

Appendix C – Guidance for Recovery and Reinvention Working Group Chairs

Chairs of the Recovery and Reinvention Board (RRB) and Working Groups (WG) need to facilitate and co-ordinate the operation of their group. To achieve this, they should:

- Finalise the draft Terms of Reference for the WG and agree with the Portfolio Holder(s) and workstream lead.
- Appoint administrative support for the group
- Appoint a deputy
- Consider membership of the group both internal and external partners
- Fully understand the remit of their role and educate members of the group, including ensuring adequate training
- Ensure the group is aware of the full recovery and reinvention structure, i.e. what groups are in place and their remits
- Assign a communications lead within each group
- Ensure action planning and reporting mechanisms are in place to provide regular reports on recovery and reinvention operations to the RRB and other relevant WGs, and to any other organisations that have a role or interest in the recovery process
- Identify areas where decisions need to be made beyond existing policies and procedures, and advise on recommended options to the RRB
- Disseminate information so that all concerned are aware of the steps being taken during the recovery process. For each decision made or piece of information produced / received, consider:
 - What might be the ripple effect of this decision / information?
 - Who else needs to be aware of this?
 - Does the group need to do any more work as a result of this?
 - Does someone else need to carry out an action?
- Provide a debrief report at the closure of the group detailing the expenditure committed, actions taken, lessons learned, and any recommendations.