

LAW & GOVERNANCE COVID-19 EMERGENCY PLANNING HIGHLIGHT REPORT

SERVICE AREA:	Law and Governance Directorate – PCC and CCC
REPORT AUTHOR:	Fiona McMillan - Director
REPORTING PERIOD:	07/04/20- 13/04/20

KEY ACTIVITY HEADLINES

- Assessing how Coronavirus Act Regulations will work and any outstanding issues
- Preparatory work for introduction of virtual council meetings – continued work on protocols for virtual meetings at PCC and CCC
- Assessing security risks of IT platforms for virtual council meetings with ICT and Information Governance teams– IT have done a Data Impact Assessment for the use of the Zoom platform and are satisfied sufficient security steps can be put in place for public council meetings to use Zoom. It is likely that Microsoft Teams will continue to be used for sensitive/confidential matters.
- Advising on key areas such as contract and procurement exemptions
- Assessing forthcoming decision-making at both councils and working with Directors to assess urgency of decisions
- Reviewing and advising relevant officers on other emergency Coronavirus legislation/guidance across both councils
- Legal team at PCC – working on arrangements for sealing of documents and staffing child protection cases in court
- Supporting the PCC and CCC internal Silver/Tactical and Gold/Strategic emergency planning council-wide groups
- Working on legal requirements for temporary emergency mortuary space

RISKS / CHALLENGES (AND MITIGATION)

Key Risks

- Assessing the impact of Covid-19 on major projects against legal requirements
- Assessing security risks of IT platforms for virtual council meetings with ICT and Information Governance teams– IT have done a Data Impact Assessment for the use of the Zoom platform

Key Challenges

- Continuing to work through current technology challenges- assessing options for virtual meetings across both councils and identifying challenges including security risks and training needs for future member meetings

WORKFORCE UPDATE

- Majority of Legal & Governance staff now working from home
- Those that can be redeployed to front-line working have been notified to Adrian Chapman
- Exceptions to this are child protection lawyers, other senior lawyers on rota for sealing
- Moved to weekly Microsoft team meetings and daily catch-ups with managers to ensure people feel more connected whilst home working

FINANCIAL IMPACT (increase in costs / reduction in income)

- None so far

RECOVERY ACTIVITY (plans being considered / future steps)

- None so far

COMMUNICATIONS

- All Directorate related communications are fed through the daily briefings to staff
- Weekly video team meetings