

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

<b>SERVICE AREA:</b>	Commercial
<b>REPORT AUTHOR:</b>	Amanda Askham, Director Business Improvement and Development
<b>REPORTING PERIOD:</b>	w/e 26 <sup>th</sup> April 2020

### **KEY ACTIVITY HEADLINES**

Delivery of critical commercial response and impact priorities for w/e 26 April

Priority areas remain as previous report [BID Commercial Team w/e 17/04/2020](#)

- Guidance on Procurement (PPN 02/20) has been produced in conjunction with Internal Audit. This work is being tested through directorate management teams. Any necessary adjustments will be made and information will then be disseminated to contract managers across the organisation and used as a basis for advice and support to partners and customers.
- The Team are continuing to provide support to the Economic Sub-Group. Key activity this week has focused on the identification and collation of joint approaches to economic intelligence and suggestion of stimulus and support packages to businesses in the short and medium term.
- This week new resource has been placed into supporting the Energy Team to develop a carbon credit schemes that is attractive to local businesses. It is intended that this work will help generate increased income to fund more community heat projects, and help businesses deliver their environmental commitments. This work supports and complements the research with CUSPE.

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

As described in detail in previous Highlight Reports, the main risks to the commercial work are financial, relating to reductions in returns from investments and income generation activities. Also, the guidance produced for the suite of financial support available to our supply chains/supplier market, carries risk of avoidable reductions in service if contract managers are not clear about the areas of contractual obligations that should be retained at this time.

All identified mitigating actions are underway.

### **WORKFORCE UPDATE**

There have been no further changes to the workforce during this time.

Two managers are working on critical commercial activity (1.9 FTE) and 1 FTE is currently redeployed to Covid-19 Community Hub

No reports of illnesses or high risk isolation required to date.

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

As the last two weeks reports, the main commercial risks remain:

- Potential reduction in income from investments.
- Delay in deployment of multi class credit investment funds. This is now expected to commence from July and the delay is anticipated to have a negative impact of £285k.
- Income from sales of e-learning to other councils
- Impact on expected savings contract and procurement efficiencies

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

The Commercial Team are working across multiple Services, agencies and the business community, to identify and plan recovery workstreams. These areas of work have been highlighted in previous reports and

cover:

- Income generation
- The Cambridgeshire and Peterborough focused Economic Recovery Sub-Group.
- Supply chain impact

## **COMMUNICATIONS**

Regular updates provided to BID DMT, Amanda Askham and daily Transformation Team management meetings.

Further communications to be provided directly into groups and workstreams via SROs (eg, Steve Cox, Chris Malyon, Jon Lewis)