

## **BID Directorate COVID-19 EMERGENCY PLANNING HIGHLIGHT REPORT**

<b>SERVICE AREA:</b>	Transformation Team
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<b>REPORTING PERIOD:</b>	W/e 8 <sup>th</sup> May 2020

### **KEY ACTIVITY HEADLINES**

The key activities between 2<sup>nd</sup> and 7<sup>th</sup> May undertaken on critical programmes are -

- **Business Planning** – Demand and Demography sessions are underway with services and work with other corporate services (Finance and BI) continues as per last update
- **SEND** – A new duty has been placed upon LAs to provide checks all families with a child/young person with an EHCP are ok with current support provision during Covid 19 crisis. This will be a resource intensive piece of work, currently looking at how we may provide support form transformation. Good engagement and traction on a number of workstreams including the review on Enhanced Resource Centres/Bases, Tuition, BAIPs (Behaviour & Improvement Attendance Partnerships).
- **Adults Positive Challenge** – Work ongoing on looking at service provision in light of COVID-19 and exploring opportunities for the future.
- **Cambs 2020** – L&D Training is now live and we are supporting focus groups around agile working. Working with Property Services around the plans for returning to work and the impact of this programme on those plans.
- **Transport** – Demonstration of route optimisation tool is underway. Options appraisal for the Dynamic Purchasing System in progress, Travel training - tender nearly complete and ready to be published. Policy - work stream has been restructured to be completed in two phases
- **Office 365** – Activities are continuing in line with the update for previous reporting period.
- **COVID-19 Tracing** - resource allocated to support rollout of tracing

### **RISKS / CHALLENGES (AND MITIGATION)**

No changes from the last reporting period

### **WORKFORCE UPDATE**

No changes to deployed staff from last reporting period

Self-isolating high risk category – 6

Absent (non COVID-19) – 1

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

A single record of the impact on the savings / additional costs is being managed and monitored through the business planning squad (which includes Transformation Team, Business Intelligence and Finance colleagues)

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

A template for recovery activities has been developed against the agreed Strategic Recovery Framework, this will capture activities across services and help to determine what can be managed locally and what needs to go through the Recovery Board (BDI Board) governance for an organisation/system response.

### **COMMUNICATIONS**

- Formal reporting to Director weekly
- Management meetings (three times a week) to deal with issues and resourcing/team resilience
- Minimum weekly notes to full team with updates (and staff blog)
- Weekly critical programmes meeting Continued daily contact with services
- Weekly impact, learning and recovery meetings.