionnaire, to identify those working under these conditions, be drawn up for completion by staff. Once completed, the group would then look to bring those staff affected back to the work place. • There was discussion around the need for the Council, as an employer, to be understanding of people's anxieties and of the need to keep staff updated, including provision of a time-line. Agreed that SF would raise this with SMB next week. • Possible issues around the sharing of equipment in the work place were discussed and it was agreed a standard be set, with guidance to be drawn up. 	<p>Sub-group</p> <p>SF</p> <p>NN</p>
7. Date of next meeting	Friday 21 August 2020	