POLICY AND RESOURCES COMMITTEE – 20 JULY 2020

PART I - DELEGATED

8.   **COVID-19 RESPONSE SUB-COMMITTEE TERMS OF REFERENCE (CED)**

1   **Summary**

1.1   This report asks the Policy and Resources Committee to agree the Terms of Reference for the Covid-19 Response sub-committee.

2   **Detail**

2.1   Provided below are the proposed Terms of Reference for the Covid-19 sub-committee the purpose of the sub-committee and decision making process.

Purpose of the Covid-19 Sub Committee

To support the recovery of Three Rivers from the Covid-19 pandemic by ensuring that the process enables and supports our residents communities and businesses to recover from the pandemic's impacts and get the organisation back to a new normal.

To provide strong, visible leadership and work for the people of Three Rivers by being a focus for community concerns and a conduit to recovery structures.

Terms of Reference

The sub-committee will:

- Set and monitor the District wide recovery strategy, ensuring implementation through the co-ordination and monitoring of the three Officer led recovery sub groups Reset, Reassure and Renew as provided in the diagram below:

Recovery

Reset	Reassure	Renew
• Housing and homelessness • Service restoration • Finance • Policy and risk • Governance and democracy • New ways of working	• Community protection • Community engagement • Communications • Staff welfare • Capacity	• Economic recovery • Regeneration • Future Policy

Reset

Which will focus on how we will get services up and running and the immediate end of lockdown.

Reassure, which will focus on how we build on the work that we have been doing with our communities in order to consolidate a strong community and volunteer structure

that can respond to future demands. Reassure will also look at how we help those vulnerable members of our community who have been supported through lockdown move on to new arrangements.

Renew, which will focus on the wider impact of Covid-19 on our economy and the work that will need to be done over the medium term to support employment for our residents and help our businesses thrive in a post-Covid-19 world.

- Ensure integration between the various work stream groups (Reset, Reassure and Renew) developed within the Councils recovery operation to agree:
  Priority 1: Statutory Service / Impact on Vulnerable People
  Priority 2: Statutory Service / Contract Implications / Significant Financial Impact
  Priority 3: Statutory Service (minor impact) / Significant Reputation Impact/Financial Impact
  Priority 4 and 5: Discretionary Services if not covered above

- Consider recovery proposals and made appropriate recommendations on the democratic decisions connected to these;
- Prepare community impact assessments that inform recovery priorities and activity work streams;
- Consider the changing needs of affected groups over time, allowing for a long term process;
- Encourage active participation from the affected communities, businesses and stakeholders and build/utilise local community links by providing encouragement and support to those working on recovery in their communities and businesses, ensuring that everyone's interests are represented as far as possible;
- Act as a link with the county wide recovery structure;
- Recommend the overall milestones and a vision for what 'recovered' will look like;
- Set and monitor the overall action plan arising from the recovery phase;
- Agree the exit strategy criteria, and the timescales for achieving this.

  And make appropriate recommendations to Policy and Resources Committee on the actions and steps needed to enable the District and Council to recover from the pandemic's impacts and get the organisation back to a new normal.

2.2 Members will recall that the setting up of the *Covid-19 Response Sub Committee* was agreed at the Extra Policy and Resources Committee meeting held on 14 May 2020 with the following proportional membership: 9 Members with the political proportionality being 6, 2 and 1.

2.3 The names of the Councillors appointed to the sub-committee was approved at the 15 June Committee meeting as detailed below. Only Members of the P&R Committee are eligible to sit on the sub-committee but all Members of the Council can act as substitutes.

Councillors Matthew Bedford, Sara Bedford, Stephen Giles-Medhurst, Chris Lloyd, Andrew Scarth and Roger Seabourne

Councillor Paula Hiscocks and Alison Wall

Councillor Stephen Cox

2.4 The Covid-19 Response sub-committee does not have any decision-making powers delegated to them.

2.5   It is considered that the Covid-19 issues will largely be under the remit of this Committee which deals with policy and budgetary matters. Any decisions amounting to departures from policy/budget may need to be referred to Council.

2.6   All sub-committees need to be proportional to the number of seats each Political Group holds on the Council.

3   Options and Reasons for Recommendations

3.1   That the P&R Committee agrees the Terms of Reference and decision making process for the Covid-19 Response sub-committee.

3.1.1   With regard to the Covid-19 Response sub-committee, it is possible that some of the work will be commercially/financially confidential, so whilst the agendas for the meeting will be published on the Council's website, some of the meeting may need to be held in Part II. As such the reports will remain confidential until such time as the information can be published for the press and public.

4   Policy/Budget Reference and Implications

4.1   Agreeing the Terms of Reference and decision making process is within policy and budget.

5   Financial, Equal Opportunities, Environmental, Community Safety, Public Health, Customer Services Centre Implications

5.1   None specific. Any implications identified as part of the Covid-19 Response will be considered as they arise.

6   Legal Implications

6.1   As set out in the report:

- Policy and Resources Committee have the power to set up sub-committees and agree their Terms of Reference.

- Membership of the sub-committee derives from the membership of the Committee itself.

- The membership has to be politically proportionate.

- The sub-committee can be given delegated authority to make decisions within its remit save where reserved to Council such as constitutional changes.

- The provisions of Schedule 12A of the Local Government Act 1972 will apply to meetings of the sub-committee so they have to be held in public unless there are exceptions to the rule which allows for the meeting to move into private as Part 2 business.

- Council has agreed that all Members can act as substitute Members. It is of course desirable for there to be consistency within the attending membership.

7   Equal Opportunities Implications

7.1   None specific.

8   Communications and Website Implications

8.1   Details of the sub-committee meetings and agendas will be published on the Council's website.

9   Risk Management and Health & Safety Implications

9.1   The Council has agreed its risk management strategy which can be found on the website at http://www.threerivers.gov.uk. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

9.2   The subject of this report is covered by the Committee service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this service plan.

9.3   The subject of this report is covered by the Council's corporate plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this plan.

Nature of Risk	Consequence	Suggested Control Measures	Response *(tolerate, treat terminate, transfer)*	Risk Rating *(combination of likelihood and impact)*
Not having Terms of Reference agreed for the sub-committee	Not able to undertake the work that is required for Three Rivers to recover from the Covid-19 pandemic	Agree the Terms of Reference so that there is a clear remit for the sub-committee	Treat	2

9.4   The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Likelihood (Very Likely ----▼ Remote)				
Low 4	High 8	Very High 12	Very High 16
Low 3	Medium 6	High 9	Very High 12
Low 2	Low 4	Medium 6	High 8

	Low	Low	Low	Low
	1	2	3	4
	Impact			
	Low ---► **Unacceptable**			

Impact Score	Likelihood Score
4 (Catastrophic)	4 (Very Likely (≥80%))
3 (Critical)	3 (Likely (21-79%))
2 (Significant)	2 (Unlikely (6-20%))
1 (Marginal)	1 (Remote (≤5%))

9.5   In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Corporate plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

10. Recommendation

10.1   That the Policy and Resources Committee agree the Terms of Reference and for the Covid-19 Response sub-committee.

Report prepared by: Anne Morgan, Solicitor to the Council and Sarah Haythorpe, Principal Committee Manager

Data Quality

Data sources: Extra Policy and Resources Committee 14 May 2020

Council Constitution

Data checked by: Anne Morgan, Solicitor to the Council

Data rating:

1	Poor	
2	**Sufficient**	√
3	High	

Background Papers

None.