

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

<b>SERVICE AREA:</b>	Transformation Team
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<b>REPORTING PERIOD:</b>	W/e 26 <sup>th</sup> April 2020

### **KEY ACTIVITY HEADLINES**

The key activities between 20<sup>th</sup> – 24<sup>th</sup> April undertaken on critical programmes are -

- **Business Planning** – The process for implementing scenario-based modelling is currently being developed in conjunction with the Finance and Business Intelligence Team and will be completed within the next two weeks. This will be presented to JMT on 5<sup>th</sup> May
- **SEND** - The Transformation Team have developed a new action plan to push forward areas of the SEND recovery work. Final case review sessions for the High Needs Diagnostic Review are underway with an interim report to be completed by 30<sup>th</sup> April.
- **Adults Positive Challenge** – The Transformation Team have developed a new offer to the service based on the opportunities identified together with Adults Management Team. A new action plan is now in development to take these forward.
- **Cambs 2020** - Activities are continuing in line with the update for previous reporting period.
- **Transport** – Activities are continuing in line with the update for previous reporting period.
- **Office 365** – Commencing CCC user profile synchronisation to allow access to the new Office 365 tools from 5<sup>th</sup> May.

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

No changes from the last reporting period

### **WORKFORCE UPDATE**

- Around 50% of the team have been redeployed directly onto Covid-19 work including the community hub, commissioning, emergency management and systems.
- A further 20% of the team is deployed onto Covid-19 financial and operational response and recovery work.
- The remaining 30% of the team is working on the critical strategic programmes above.

Vulnerable due to underlying medical condition – 6

Self-Isolation Due to a Family Member with Symptoms – 1

Showing symptoms – 0

Diagnosed – 0

Absent (non Covid-19) - 1

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

Delayed delivery of benefits/ savings now included in financial reporting: Cambs 2020, Adults Positive Challenge, Transport, SEND.

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

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

Work has continued to developing activity plans and approaches for the various strands of recovery activity detailed in the previous reporting period. This includes assessing the interdependencies and relationships across the various areas of focus to ensure the work is progresses as coherently and efficiently as possible.

## COMMUNICATIONS

- Daily contact with Director, formal reporting to Director weekly
- Daily extended management meeting to deal with issues of the day and resourcing/team resilience
- Weekly Management meeting
- Minimum twice weekly notes to full team with updates (and staff blog)
- Weekly critical programmes meeting to address risk/issues and opportunities on non COVID-19 business
- Continued daily contact with services
- Weekly impact, learning and recovery meetings.