

## Appendix B – Terms of Reference

# Joint Cabinet Liaison Panel for Covid-19 Recovery and Transformation

## Terms of Reference

### Chair and Secretariat

**Chair:** Leaders of the Council (alternate)

**Secretariat:** Georgie Thurlby

### Purpose

To support and advise the Leader on the priorities and actions necessary to ensure recovery from the Covid-19 pandemic for both Councils and the local area

### Role

- To provide guidance and advice on the transformation of the organisations to the Leader and Cabinet
- To provide guidance and advice on the recovery of the local economy and community from the Covid-19 pandemic to the Leader and Cabinet
- To coordinate the advice and actions from the working groups and assist the Leader and Cabinet in monitoring and reporting progress
- To provide guidance and advice on a communications strategy to the Leader and Cabinet
- To design and advise the Leader and Cabinet on the implementation of a programme of work to restore the social, economic and political wellbeing of the communities of both districts, in accordance with guidance from the HIOW Local Resilience Forum's Recovery Co-ordinating Group.

### Membership

**Richard Millard** Leader of East Hampshire District Council and Portfolio Holder for Recovery and Transformation

**Michael Wilson** Leader of Havant Borough Council and Cabinet Lead for Recovery and Transformation

**Julie Butler** Deputy Leader of East Hampshire District Council and Portfolio Holder for Welfare and Community Integration

**Tim Pike** Deputy Leader of Havant Borough Council and Cabinet Lead of Planning, Regeneration and Communities

**Nick Drew** Portfolio Holder for Governance and Legal (EHDC)

**Lulu Bowerman** Cabinet Lead for People and Communications (HBC)

**Ken Moon** Portfolio Holder for Economic Development and Rural Affairs (EHDC)

**Jamie Matthews** Chairman of Overview and Scrutiny Committee (EHDC)

**Anthony Briggs** Chairman of Governance, Audit and Finance Board (HBC)

**Gill Kneller** Chief Executive

**Lydia Morrison** Director for Corporate Services and Chief Finance Officer (S151 Officer)

**Simon Jenkins** Director for Regeneration & Place

**Clare Chester** Head of Regeneration & Economy and Economy workstream lead

**Victoria Potts** Planning Policy Manager and Recovery officer lead

**Georgie Thurlby** Project Officer (Governance)

## Principles of operation

- The panel will meet on a regular basis for the duration of the Covid-19 recovery phase (the length of which will be decided by consensus).
- Portfolio Holders/Cabinet Leads within the workstreams will be invited to join as required.
- Officers within the workstreams will be invited to join as required.
- No substitute members
- The panel will act in a transparent and pragmatic manner to manage the risks of any emerging conflicts of interest and to ensure the best outcomes for both districts as well as both authorities

# Covid-19 recovery – Community workstream

*Note: to include the Community, and, Environment and Infrastructure working groups*

## Terms of Reference

### Chair and Secretariat

**Chair:** tbc

**Secretariat:** tbc

### Purpose

TBC

Coordinate the provision of full range of practical humanitarian assistance and support those directly or indirectly affected by the emergency.

Enable the community easy access to the required assistance.

Coordinate the clean-up, repair or replacement of the physical infrastructure and clean-up of the natural environment to an agreed state.

Review the integrity of assets and prepare a strategy for reinstatement where required.

### Role

Take steps to prevent the escalation of the impacts from Covid19 by coordinating the provision of practical humanitarian assistance and support to those at risk of and directly or indirectly affected by the emergency.

Identify the impacts of Covid19 on the well-being of individuals, communities, infrastructure and the environment and take action to ensure they are adequately addressed.

Set a vision for the future of our local communities with regards to health, welfare, infrastructure and the environment, identifying where improvements could be made, and applying lessons learned.

Take steps to adapt systems, services and infrastructure affected to meet future needs.

Bring together the relevant expertise from private sector, public sector and voluntary organisations

Provide advice to the Recovery and Reinvention Board

## Membership

### Lead Group Membership

- Simon Jenkins
- Tracey Wood
- Natalie Meagher
- Vicki Potts?
- Sam Ings?
- #5?Project Management eg Mark Barr?
- Communications?? Will?

### Sub Group Membership

- Health/Physical activity lead (community)
- Community Support and Community Engagement (community)
- Housing lead (housing / env health)
- Financial lead (revs & bens)
- Public Health lead (env health)
- Infrastructure lead (SH / CELT)
- Natural Resources lead (SDNP? / Coastal?)
- Waste lead (Norse? / Contracts?)
- Leigh Park (Clare/Tracey)

### Other areas to consider

- Neighbourhoods Lead
- Planning Policy Lead

### Links with:

- Comms team
- Insight team
- Other workstreams

## Principles of operation

[To be set by the workstream/working group lead. Insert principles here – e.g. The group will meet on a regular basis and will be kept small and focused in order to be effective.]

## Summary of issues identified

[to be identified by the working groups]

[Reference to the HIOW LRF impact assessments]

{Reference to any Council assessments/evidence}



# Covid-19 recovery – Economy workstream

*Note: to include the Regeneration, Housing Market and Business working groups*

## Terms of Reference

### Chair and Secretariat

**Chair:** Clare Chester

**Secretariat:** Simon Beach

### Purpose

To support the economic recovery of both East Hampshire District and Havant Borough during and following the Covid-19 pandemic

### Role

- Identify the impacts of Covid-19 on the local economy and take action to support its recovery through evidence and insight.
- Take steps to mitigate the escalation of the economic impacts from Covid-19 by coordinating the provision of practical assistance and support to those at risk of and directly or indirectly affected by the emergency.
- Propose a vision for the future of our local economy.
- Drive economic recovery plans
- Provide overview and scrutiny for interventions
- Produce Action Plan and implement
- Implementation of Recovery Plan based on robust evidence
- Revise current BAU processes to ascertain appropriateness and take steps to adapt systems, services and infrastructure affected to meet future needs.
- Bring together the relevant expertise from private sector, public sector and voluntary organisations.
- Provide advice and guidance to the Cabinet Liaison Panel

### Scope of Services within Economy Recovery Workstream

- Regeneration
- Planning Policy
- Planning (Development Management)
- Economic Development
- Working across other teams and services as required

- Community Services (Access to open space and community infrastructure)
- Climate Emergency workstream
- Housing (Standards and Living)

## Membership

**Workstream lead** Clare Chester, Head of Regeneration & Economy

**Working group lead** Clare Chester

**Economy and Business working group lead** Dan Grindey

**Communications lead** Richard Wells

**Project Manager** Simon Beach

**Regeneration & Place-Making Manager (EHDC)** Danielle Friedman Brown

**Planning Policy Manager, HBC** David Hayward

**Planning DM and BC Manager EHDC** Julia Mansi

**Planning Policy Manager, EHDC** Vicki Potts

**Regeneration Programme Manager** Paul Ramshaw

**Insight Manager** Nicola Thompson

## Reporting and Project Management

Reporting will consist of a dashboard and briefing based system which will reflect the progress, risk and narrative underpinning the project.

A separate risk register will provide information relating to the near, present and forecast risk and the associated mitigations.

Financial and legal monitoring and reporting will also be undertaken as a core element of the project against baseline objectives.

## Meetings

Meetings of the core delivery team will occur every 2 weeks

## Partners and key stakeholders

**Needs developing – to create a map of all relevant linked groups**

Local Enterprise Partnership

Relationship Management

HIOW

# Covid-19 recovery – Organisation workstream

*Note: to include the Finance, Transformational and Organisational Development working groups*

## Terms of Reference

### Chair and Secretariat

**Chair:** tbc

**Secretariat:** tbc

### Purpose

To ensure the Councils recover to 100% operational within a new business as usual

To assess the financial and legal implications for the Councils

### Role

Take steps to prevent the escalation of the impacts from Covid19 on the Councils

Set a vision for the future of our Councils in terms of operating framework

Take steps to adapt systems, services and infrastructure affected to meet future needs.

Explore different streams for financial aid.

Monitor all recovery work expenditure

Consider how income streams will be adjusted after the pandemic

Consider and review the Councils' Constitutional Framework

Review response activities and identify lessons learned for possible subsequent waves / other wide-scale emergencies

Backup / restore core information if necessary including, staff records, accounting / payroll records

Identify premises/areas that require deep clean or decontamination

Take stock of local resources including personal protective equipment, IT equipment, office equipment and other essential supplies.

Provide advice to the Recovery and Reinvention Board



## Membership

**Workstream lead:** Lydia Morrison

**Portfolio Holders:** Nick Drew (EHDC), Lulu Bowerman (HBC)

**Finance working group lead:** Lydia Morrison

**Transformation working group lead:** Chris Bradley

**Organisation Development working group lead:** Caroline Tickner

**Communications lead:** [insert here]

[Insert other members here]

## Principles of operation

[To be set by the workstream/working group lead. Insert principles here – e.g. The group will meet on a regular basis and will be kept small and focused in order to be effective.]

## Summary of issues identified

[to be identified by the working groups]

[Reference to the HIOW LRF impact assessments]

[Reference to any Council assessments/evidence/staff surveys]

# Covid-19 recovery – Support workstream

*Note: to include the Insight, communications and legal working groups*

## Terms of Reference

### Chair and Secretariat

**Chair:** tbc

**Secretariat:** tbc

### Purpose

To provide the necessary support and participation to all the other working groups and the Recovery and Reinvention Board.

### Role

Ensure effective communication and consultation

Ensure all staff, elected members and those involved are kept informed

Consider legal implications

Provide evidence and information to inform the working groups

Have a representative on the other working groups if possible

### Membership

[Insert members here]

### Principles of operation

[To be set by the workstream/working group lead. Insert principles here – e.g. The group will meet on a regular basis and will be kept small and focused in order to be effective.]