

## COVID-19 RECOVERY COORDINATION GROUP

### DRAFT TERMS OF REFERENCE

#### Purpose

The Covid-19 Recovery Coordination Group provides officer leadership to the strategic coordination and delivery of Stevenage's recovery response to the global Covid-19 pandemic.

#### Objectives

The Covid-19 Recovery Coordination Group will support the Chief Executive and:

- Provide strategic officer leadership to determine Stevenage's recovery response to Covid-19;
- Play a significant role in ensuring the coordinated delivery of the recovery response, both internally at Stevenage Borough Council and externally through the Stevenage Together Recovery Task Force and other relevant organisations across the town;
- Influence, inform and where relevant reflect Hertfordshire Recovery Coordinating Group, East of England, National and DCN recovery proposals within the Stevenage's recovery plan; and
- Gather evidence and best practice to inform the response activities;

#### Priorities

The Covid-19 Recovery Coordination Group focuses on the following priority areas:

- **Economic impact, support and recovery** - including stabilisation, stimulation, and development of a more resilient, inclusive and green economy;
- **Support for vulnerable and shielded residents** - including addressing family poverty and worklessness;
- **Health and Wellbeing** - including transformation and integration to a 'new normal', working closely with NE and WE Clinical Commissioning Group and other partners and building on the work commissioned by the Health and Wellbeing Group;
- **Travel and mobility** – ensuring the safe and efficient movement of residents and visitors both across the town and to its central areas.
- **Relationships** - including with the Local Resilience Forum, Recovery Coordinating Group, Economic Recovery Cell, Community Reassurance Cell, development partners, the Local Enterprise Partnerships, Homes England, Hertfordshire County Council and other district/borough authorities, Herts

Growth Board, Community and Voluntary Sector organisations and other strategic partners

- ***Development and delivery of Future Town and Future Council Priorities*** – including a review of priorities for 2020/21 and implementation of projects
- ***The Council's financial resilience*** - both revenue and capital;
- ***The Council's transformation*** - including the sustainability of new ways of working developed during the response to COVID-19; how the Council may adapt to a phased release (and ramping up) of the lockdown and what this means for future service delivery and how the Council operates; and
- ***The welfare of staff and Members*** – through developing wellbeing plans including securing a Wellbeing Accreditation Charter
- ***Evidence base and analysis*** - including closely monitoring impacts and the effectiveness of responses, and informing decision making on the above areas.
- ***Communications and reassurance*** – including the development of a clear communications strategy to share information, guidance and support with residents and businesses.

## **Governance**

The Covid-19 Recovery Coordination Group will report to the Strategic Leadership Team and provide regular updates to the Covid-19 Stevenage Co-operative Recovery Taskforce and the Executive both of which are chaired by the Leader of the Council.

Further accountability and scrutiny arrangements will be determined as the recovery progresses.

## **Membership**

The Group's membership includes (but is not limited to) the following officers:

- Deputy Chief Executive
- All Strategic Directors
- Assistant Director (Regeneration)
- Assistant Director (Communities and Neighbourhoods)
- Assistant Director (Finance and Estates/Deputy S.151 Officer)
- Assistant Director (Planning and Regulatory Services)
- Assistant Director (Regeneration)
- Assistant Director (Digital Transformation)
- Assistant Director Strategic Lead – Corporate Policy and Business Support

The Group is chaired by the Deputy Chief Executive. Support is provided by Strategic Directors and the Corporate Policy and Business Support Team.

## Meetings

The Covid-19 Recovery Coordination Group meets on a weekly basis to coordinate and provide the read across with the work that is being undertaken in the main themes. Meetings take place virtually until such time that meeting in person is possible.

The Group will remain in operation as long as there is a need for a recovery response to Covid-19. Meetings may become less frequent as the recovery progresses.

## Recovery Governance Structure

