



EAST STAFFORDSHIRE BOROUGH COUNCIL

REPORT COVER SHEET

Title of Report:	COVID-19 Emergency Planning Update (October 2020)	To be marked with an 'X' by Democratic Services after report has been presented
Meeting of:	Corporate Management Team: 22nd September 2020	X
	Leader and Deputy Leaders: 28th September 2020	X
	Leader's / Leader of the Opposition's Advisory Group / Independent Alliance Advisory Group: 7th & 8th October 2020	X
	Cabinet: 26th October 2020	
	Scrutiny Audit and Value for Money Council Services Committee Scrutiny Community Regeneration, Environment and Health and Well Being Committee	



Is this an Executive Decision:	NO	Is this a Key Decision:	NO
Is this in the Forward Plan:	NO	Is the Report Confidential:	NO
If so, please state relevant paragraph from Schedule 12A LGA 1972:			

Essential Signatories:

ALL REPORTS MUST BE IN THE NAME OF A HEAD OF SERVICE

Monitoring Officer: **Angela Wakefield**

DateSignature

Chief Finance Officer: **Sal Khan**

DateSignature

EAST STAFFORDSHIRE BOROUGH COUNCIL

Report to Cabinet

Date: 26th October 2020

REPORT TITLE: COVID-19 Emergency Planning Update (October 2020)

PORTFOLIO: Leader of the Council

HEAD OF SERVICE: Sal Khan

**CONTACT OFFICER: James Abbott (Corporate & Commercial Manager)
Ext. No. x1244**

WARD(S) AFFECTED: Non-Specific

1. Purpose of the Report

- 1.1. The purpose of this report is to provide senior officers and Members an update on the latest situation and associated response in East Staffordshire by the Council and its partners to the ongoing COVID-19 pandemic.
- 1.2. The report includes a backwards looking review of recent response activities considering all relevant aspects of the response including considerations regarding: People & Processes; Service Changes & Communications; Community & Partners; and Finances.
- 1.3. The report also sets out a framework for recovery considering contributions from National, County, Borough and Ward levels.

2. Executive Summary

- 2.1. The Council and its partners continue to act effectively in response to the ongoing COVID-19 pandemic emergency.
- 2.2. The response has been summarised in this report by considering the themes of: People and Processes; Service Changes and Communications; Community and Partners; and Finances.
- 2.3. It has been necessary for the Council to plan for and react to a range of challenges and pressures that have arisen as a result of the pandemic, however

throughout the response to the COVID-19 situation critical services have continued.

- 2.3.1. There has been considerable efforts across these tiers on the recovery phase within East Staffordshire. As the emergency continues to evolve away from “response” into the “recovery” phase, a recovery framework has been developed capturing and overlaying National, County, Borough and Ward level recovery work.

3. Background

- 3.1. The World Health Organisation (WHO) declared the outbreak of coronavirus disease COVID-19 as a pandemic on 11th March 2020.
- 3.2. To delay the spread of the virus the Government has made [a range of announcements implementing a range of measures on social distancing](#), and the Council has responded accordingly to ensure the operation of its facilities and services align to the current guidance and / or restrictions.
- 3.3. By law, category one responders (which includes all local authorities) have duties to plan and prepare for emergencies. Planning for civil emergencies and ensuring continuity of its own services is therefore a fundamental and ongoing element of East Staffordshire Borough Council’s normal operation. The Council has a range of resilience plans in place to mitigate the impact of any emergency incident, for example service specific business continuity plans. It is also part of the Staffordshire Resilience Forum (SRF) which is made up of multiple agencies who work together to plan and prepare for localised incidents and civil emergencies.
- 3.4. The SRF has facilitated a Strategic Co-ordinating Group (SCG) with effect from 10th March 2020 including senior representatives of all relevant responders and partners, for example local authorities, the emergency “blue-light” services, Public Health England, MHCLG, the military, the NHS, local hospitals and Clinical Commissioning Groups. Reporting to the SCG are a number of subgroups co-ordinating the tactical response, each with a focus on specific areas of the response.
- 3.5. In addition to the SCG the SRF is also facilitating with effect from 24th April 2020 a Recovery Co-ordinating Group (RCG). This group is working in parallel to the SCG, and will support partners, communities and stakeholders to deliver the recovery activity associated with COVID-19.

4. Contribution to Corporate Priorities

- 4.1. This report contributes to all three Corporate Priorities as it is relevant to all Council services.

5. COVID-19 Emergency Planning Update (October 2020)

5.1. Response Phase Latest Update

5.1.1. It has been necessary for the Council to plan for and react to a range of challenges and pressures that have arisen as a result of the COVID-19 pandemic, however **throughout the response to the COVID-19 situation critical services have continued.**

5.1.2. The incident continues to have an impact with “normal” business being affected. However the response is being managed at this time through the activation of local contingency plans and coordinated corrective action. Requests for mutual aid have not been necessary.

5.1.3. The response can be summarised by considering the following themes:

People and Processes (P&P)	Service Changes and Communications (SC&C)
Community and Partners (C&P)	Finances (F)

5.1.4. The following table provides a summary overview of the Council’s direct response to these challenges, with full detail on this response, along with an outlook moving forward, provided in the subsequent sections of this report.

Response Summary

People and Processes (para 5.1.5)

- The Council has 293 employees including casual staff. The Council has had a total of 38 absences due to employees or their family members / close contacts reporting COVID-19 symptoms. There are two current absences due to employees or their family members/close contacts reporting COVID-19 symptoms. 4 people, all casual workers, who are at home due to their having an underlying health condition or being aged 70+ remain so, until work is available/facilities re-open (**as of 12th October**)
- Internal engagement has been undertaken with staff to discuss experiences during “lockdown”, including a short survey circulated within the organisation to assist senior officers tailor the response moving forward. The survey was designed to explore staff experiences of the lockdown and homeworking, the impact on wellbeing as well as any expectations and concerns in regard to returning to some level of office working. The survey closed on 17th August to allow opportunity for individuals’ views to be fully considered prior to a response. The number of responses to the survey has been encouraging, and the outcomes from the survey will be reviewed, discussed and communicated in due course.

Service Changes and Communications (para 5.1.6)

- The Burton Customer Service Centre reopened to the public on Monday 12th October. The Centre will initially be open from Monday to Friday for appointments booked in advance for a limited number of enquiries. Appointments can be made by telephone via the Council’s switchboard by dialling 01283 508000 and selecting option 5.
- The Brewhouse Arts Centre reopened on Monday 3rd August 2020. The Burton Town Hall reopened on Monday 6th July for appointment only viewings. The Civic Function Suite is also supporting essential services continuing to be delivered such as Blood Donation.
- A Member Briefing was arranged on the subject of the COVID-19 Local Outbreak Control Board. This briefing took place on Thursday 17th September 2020 at 6.30pm on Zoom. At the briefing a presentation was made by the Leader of Staffordshire County Council (Councillor Alan White) and the Director of Public Health (Dr Richard Harling).
- There is ongoing communication regarding service changes and associated messaging from the Council and its partners. The communications campaigns continue to adapt to reflect changing government guidance, for example the new three tier alert approach implemented with effect from 14th October.

Community and Partners (para 5.1.7)

- The Burton Statutes Fair, due to take place later this year, has been postponed. The Council and Pat Collins Funfair have mutually agreed that it is in the best interests of everyone in Burton upon Trent and the wider borough for the event not to go ahead.
- The Council with the County Council and community partners continue to monitor closely the cases within Burton and in particular the around the Anglesey, Eton Park, Horninglow and Shobnall wards. The County Council continues to issue advice within the area in a bid to curb the spread of infection aligned to the updated Government guidance
- A range of testing events have taken place for symptomatic and asymptomatic residents, including walk-in and door-to-door testing.
- Burton Town Hall is now the base for a Local Testing Station (LTS) for a period of three months from early October, catering for walk-in symptomatic cases. This must be booked online at www.nhs.uk/coronavirus

Finances (para 5.1.8)

- The Council has (**as of 30th September**):
 - Paid a total of £1,200,000 in Discretionary Grants to 120 businesses.
 - Paid a total of £433,060 in Council Tax Hardship Fund payments to 2,765 working age Council Tax Reduction claimants.
 - Issued 1,985 Small Business and Retail, Hospitality & Leisure grants totalling £23.36m to local ratepayers.
 - Awarded £20,359,531 worth of Expanded Retail Discount Relief to 800 businesses
 - Awarded £263,166 worth of Nursery Discount Relief to 21 Nurseries.
- Central Government has announced several packages of support for local government to help respond to the COVID-19 pandemic, and the Council has currently been allocated £1.450m.

5.1.5. People and Processes

5.1.5.1. As of 12th October 2020 the Council has 293 employees including casual staff. The Council has had a total of 38 absences due to employees or their family members / close contacts reporting COVID-19 symptoms. There are two current absences. 4 people, all casual workers, who are at home due to their having an underlying health condition or being aged 70+ remain so, until work is available / facilities re-open.

5.1.5.2. Internal engagement has been undertaken with staff to discuss experiences during “lockdown”, including a short survey circulated within the organisation to assist senior officers tailor the response moving forward. The survey was designed to explore staff experiences of the lockdown and homeworking, the impact on wellbeing as well as any expectations and concerns in regard to returning to some level of office working. The survey closed on 17th August to allow opportunity for individuals’ views to be fully considered prior to a response. The number of responses to the survey has been encouraging, and the outcomes from the survey will be reviewed, discussed and communicated in due course.

5.1.6. Service Changes and Communications

5.1.6.1. A number of enforced changes following direct instruction issued by Government were necessary, as well as the Council also implementing a number of service changes to effectively respond to the emergency at a local level. However throughout the response to the COVID-19 situation, critical services have continued.

5.1.6.2. A number of facilities were closed as a direct response to the ongoing situation. Information on service restoration can be seen in the table below:

Facility	Date of Closure	Restoration Information
Customer Service Centres (CSCs) in Burton and Uttoxeter	24 th March	The Burton Customer Service Centre reopened to the public on Monday 12 th October. The Centre will initially be open from Monday to Friday for appointments booked in advance for a limited number of enquiries. Appointments can be made by telephone via the Council's switchboard by dialling 01283 508000 and selecting option 5. Services continue to be available via telephone and digital provision.
Burton Market Hall and Outdoor Market	23 rd March	The Outdoor Market reopened to non-essential retail on Thursday 4 th June. The indoor Market Hall reopened on Monday 15 th June 2020. Both are operating strict social distancing measures.
Brewhouse Arts Centre and Civic Function Suite	20 th March	The Brewhouse Arts Centre reopened on Monday 3 rd August 2020. The Burton Town Hall reopened on Monday 6 th July for appointment only viewings. The Civic Function Suite is also supporting essential services continuing to be delivered such as Blood Donation.

Facility	Date of Closure	Restoration Information
Public Toilets	24 th March	Measures to prepare the authority's seven public toilet blocks started on Monday 15 th June. The first one was opened on Tuesday 16 th June with the remainder opened by the 21 st June.
Play areas, tennis courts, basketball courts, Bramshall Bowling green and outdoor gyms	24 th March	Following changes to the Government's guidance on meeting in open spaces the Council reopened its directly operated Tennis courts, Basketball courts and the Bramshall Bowling Green in May. Following further updates to Government guidance, the Council reopened its outdoor gyms and playgrounds on the 4 th July 2020.
Council Leisure Facilities (Meadowside Leisure Centre, Uttoxeter Leisure Centre and Shobnall Leisure Complex), run by Everyone Active	20 th March	Following the Government announcement that leisure facilities were allowed to reopen from 25 th July 2020, the Council has confirmed an interim arrangement with SLM for them to reopen the three leisure facilities on this date with a phased reintroduction of services.

5.1.6.3. There is ongoing communications in relation to service changes and related messaging. As well its own messages, the Council has continued to share key communications from other partner organisations, ensuring these important messages are shared as widely as possible.

5.1.6.4. In September SCC issued communications to stakeholders and media detailing new guidance and enhanced measures designed to counter the rise in cases in Burton and the areas of interest. Further detail of these measures can be seen in paragraph 5.1.7.2). Shortly after publishing the new guidance the Government announced new national laws, most notably the "Rule of Six" meaning it will be against the law for people to meet in groups of more than six from Monday 14th September, with a limited list of exceptions. Following the announcement, SCC revised its guidance to ensure consistency with the Government's and have provided "Burton Extra" measures to support the new guidelines. The "Burton Extra" terminology also contributes to reducing potential mixed messaging in the ongoing communications campaigns, which are supported by the Council, to allow clear guidance for residents in the Burton area of interest and the wider Borough. The communications campaigns continue to adapt to reflect changing government guidance, for example the new three tiered alert approach implemented with effect from 14th October.

5.1.6.5. A Member Briefing was arranged on the subject of the COVID-19 Local Outbreak Control, this briefing took place on Thursday 17th September 2020 at 6.30pm via Zoom. At the briefing a presentation was made by the Leader of Staffordshire County Council (Councillor Alan White) and the Director of Public Health (Dr Richard Harling).

5.1.7. Community and Partners

5.1.7.1. The Burton Statutes Fair, due to take place later this year, has been postponed. The Council and Pat Collins Funfair have mutually agreed that it is in the best interests of everyone in Burton upon Trent and the wider borough for the event not to go ahead. The Statutes will have a small, but important, symbolic presence in the town to allow the continuity of the Statutes, however

with social distancing measures in force and large crowds expected, public health is the priority so the full event will not go ahead this year.

- 5.1.7.2. The Council with the County Council and community partners continue to monitor closely the cases within Burton and in particular the around the Anglesey, Eton Park, Horninglow and Shobnall wards. Work continues within the area on social distancing with a targeted local communication campaign ongoing. This included the County Council issuing new advice within the area in a bid to curb the spread of infection and avoid compulsory “lockdown” in the town. The updated guidance issued from 8th September covered ten points which everyone in Anglesey, Shobnall, Horninglow and Eton Park should follow, including guidance relating to: Cases & Close Contacts; At Home; In Gardens; Extremely Vulnerable; Face Coverings; Organised Indoor Gatherings; Organised Outdoor Gatherings and Events; Businesses; Shops; Pubs, Bars & Restaurants.
- 5.1.7.3. On Tuesday 22nd September, the Government announced a [number of updates to national coronavirus restrictions](#). The County Council issued new Burton Extra advice that residents in these areas must follow along with the new national laws. Subsequently on Monday 12th October the Government announced a [new three tiered system of local COVID-19 Alert Levels](#).
- 5.1.7.4. Full information on the latest Burton Extra advice and how these measures apply can be found on [the Burton Local Outbreak Control](#) page of the SCC website.
- 5.1.7.5. In addition to this announcement of new advice to help reduce the spread of infection, a further round of testing for asymptomatic residents has been undertaken. The testing took place at St Chad’s Community Centre on Thursday 10th September, from 2pm to 7pm. The event saw a total of 227 turn out to get tested for the virus.
- 5.1.7.6. Three new COVID-19 pilot test centres opened their doors in Stoke-on-Trent and Staffordshire in a bid to help more people with symptoms get tested. Centres will be open from 9am and 2.30pm. Booking is by appointment only in advance with 100 tests only available each day. The pilot was initially run in Burton on Wednesday 16th September at the Red Lion Community Centre and Thursday 17th September at St Chads Community Centre, and again on these days at these locations during the weeks commencing 21st and 28th September. Community testing has also been available at Hillfield House on 7th and 15th October.
- 5.1.7.7. On Thursday 27th August, NHS representatives undertook door-to-door testing within the Anglesey area. The pilot scheme saw home testing kits being handing out to residents of a street in the Anglesey area of the town. The kits allowed households to swab themselves, before being sealed and collected by NHS staff a while later. A total of 70 people completed tests in the area.

5.1.7.8. As part of the ongoing COVID-19 response, the main Town Hall (Civic Function Suite side of the building) is now the base for a Local Testing Station (LTS). The Testing began on Tuesday 6th October. The testing centre will be on site for a period of three months, catering for walk-in symptomatic cases and will be self-contained with demarcated entrances. This must be booked online at www.nhs.uk/coronavirus

5.1.8. Finances

5.1.8.1. The Council (as of 30th September) has:

- Paid a total of £1,200,000 in Discretionary Grants to 120 businesses.
- Paid a total of £433,060 in Council Tax Hardship Fund payments to 2,765 working age Council Tax Reduction claimants.
- Issued 1,985 Small Business and Retail, Hospitality & Leisure grants totalling £23.36m to local ratepayers.
- Awarded £20.36m worth of Expanded Retail Discount Relief to 800 business ratepayers
- Awarded £263,166 worth of Nursery Discount Relief to 21 Nurseries.

5.1.8.1. The Council is facing significant financial pressures as a result of the Covid-19 pandemic. These pressures not only include additional costs but also more significantly a reduction to the income levels the Council receives that are used to ensure that funding is available to provide essential services to residents. Central Government has announced several packages of support for local government to help respond to the COVID-19 pandemic, and the Council has currently been allocated £1.450m. The latest package of support for local government as a whole announced in July provides some additional direct funding to support cost pressures and a scheme of protection against some service income losses. It has also been announced that local authorities will be allowed to spread over three years losses associated with business rates and council tax, however the full details of this have not yet been fully published.

5.1.8.2. The impact on the Medium Term Financial Strategy will be extensive and this is being monitored and updated on a regular basis to reflect the most recent information, with the Quarter 1 forecast position presented to Cabinet during September. The Council's underlying financial position is robust and this provides a strong foundation of financial resilience during these unprecedented circumstances.

5.2. **A Framework for Recovery**

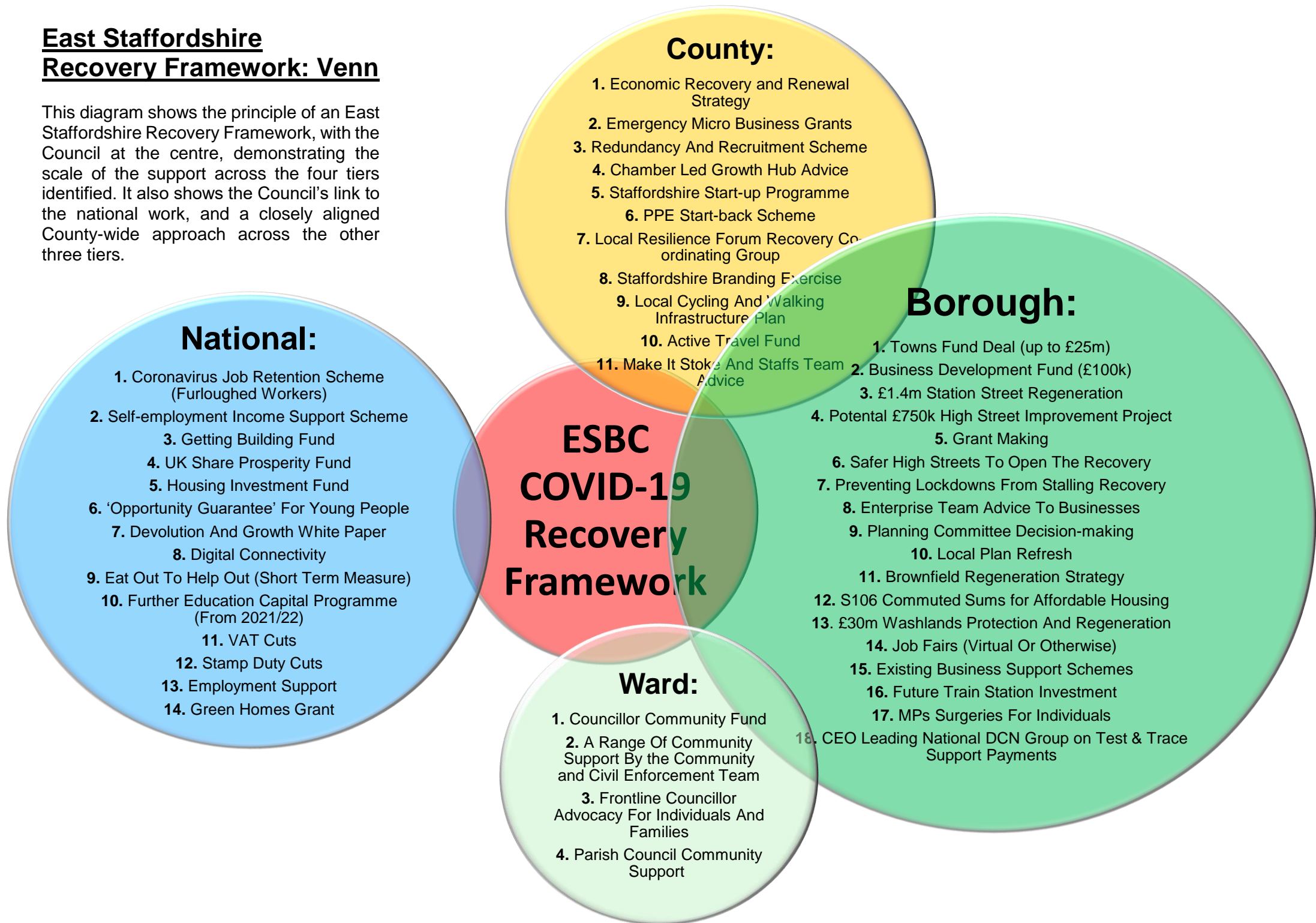
5.2.1. A civil emergency can be considered in two distinct phases. “Response” encompasses the actions taken to deal with the immediate effects of an emergency, whereas “Recovery” is the process of rebuilding, restoring and rehabilitating following an emergency.

5.2.2. As the emergency continues to evolve away from “response” into the “recovery” phase, a recovery framework has been developed capturing and overlaying National, County, Borough and Ward level recovery work.

5.2.3. There has been considerable efforts across these tiers on the recovery phase within East Staffordshire. The illustration below sets this out in summary, demonstrating the scope of recovery work.

East Staffordshire Recovery Framework: Venn

This diagram shows the principle of an East Staffordshire Recovery Framework, with the Council at the centre, demonstrating the scale of the support across the four tiers identified. It also shows the Council's link to the national work, and a closely aligned County-wide approach across the other three tiers.



5.2.4. There has been a number of initiatives implemented by Central Government on a national basis which contribute to the recovery from the COVID-19 emergency.

5.2.5. This includes a range of schemes for businesses; opportunities for young people; schemes relating to education and employment; support for homeowners; and temporary changes in taxation (VAT and Stamp Duty).

5.2.6. Information on Government schemes and associated guidance can be accessed via <https://www.gov.uk/coronavirus>.

5.2.7. The Council continues to support the communication of Government schemes to residents and businesses within the Borough through an ongoing information campaign via its usual communication channels, such as its social media channels and [website](#).

5.2.8. However it is important to note that there has been significant work within East Staffordshire and the County, in addition to the Council's localised support to the national recovery work. This is detailed fully below with reference to which of the balanced scorecard themes the item primarily contributes to (noting that items may in practice cut across multiple themes):

East Staffordshire Borough Council COVID-19 Recovery Framework

Scheme / Initiative	Detail	Balanced Scorecard Theme
County Level		
1. Staffordshire Economic Recovery and Renewal Strategy	<ul style="list-style-type: none"> This is a five year strategy aimed at responding to COVID-19 and setting out the County's ambitions for the economic recovery of Staffordshire. It aims include developing and implementing plans to mitigate against COVID-19 impacts; develop plans to refresh and reinstate delivery programmes across the themes of business environment, people, place, infrastructure and ideas; develop plans for new programmes that will support the recovery, renewal and transformation of the local economy. 	C&P

Scheme / Initiative	Detail	Balanced Scorecard Theme
2. SCC Emergency Micro Business Grants Scheme (£500k)	<ul style="list-style-type: none"> This grant fund has now been fully implemented. This fund launched in April and was targeted at micro businesses that were not eligible for the other forms of Government grant support. 	F
3. SCC Redundancy And Recruitment Scheme: <ul style="list-style-type: none"> Countywide Redundancy Task Group Redundancy and Recruitment Triage Service 	<ul style="list-style-type: none"> The Countywide Redundancy Task Group is an operational partnership that was established in June 2020 and aims to improve collaboration and support in responding to redundancy announcements across the County. This shifts the approach from a case-by-case response to a more co-ordinated, consistent response. The Redundancy and Recruitment Triage Service is free, responsive support offered to businesses who are looking to restructure and to individuals who are at risk of or have been made redundant. This is delivered through the National Careers Service. 	P&P
4. Chamber Led Growth Hub Advice	<ul style="list-style-type: none"> Businesses are able to access support through either the Greater Birmingham and Solihull Local Enterprise Partnership Growth Hub or the Stoke-on-Trent and Staffordshire Local Enterprise Growth Hub. The Growth Hubs offer wide ranging support and advise to businesses generally and this has also been tailored to respond to COVID-19 related enquiries. 	C&P
5. Staffordshire Start-up Programme	<ul style="list-style-type: none"> This is a support programme for people with ambitions to set up their own business and whose existing employment may be at risk due to COVID-19. This is a three year programme aiming to support 200 new start-ups a year, delivered through the Staffordshire Chamber of Commerce. 	C&P

Scheme / Initiative	Detail	Balanced Scorecard Theme
6. SCC PPE Start-back Scheme	<ul style="list-style-type: none"> This scheme has now been fully implemented. This scheme supported micro businesses looking to re-open safely by providing free PPE equipment packs for 2,000 businesses. 	C&P
7. Local Resilience Forum Recovery Co-ordinating Group	<ul style="list-style-type: none"> The Local Resilience Forum continues to facilitate (with effect from 24th April 2020) a Recovery Co-ordinating Group (RCG). Attended by the Council's CEO the RCG supports partners, communities and stakeholders to deliver the recovery activity associated with COVID-19. 	P&P
8. Staffordshire Branding Exercise	<ul style="list-style-type: none"> Staffordshire County Council has commissioned place marketing experts ThinkingPlace to conduct detailed research and engagement on the 'place branding' for Staffordshire. This work is aimed to collate views from the public and private sectors to create a brand for Staffordshire that will encourage inward investment and growth in the County. 	SC&C
9. Local Cycling And Walking Infrastructure Plan (LCWIP)	<ul style="list-style-type: none"> Being considered in the Stronger Towns work is a number of improvements to Burton's cycling network, bringing forward the majority of the short and medium term proposals in the Local Cycling and Walking Infrastructure Plan. The LCWIP sets out a number of potential improvements to Burton's cycling network that could encourage better connectivity within and around the town, and have associated health and wellbeing benefits. The plan is currently being consulted upon. 	C&P

Scheme / Initiative	Detail	Balanced Scorecard Theme
10. Active Travel Fund	<ul style="list-style-type: none"> Central Government announced in May an emergency active travel fund, with Staffordshire County Council receiving an allocation. SCC are planning improvements in line with their Local Cycling and Walking Improvement Plan. 	C&P
11. Make It Stoke And Staffs Team Advice	<ul style="list-style-type: none"> The Make it Stoke and Staffs team provide business support and advice on relocations and new premises within the County. The team provides advice to those looking to invest in terms of key development sites and commercial property and can provide information on local workforces and economies. 	C&P
Borough Level		
1. Towns Fund Deal (up to £25m)	<ul style="list-style-type: none"> Burton upon Trent has been selected as one of 100 towns that could benefit from up to £25m in a 5 year grant funding programme aimed at levelling up the town. The funding bid will be made through the Town Investment Plan, to be submitted in October 2020, which will need to take into account the local impact of COVID-19 in proposing interventions that could aid recovery. Potential interventions include the creation of a new pedestrian bridge across the Trent, improvements to road junctions, enhancements in the cycling network, investment in the local education provision, and more. From Saturday 3rd October, members of the public will be able to provide feedback and comments on the town's proposals for projects to be funded by the Government's Towns Fund programme. In order to support the development of the Town Investment Plan, the Town Deal Board is seeking the views of the residents, businesses, and visitors of Burton on the longlist of proposed interventions. The public feedback will help the Town Deal Board in shortlisting proposals and prioritising which should be taken forward in the Town Investment Plan. 	C&P

Scheme / Initiative	Detail	Balanced Scorecard Theme
2. Business Development Fund (£100k)	<ul style="list-style-type: none"> • Prior to March 2019, it was intended that this £100k fund would be implemented in the spring of 2020 aimed at growing micro and small businesses. With the impact of COVID-19 and availability of Government support schemes, this was held back. • It is currently intended that the scheme is implemented in 2021 and is tailored around economic recovery and growth of small businesses. • As part of the process, businesses are required to present their application to a panel. Panel membership is to be confirmed shortly, but it is anticipated this will be made up of Council Members, officers and local business leaders. 	F
3. £1.4m Station Street Regeneration	<ul style="list-style-type: none"> • This project began shortly before the lockdown in March 2020 and has continued to be delivered throughout this period, largely uninterrupted, with a target completion of October 2020. • The transformation of Station Street will create a much more attractive town centre public realm with more appropriate facilities for the neighbouring businesses. The delivery of the project will encourage footfall in the town centre. 	C&P
4. Potential £750k High Street Improvement Project	<ul style="list-style-type: none"> • In August 2020, the Council submitted a grant application for Government to utilise an early release of the Towns Fund to continue the Station Street project onto High Street, delivering improvements between Station Street and Market Place. • The application is for £750,000 and a decision is expected from Government in September 2020. If supported, the project will commence immediately after the completion of the Station Street project and continue until March 2021. 	C&P

Scheme / Initiative	Detail	Balanced Scorecard Theme
5. Grant Making	<ul style="list-style-type: none"> The Council plays a fundamental role in administering a range of grants and funds that contribute to recovery within the area. These include the Local Authority Discretionary Grant Fund; Small Business Grant Fund; Retail, Hospitality and Leisure Grant Funding. 	F
6. Safer High Streets To Open The Recovery	<ul style="list-style-type: none"> The Council in conjunction with local partners, has facilitated the safe reopening of the Town Centres on 15th June and aids the recovery of the area following the closures. A range of measures have been installed to ensure that residents and retailers can use key shopping areas safely and give confidence to residents and visitors to the area. 	C&P
7. Preventing Lockdowns From Stalling Recovery	<ul style="list-style-type: none"> The Council will continue to work with its partners on preparedness for and prevention of future lockdowns to mitigate the impact on the ongoing recovery of the area, as well as ensuring the recovery process continues should a lockdown occur. The Council continues to take an active role in the strategic response and recovery coordinating groups facilitated through the LRF with its partners. At a local level the Council will continue to work with SCC, ward members, community leaders etc to reinforce the key messages and develop strategies around social distancing, testing and isolation building on the recent experiences from the engagement within the Anglesey and Shobnall area. The Environmental Health Team will continue to work with partners to ensure compliance with COVID-19 safety measures and to support the investigation of any outbreaks identified. The Council will work to support businesses attempt to continue to operate as appropriate during any potential future lockdown to mitigate the impact on the ongoing recovery process. 	SC&C

Scheme / Initiative	Detail	Balanced Scorecard Theme
<p>8. Enterprise Team Advice To Businesses</p>	<ul style="list-style-type: none"> • Advice and support continue to be provided to local businesses through the ongoing activities of the Enterprise Team. • In recent months, this has been tailored to providing advice around responding to COVID-19 and helping businesses to access the relevant support and funding through the appropriate organisations and internal teams (such as Business Rates). • Since the COVID-19 outbreak, the Enterprise Team have continued to have a steady flow of enquiries from local people starting up in business. The Enterprise Team are able to direct them on to the Enterprise for Success scheme which is free to access and businesses also have the option to apply for a small grant once they have completed the programme. • The Team have also continued to support the GBSLEP Business Growth Scheme which offers grants from £10,000 through reviewing applications and remotely attending panel meetings. • SME re-start grants opened through the GBSLEP Growth Hub on 30th September for applications from businesses across East Staffordshire, and are due to close on 9th October. The small grants will be £1,000 - £3,000. Eligible businesses will be able to apply for grants to help them access new technology and other equipment as well as professional, legal, financial or other advice to help them get back on track. Information on eligibility and how to apply is available from https://www.gbslepgrowthhub.co.uk/sme-restart-grant or by calling the helpline on 0800 032 3488 	<p>C&P</p>

Scheme / Initiative	Detail	Balanced Scorecard Theme
9. Planning Committee Decision-making	<ul style="list-style-type: none"> • Planning Committee Decision-making continues to be a vital element in sustaining the economic recovery and development of the Borough while protecting and improving the quality of the environment. • The Council's Planning function will continue to manage development in accordance with the Local Plan while keeping abreast with any changes to planning regulations. It will also continue to review and assess the scheme of delegation to ensure that it enables speedy decision making. 	P&P
10. Local Plan Refresh	<ul style="list-style-type: none"> • The Council has a corporate target to review its Local Plan by October 2020. This review will assess whether there is a need to update the Local Plan. • The review considers a number of factors to determine whether an update is required. An integral factor is whether the Local Plan provide a suitable planning framework which enables sustainable economic growth. 	P&P
11. Brownfield Regeneration Strategy	<ul style="list-style-type: none"> • The primary objective of this strategy is to promote the development of existing brownfield land and infill development sites within the Borough. • Through this strategy, the Council works with developers and landowners to enable and facilitate the redevelopment of previously used land, supporting the regeneration of sites on the Council's brownfield register. • Brownfield land is most commonly found within local centres and so working with developers to bring these forward will not only stimulate the local economy, but it will also create more opportunities for investment as the towns and local centres recover from COVID-19. The COVID-19 pandemic is likely to institutionalise longer term homeworking, which will in turn reduce local office and commercial spaces, increasing the need for the redevelopment of brownfield land before they become derelict. 	C&P

Scheme / Initiative	Detail	Balanced Scorecard Theme
12. S106 Commuted Sums for Affordable Housing	<ul style="list-style-type: none"> Over a number of years, the Council has collected commuted sums for affordable housing through S106 agreements in lieu of developers providing affordable housing on site. Following the objective of the Brownfield Regeneration Strategy, the Council utilises this ring-fenced funding by meeting development viability gaps in order to facilitate the redevelopment of brownfield land to deliver appropriate affordable housing. Brownfield land is typically harder and more expensive to develop due to the cost of remediating the sites of barriers such as existing structures or land contamination. COVID-19 has impacted developers locally insofar as that housebuilding is currently taking longer, due to social distancing requirements, and there is increased difficulty in sourcing materials. As such, funding viability gaps are likely to increase, making the utilisation of S106 commuted sums all the more crucial in delivering affordable housing locally. 	C&P
13. £30m Washlands Protection And Regeneration	<ul style="list-style-type: none"> The Council has worked closely with the Environment Agency to support the delivery of improvements to Burton's flood defences, including working together to secure LEP grant funding. This includes working with the EA to deliver the Washlands Enhancement Project that will see the Washlands area between Bargates and the Market Place transformed into an attractive, natural public realm space. 	C&P
14. Job Fairs (Virtual Or Otherwise)	<ul style="list-style-type: none"> The Council through its Enterprise Team will continue to promote local job opportunities, and delivering job fairs remains a corporate plan objective. Working with the Worklessness Action Group, a virtual jobs fair has already been delivered on 18th August and this approach will be reviewed to see how this can be conducted in the coming months to support local businesses and those searching for employment. 	P&P

Scheme / Initiative	Detail	Balanced Scorecard Theme
15. Existing Business Support Schemes	<ul style="list-style-type: none"> • The majority of national business funding and support schemes that were available before COVID-19 can still be accessed by businesses and residents. • The Enterprise Team will continue to promote schemes such as the Enterprise for Success support programme and the Business Growth Programme. 	C&P
16. Future Train Station Investment	<ul style="list-style-type: none"> • East Midlands Railway will be investing in Burton and Uttoxeter train stations, looking at initiatives such as enhancing car parking provisions, LED lighting improvements, zero carbon at Uttoxeter station, and cycle schemes. • The Campaign for the Reopening of the Ivanhoe Line are continuing to work with the Department for Transport to investigate the feasibility of reopening the train line that would connect Burton with Leicester, through South Derbyshire. 	C&P
17. MPs Surgeries For Individuals	<ul style="list-style-type: none"> • The local MPs for East Staffordshire are available for residents and businesses to discuss any COVID-19 recovery issues they have, which can then be raised with the Council or relevant partner as necessary. 	P&P

Scheme / Initiative	Detail	Balanced Scorecard Theme
18. CEO Leading National DCN Group on Test & Trace Support Payments	<ul style="list-style-type: none"> The Council's CEO is leading a national District Council Network group on 'Test & Trace Support Payments' to help establish a smooth roll out of this new payments system across district areas. This will also help the borough with the short implementation timescales by being close to new and emergent thinking 	F
Ward Level		
1. Councillor Community Fund	<ul style="list-style-type: none"> In April, the Council's Councillor Community Fund (CCF) re-opened for new applications. Ward Councillors are encouraged to continue to make use of the CCF to support community groups and organisations who are providing assistance to residents during these difficult times. 	F
2. A Range Of Community Support By the Community and Civil Enforcement Team	<ul style="list-style-type: none"> A range of ward level community support will continue to be provided by the Community and Civil Enforcement Officers. This includes the delivery of Corporate target EHWB20 "Undertake 8 focused initiatives (including fly tipping) across the Borough and deliver at least 6 education programs in local schools", which can be refocused to incorporate COVID-19 related issues 	C&P

Scheme / Initiative	Detail	Balanced Scorecard Theme
<p>3. Frontline Councillor Advocacy For Individuals And Families:</p> <ul style="list-style-type: none"> • Borough Councillor Representation • County Councillor Meetings 	<ul style="list-style-type: none"> • There is a specific role for councillors in the Council's work leading and supporting communities as we move through the process of response and into recover. • The Local Government Association have produced a detailed guidance document entitled COVID-19 Outbreak: Reset and Recovery to aid local councillors in their frontline community role. 	<p>P&P</p>
<p>4. Parish Council Community Support</p>	<ul style="list-style-type: none"> • The Parish Councils provide a local level point of contact for support to the communities in East Staffordshire. • Residents can raise concerns with their Parish Councils, who can in turn provide advice or raise queries with the Borough and / or County Councils where necessary. 	<p>C&P</p>

6. Financial Considerations

*This section has been approved by the following member of the Financial Management Unit: **Lisa Turner***

6.1. The main financial issues arising from this Report are as follows:

6.1.1. The financial position of the Council and the impact of the COVID-19 pandemic on this position are not specifically considered within this report.

6.1.2. The Council, like all local authorities, is facing significant financial pressures due to COVID-19. These pressures not only include additional costs but also more significantly a reduction to the income levels the Council receives which are used to provide essential services to residents. The impact on the Medium Term Financial Strategy will be extensive and this is being monitored and updated on a regular basis to reflect the most recent information. The Council's underlying financial position is robust and this provides a strong foundation of financial resilience during these unprecedented circumstances.

6.2. The financial issues directly arising from this report are as detailed in Section 5.5.

7. Risk Assessment and Management

7.1. The main risks to this Report and the Council achieving its objectives are as follows:

7.1.1. **Positive** (Opportunities/Benefits):

7.1.1.1. Sharing information across officer and Member portfolios on the current situation with Council facilities and services allows for a joined up overview of the response to challenges presented by the ongoing COVID-19 emergency.

7.1.2. **Negative** (Threats):

7.1.2.1. The situation and data relating to the response is constantly developing. It should be noted that where data is presented the associated dates for the validity of that data will be provided in this report.

7.2. The risks do not need to be entered in the Risk Register. Any financial implications to mitigate against these risks are considered above.

8. Legal Considerations

*This section has been approved by the following member of the Legal Team: **Angela Wakefield***

8.1. There are no significant legal issues arising from this Report.

9. Equalities and Health

- 9.1. **Equality impacts:** The subject of this Report is not a policy, strategy, function or service that is new or being revised. An equality and health impact assessment is not required.
- 9.2. **Health impacts:** The outcome of the health screening question does not require a full Health Impact Assessment to be completed. An equality and health impact assessment is not required.

10. Human Rights

- 10.1. There are no Human Rights issues arising from this Report.

11. Sustainability (including climate change and change adaptation measures)

- 11.1. Does the proposal result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures) **N/A**

12. Recommendation(s)

- 12.1. To note the update detailed within the report.

13. Background Papers

- 13.1. None

14. Appendices

- 14.1. None