

# COVID-19 EMERGENCY PLANNING HIGHLIGHT REPORT

<b>SERVICE AREA:</b>	Commercial
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<b>REPORTING PERIOD:</b>	w/e 17 <sup>th</sup> April

## KEY ACTIVITY HEADLINES

Priority areas remain as previous report:

- Multi class credit investment
- Leading the coordination of advice to internal teams, partners, suppliers and customers re impact of Covid-19
- Support for schools and settings
- Support to Economic Sub-Group
- Energy Investment Unit in two workstreams
- Commercial support to income generating service
- Support to the Business Planning team to evaluate the longer term impact of COVID-19 on the business and in particular the financial position giving consideration to demand management, supply chain and economic prosperity.

## RISKS / CHALLENGES (AND MITIGATION)

**Risk 1 - Reduced income.** The most immediate risk to the Council is reduced income from investments.

Mitigation - the Commercial Team are continuing to support the multi-class credit investment and will be making recommendations to the Investment Group in the next week. The Property team is forecasting and developing a process around managing the impact of reduced rental income from investment sites. The Commercial Team is continuing to support Property and Finance colleagues in this work as requested.

**Risk 2 –Reductions in contractual service levels.** There is a risk of avoidable reductions in service if contract managers are not clear about the areas of contractual obligations that should be retained at this time.

Mitigation - Procurement have provided some guidance on exemptions and the Commercial Team will continue to work with contract managers, providing guidance where requested and emphasising the need for a robust approach to approvals.

**Risk 3 –Lack for capacity for appropriate commercial response.** There is a risk that we have not yet fully scoped and resourced the total requirement for commercially focused activity and support– from immediate responses to businesses re rate relief and grant access through to the remobilisation of supply chains and economy over the coming months. In addition, the team is very small (2.9 FTE) of which 1 FTE is currently redeployed to the Hub. There is a risk that the remaining team will quickly become overwhelmed by requests for support.

Mitigation - The Commercial Team helping to coordinate the CCC suite of processes and support as well as input into the Economic Sub Group to develop and agree stimulus packages. Additional resource is being added at Head of Service level across the BID Directorate, releasing some capacity to from the Director to support commercial work.

## WORKFORCE UPDATE

Two managers are working on critical commercial activity (1.9 FTE) and 1 FTE is currently redeployed to Covid-19 Community Hub

No reports of illnesses or high risk isolation required to date.

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

As last week's report, the main commercial risks remain:

- Potential reduction in income from investments.
- Delay in deployment of multi class credit investment funds
- Income from sales of e-learning to other councils
- Impact on expected savings contract and procurement efficiencies

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

- Income generating
- The Cambridgeshire and Peterborough focused Economic Recovery Sub-Group.
- Supply chain impact

**COMMUNICATIONS**

Regular updates provided to BID DMT, Amanda Askham and daily Transformation Team management meetings.

Further communications to be provided directly into groups and workstreams via SROs (eg, Steve Cox, Chris Malyon, Jon Lewis)