

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

<b>SERVICE AREA:</b>	Transformation Team
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<b>REPORTING PERIOD:</b>	W/e 24 <sup>th</sup> May 2020

### **KEY ACTIVITY HEADLINES**

The key activities between 16<sup>th</sup> and 22<sup>nd</sup> May undertaken on critical programmes are -

- **Business Planning** – Demand and Demography sessions being held with services for 21/22 planning.
- **SEND** – Initial meeting of SEND Commissioning workstream held - to provide a baseline of the commissioning arrangements across the SEND Service and in turn identify a high level overview of what areas need specific development.
- **Adults Positive Challenge** – Work continues in line with previous update.
- **Cambs 2020** – Continuing to review and monitor impact on the Civic Hub construction programme. Coordinating locker/storage reviews at the moment for teams moving - quite a lot of work and queries coming through that need to be dealt with
- **Transport** – Work continues in line with previous update.
- **Office 365** – Work continues in line with previous update.
- **CUSPE** – Work with researchers continues where it can. Consideration is being given to engaging businesses to test proposals from researchers on carbon offsetting investments.

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

No changes from the last reporting period

### **WORKFORCE UPDATE**

No changes to deployed staff from last reporting period

Self-isolating high risk category – 6

Absent (COVID and non COVID-19) – 0

### **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 process.

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

Recovery Framework endorsed in GPC. First submissions from services on recovery plans have been received and the first Recovery Board will be held in June.

### **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 to address risk/issues and opportunities on non COVID-19 business
- Continued daily contact with services
- Weekly impact, learning and recovery meetings.