

## COVID-19 EMERGENCY PLANNING HIGHLIGHT REPORT

<b>SERVICE AREAS:</b>	Customer and Digital Services Directorate – see separate Highlight report for the Communications Service
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<b>REPORTING PERIOD:</b>	06/07/2020 – 20/07/2020

### NEW GUIDANCE AND IMPACT

**Health and Safety** – The return to offices/premises activity continues for the Health and Safety team, working with Property, HR and Transformation Team colleagues. The priority for return is based on criteria such as:

- Customer facing services that protect our most vulnerable, predominantly in the People and Communities Directorate;
- Where Government guidance requires us to be delivering a face to face service to the public e.g. birth registrations.

Officers are considering the implications of the latest government announcements on returning to work in relation to the detailed government guidance for COVID-safe offices, issued in May 2020 when the national lockdown was lifted.

### NEW CHALLENGES AND ACTIVITY

**Director of Customer & Digital Services, the Head of Communications and the Communications' Team** – are very involved in supporting Public Health, Communities' colleagues and our partners in responding to any new cases/outbreaks of COVID-19. Considerable work has been undertaken on preventative measures in Peterborough over the last 10 days. This activity will inform the approach we take to the prevention of COVID-19 across Cambridgeshire and Peterborough. Detailed work is underway on the implementation of our Local Outbreak Control Plan as we prepare for the Autumn/Winter and for any potential second wave of infections.

**Cambridgeshire & Peterborough IT** – are working with Public Health and Business Intelligence colleagues on the specification for a case management system to help us manage local cases of COVID-19. We are in touch with national and regional Local Authority Public Health and IT partners to ensure that the system we commission is fit for purpose and is informed by the latest thinking on how such a system can support the local prevention, mitigation and control of COVID-19.

**Emergency Planning** – are working with Public Health to ensure all potential high risk settings have been identified to strengthen our prevention of COVID-19 across the Cambridgeshire and Peterborough.

### RECOVERY ACTIVITY

**Cambridgeshire & Peterborough IT** – we have been maintaining work on planned programmes and projects. This includes detailed work in Peterborough as we prepare to exit the ICT contract with Serco on 30 September 2020. In parallel with this detailed activity is underway on preparing for the repatriation of the LGSS IT service to Cambridgeshire.

**Customer Services** – both Councils continue their work to support the re-introduction of services such as birth registrations, marriages and civil partnership ceremonies, libraries and Coroners' inquests.

### DECISIONS MADE SINCE LAST REPORTING PERIOD

N/A

### NEW FINANCIAL IMPLICATIONS SINCE LAST REPORTING PERIOD

N/A

### WORKFORCE CHANGES

No change, the majority of staff continue to work from home apart from some IT staff in both councils who need to work at the Octagon and Sand Martin House.

**COMMUNICATIONS**

No change, focus is on maintaining links with staff who are working at home.