

BID Directorate COVID-19 EMERGENCY PLANNING HIGHLIGHT REPORT

SERVICE AREA:	Transformation Team
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REPORTING PERIOD:	W/e 3 rd May 2020

KEY ACTIVITY HEADLINES

Key activity on critical programmes:

- **SEND** – Work is progressing across many of the SEND recovery work streams, although work requiring direct engagement with schools remains on hold. Senior management recruitment is underway to increase capacity to drive recovery work. A SEND Commissioning work stream is being developed to provide a baseline across the SEND Service and to identify priority areas for improvement. Guidance from the DfE is expected imminently on new duties around due diligence, and we anticipate that the response required from the Statutory Assessment Team will be significant.
- **Adults Positive Challenge** – Learning from COVID-19 is being captured as part of the programme and will inform ongoing response and recovery work. The impact of COVID-19 on programme savings had been finalised and is included in financial reporting.
- **Cambs 2020** – New agile working training has been developed and will be released to staff on 4th May. Phase I of the consultation and engagement process has been reviewed with lessons learnt being adopted as part of the implementation of Phase II.
- **Transport** – Demonstration of route optimisation tool is underway. Work is continuing to implement the Dynamic Purchasing System by September 2020.
- Work also continues on **business planning** and **Office 365** as previous updates.

RISKS / CHALLENGES (AND MITIGATION)

No changes from the last reporting period

WORKFORCE UPDATE

No changes to deployed staff from last reporting period.

Staff absence: 1 (non COVID-19)

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).

The Transformation Team will be responsible for the development and submission of business cases relating to changes in savings from major change programmes.

A Governance process for managing service changes and cost implications of the Council's future operating model has been agreed through the Recovery Framework.

RECOVERY ACTIVITY (plans being considered / future steps)

A Strategic Recovery Framework has been developed and has been approved by Joint Management Team and Committee Chairs and Vice Chairs and will be managed through the Business Improvement/ Recovery Board, Joint Management Team and Committee Members.

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.