

COVID-19 EMERGENCY PLANNING HIGHLIGHT REPORT

SERVICE AREA:	Business Intelligence
REPORT AUTHOR:	Amanda Askham, Director Business Improvement and Development
REPORTING PERIOD:	w/e 26 th April 2020

KEY ACTIVITY HEADLINES

In addition to previously noted ongoing work, the team:

- sent out Adults Social Care information to district councils;
- are in final stages of developing the process for managing information requests from district councils;
- developed a prototype HR report combining notifications, testing, return to work, establishment; and
- produced a traffic monitoring report which was shared with the Intelligence Cell.

RISKS / CHALLENGES (AND MITIGATION)

- Statutory returns in Adults and Children's Services have been delayed by approx 1 month by Government, 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 and for claiming additional Covid 19 funding from Government.
- There is a requirement for producing and publishing information about activity in the Coordination Hub. Need software is required to do this, the business case is written and the work is underway - however the timescale are very challenging.
- Currently finalising roles and responsibilities around sharing information and processes with district 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