

---

# HAVANT BOROUGH COUNCIL

CABINET

2 June 2021

## Recommendations from the Overview & Scrutiny Committee - Consideration of the Council's Response to the Covid 19 Pandemic

### FOR DECISION

---

#### 1 Purpose

- 1.1. Cabinet is invited to consider the following recommendations arising from the Overview & Scrutiny Committee held on 31 March 2021.

#### 2. Recommendations

- 2.1. Cabinet is invited to approve that:

- (i) A register of all community volunteer groups is drawn up - which includes the contact details of each group's coordinator – and is retained and reviewed-quarterly to ensure there is, at all times, a current list of any and all volunteer groups operating in the borough who could provide support to vulnerable residents;
- (ii) A 'go to' document showing best practices to be adopted by volunteers supporting vulnerable residents be produced in readiness for distribution to any and all community groups taking on this role in the borough to avoid piece-meal and late distribution of information;
- (iii) Every ward councillor – for Borough and County - be made aware quarterly and again in the event of any emergency which required support to be given to vulnerable residents, of the information in recommendation 1 above, so they can act as a resource of information for volunteer coordinators;
- (iv) During a period of community support, data showing the number of vulnerable residents being supported in each ward, or by each community volunteer group if they are covering more than one ward, is gathered on a weekly basis so that a complete picture of the extent of volunteer activity is known which can be used for ongoing and future planning purposes;
- (v) Text for a piece of printed communication material such as a flyer, be drafted in readiness, containing the information residents will need about how to access support if they find themselves requiring assistance during a period of restricted

movement in the community. (At present the Hants4help phone line remains 'live'; in the future this helpline number could change).

- (vi) The printed communication in (v) above should be printed and distributed to every household in areas of the borough that become subject to any national or local restrictions of movement in the community, at the earliest possible time to ensure everyone receives the same message, especially those residents who cannot use the internet.
- (vii) Communication with councillors be made as soon as is feasible once any restrictions on movement in the community are agreed, giving them the detailed information about how support will be given to their residents (see (iii) above).
- (viii) Once councillors are given the information about how support in the community will be given in their ward, they should liaise with the relevant group / organisation in order to play their part signposting, advising and generally helping volunteer groups to support their residents. This should be encouraged by the Leader of the Council.
- (ix) Councillors be included in the welfare checks. The Cabinet Lead for 'People' should ensure this happens in the event of any local or national emergency;
- (x) A copy of the presentations given at Councillors' briefings be sent to all Councillors; and
- (xi) That a reasonable balance is struck with staff working safely in the Plaza and that management is not overly cautious by allowing too many staff to work from home.

2.2. Cabinet is invited to note that the Overview & Scrutiny Committee endorsed:

- (i) The current arrangements for emergency planning, including business continuity planning;
- (ii) The arrangements put in place to monitor the efficiency and effectiveness of the Council's health and wellbeing support to staff during the pandemic;
- (iii) The current arrangements, including the appointment of a Client Relationship Director and Head of Strategic Commissioning, for ensuring that our commercial partnerships and contracts deliver efficient and cost-effective services to residents.

### **3. Executive Summary**

3.1 In June 2020, Cabinet requested the Governance, Audit and Finance Board undertake a review of the Council's response to the COVID19 pandemic. This was accepted by the Board at the Joint meeting held on 22 June 2020.

3.1. AS a result of the amount of work involved, The Governance, Audit and Finance Board (GAF Board) divided the scrutiny review into a number of areas and asked

the Operations and Place Shaping and Business and Commercial Services Boards to help with this review by reviewing specified areas and reporting their findings back to GAF Board. In the meantime a new Constitution was agreed and the reports were approved for onward submission to Cabinet at the Overview & Scrutiny Committee held on the 31<sup>st</sup> March 2021.

#### **4 Appendices**

Appendix 1 – Communications Report

Appendix 2 – Community Support Report

Appendix 3 – Financial Implications

Appendix 4 – Service Delivery Report

Appendix 5 – Staff and Wellbeing Report