

CV19 Recovery Work Stream Weekly Outcome Report	
Council Business Impact Work stream	
Date review complete:	SMB Lead:
17 September	Simon Freeman/Simon Hill

Work Stream Scope: To consider changes required to service operational arrangements, including arrangements for period during which social distancing is still required, led by government information and guidance:

- Recovery of Services – How/When/What?
- Staffing/Social distancing strategies.
- Managing our operational sites in a compliant and safe way.
- Public access to services/service delivery
- Dealing with the public/visits/shielding residents
- Financial impacts – HRA/General Fund and Capital Programme
- Applying for assistance/grants
- Factors to feed in to Accommodation Review.
- Longer term impacts on service delivery and structure.

Current activities being undertaken and timescales:

Activity	Target completion date
Covid -Secure compliance	Ongoing (initial RA complete)
Covid outbreak specific Business Continuity impact assessments – at team level	October 2020
Refining homeworking protocols and processes	December 2020
Income Recovery incl sundry debts, benefits, welfare panels (currently restricted by limitations on courts services)	TBC based on courts
Alternative consultation and communications routes	December 2020

Issues identified for future action:

- Impact analysis of COVID19
- Enhancement of agile working processes
- 2021 Elections (will depend on national guidance)
- Delivery of staff training needs (mid-term training needs will require agreed process)

Restrictions or limitations identified:

- Social distancing restrictions prevent a number of activities from being carried out
- Specific government guidance on certain activities e.g. Playhouse theatre operations, Latton Bush Centre Conferencing operations prevent services re-commencing in usual format
- Current court operations prevent recovery and enforcement processes being completed; these are being progressed where possible but final internal stages delayed until completion through courts can be assured where necessary

Completed actions:

- Re-opening of outdoor community and leisure sites
- Re-opening of indoor community and leisure sites possible under restrictions
- Re-opening of external facing HDC Operational sites possible under restrictions

- Introduction of new approach to enforcement incl planning, licensing, EHS, where possible under restrictions
- Council's role to support Test and Trace (Essex Outbreak Plan) set-up

Outputs against any identified performance measures: *(KPIs, national/local data collection, published performance data, other quantifiable outputs related to work stream)*

Performance measures being identified currently for analysis; those identified to date include Contact Harlow attendance and activity data, payment type received data, loss of income returns to government, KPIs for service delivery e.g. planning applications processed.

Escalations or recommendations for decision to SMB/PH

None
