

## COVID-19 EMERGENCY PLANNING HIGHLIGHT REPORT

<b>SERVICE AREA:</b>	Business Intelligence
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<b>REPORTING PERIOD:</b>	w/e 3 <sup>rd</sup> May 2020

### KEY ACTIVITY HEADLINES

In addition to previously noted ongoing work, the team:

- Sent out Adult Social Care information to districts
- in final stages of developing process for managing information requests from districts
- Developed prototype HR report combining notifications, testing, return to work, establishment) to be discussed with HR team next week)
- Produced traffic monitoring report and shared with Intelligence Cell

### RISKS / CHALLENGES (AND MITIGATION)

- Statutory returns in Adults and Children's Services have been delayed by approx 1 month by Govt, and BI is now allocating resource and starting to discuss plans for quality assurance and sign off with services. Important for understanding baseline levels of activity, for claiming additional Covid 19 funding from Govt.
- There is a requirement for producing and publishing information about activity in Coordination Hub, need to acquire Power BI Premium software to do this, business case written and work underway but very challenging timescale
- Currently finalising roles and responsibilities around sharing information and processes with district hubs with Coordination Hub leads

### WORKFORCE UPDATE

We have 2 vacancies which we are not filling due to lockdown and we continue to prioritise work to cover vacant roles. No other significant workforce issues.

### FINANCIAL IMPACT (increase in costs / reduction in income)

No additional risk to report.

### RECOVERY ACTIVITY (plans being considered / future steps)

Work has started on developing key datasets, methodology for assessing impacts and for modelling recovery scenarios.

### COMMUNICATIONS

- Daily contact with Director, formal reporting to Director weekly
- Twice weekly extended management meeting to deal with issues of the day and resourcing/team resilience.
- Continued daily contact with services