

COVID-19 EMERGENCY PLANNING HIGHLIGHT REPORT

SERVICE AREAS:	Resources Directorate and LGSS
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REPORTING PERIOD:	Up to 3 July 2020

NEW GUIDANCE AND IMPACT

Health, Safety & Wellbeing

- Home working DSE assessment developed to identify further support needed for those working from home. This may have an impact on team budgets.
- Guidance produced for eye strain/care which was posted on Camweb on the Tuesday 30th June. 23 Staff requested an eye care voucher following this guidance being made available on Camweb

NEW CHALLENGES AND ACTIVITY

Health, Safety & Wellbeing

- Staff working from home without suitable IT equipment in the long term
- 14 members of staff who had had an Advanced DSE Assessment prior to lockdown which highlighted they required a sit/stand desk in the office have been contacted and further advice whilst working from home has been provided.

Debt Recovery

- Call volumes have been high due to the pause of recovery activity being lifted.
- Monthly service meetings to review large balance Adult Social Care accounts.

Learning & Development

- Review of all funding and grants coming into L&D (£163K pa) being undertaken.

Finance

- The draft financial statements have been certified by the Chief Finance Officer. Ernst & Young LLP have commenced the external audit. We are in a reasonably strong position in terms of audit deliverables and timescales which is pleasing.
- We are liaising further with This Land Ltd to address some queries raised in relation to a property appraisal, ahead of advancing scheduled loans

RECOVERY ACTIVITY

Health, Safety & Wellbeing

- HSW Advisers working with Property Compliance completing Office Risk Assessment to ensure they are covid secure with the correct signage etc. (on-going)
- HSW BP Supporting PCC H&S Team around the Peterborough City Market Risk Assessment> Market to open this week.
- Supporting and reviewing risk assessments in relation to activities affected by covid-19.
- Supporting libraries with their activity risk assessments.
- Continuing to support to schools.

Debt Recovery

Soft reminder letters have been issued in batches over the last couple of weeks. A good response has been achieved along with customers making card payments over the phone.

Finance

- Work is underway with a number of services, and in liaison with Transformation and Business Intelligence, to support demand modelling through the scenarios approach
- Modelling has commenced to better understand the impact of the pandemic, into next year, on local taxation

- Progress continues to be made with banking switchover project: main Council accounts should open with NatWest next week, enabling a Aug/Sep switchover; with communication beginning with schools in July to enable their switchover later in the Autumn.

DECISIONS MADE SINCE LAST REPORTING PERIOD

- Small amount of funding for an independent review of how local councils have worked with voluntary sector during pandemic

NEW FINANCIAL IMPLICATIONS SINCE LAST REPORTING PERIOD

Finance

- £500m announced nationally as further general support to local government for the pandemic as well as some support to lost sales, fees and charges. The actual impact of these on Cambridgeshire is not yet known
- Prior to the application of this funding, we were anticipating a deficit from the pandemic consequences of £12.8m (slightly down on the previous period).
- Actual demand in Adults and Children's Services is currently under control in financial terms, leading to a forecast for known impact around £1.3m overspent.

WORKFORCE CHANGES

Health, Safety & Wellbeing

- Currently recruiting internally for a Health, Safety & Wellbeing Technical Support Officer

Finance Operations

- Financial Assessments Team are going to start working in Stanton House as per approval by Phil Hill. Small groups will go in and abide by Social Distancing rules. This will allow for effective training on complex cases.

Learning & Development

- Reducing redeployments on phased return

Finance

- Since the lockdown began, four posts across finance have become vacant or notice given. As some restrictions ease, intending to advertise for two of these as most business critical from next week.

COMMUNICATIONS

Learning & Development

- L&D management team cannot see Camweb replacement as all NCC employed.