

LAW & GOVERNANCE COVID-19 EMERGENCY PLANNING HIGHLIGHT REPORT

SERVICE AREA:	Law and Governance Directorate – PCC and CCC
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REPORTING PERIOD:	14/04/20- 20/04/20

KEY ACTIVITY HEADLINES

- Continuing to assess how Coronavirus Act Regulations for virtual meetings 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 and discussing with members
- Preparation for first virtual council meetings next week
- Continuing to monitor security risks of IT platforms for virtual council meetings with ICT and Information Governance teams
- Testing Zoom and Microsoft Teams with officers and members and identifying issues and raising with IT
- 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 emerging emergency Coronavirus legislation/guidance across both councils
- Legal teams at PCC & LGSS Law – continuing business as usual including staffing child protection cases in court where a virtual hearing is not possible
- Advice as required on temporary emergency mortuary space
- Supporting the PCC and CCC internal Silver/Tactical and Gold/Strategic emergency planning council-wide groups

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–

Key Challenges

- Continuing to work through current technology challenges- testing 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 have been redeployed to front-line working
- Exceptions to this are child protection lawyers who attend court when necessary
- Moved to weekly Microsoft team meetings and daily catch-ups with managers

FINANCIAL IMPACT (increase in costs / reduction in income)

- None so far

RECOVERY ACTIVITY (plans being considered / future steps)

- Considering how we resume full range and type of council meetings as soon as possible once social distancing requirements have been lifted with increased virtual working for non-formal meetings for members and officers

COMMUNICATIONS

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