



Trafford Recovery Programme Update – 15 June 2020

FutureGov/Modernisation Update

Completed to date

- Finalising FutureGov recovery stocktake – research mock up and gap analysis underway
- Opportunity areas being reviewed
- 16 hours of synthesis
- Partnership steering group meeting and discussions 08.06.20
- Emerging themes and high level opportunity areas shared with CLT 10.06.20
- Group leaders stocktake 10.06.20
- Aims and Objectives reviewed
- Alignment with Digital underway – meeting PJ / FutureGov 12.06.20
- Trafford café, daily catch ups and team stand ups

Activity this week

- Final stocktake sessions following gap analysis
- Finalise Aims and Objectives
- Final report presented to CLT 17.06.20
- Agreement of first work streams and resources
- Design show and tell for 22.06.20

Recovery Update

Completed to date

- Pulse survey analysis commenced
- Draft Trafford Recovery Strategy and Governance shared with CLT
- Commenced review of subgroups structures
- Reviewed and updated the impact assessment to share with Heads of Service
- Stocktake of Recovery plans – 1 received
- Reviewed template and development of spreadsheet to track progress
- Shared recovery update with Strategic Delivery Group
- GM Resilience Unit attended Partnership steering group
- Equality impact assessment and cohorts discussed with Adele Coyne
- Met with TM to review TCG tasks/processes and agree handover

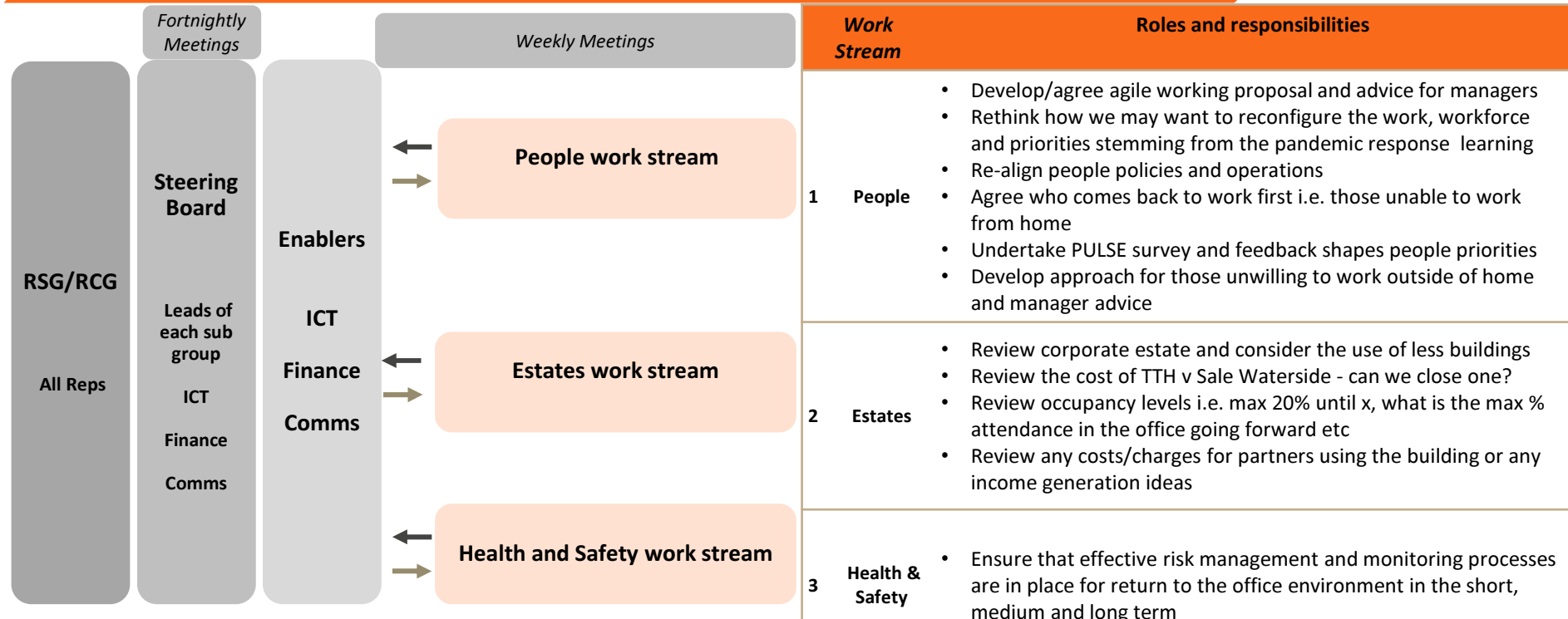
Activity this week

- Continue with pulse survey analysis
- ICT to pilot recovery plan template
- Follow up with Heads of Services on Recovery plans
- Finalise review of subgroups structures
- Agree approach to Equality impact evaluation with Adele Coyne 15.06.20
- Attendance at SCG as part of handover plan 15.06.20
- Impact assessment to be shared with SDG for feedback
- Recovery update with Trade Unions and Exec Member, Cllr Ross

Work Reintegration Update

- Overall project plan continues to develop
- Exec approved approach on how we manage those struggling/unwilling to return to the office. This will now be shared with Employment Committee
- Roadmap of dates drafted for communicating activity to staff
- Steering group - additional representation required from CCG and TLCO – underway
- People sub group:
 - Discussed draft risk assessments, staff policies (agile working and support for WFH) and obtained initial feedback
 - FAQs suggested to cover specific areas i.e. use of showers, bike shed access due to locking system in place etc.
- Health & Safety sub group:
 - Risk assessment templates & guidance available as part of the returning guidance
- Estates sub group:
 - Reviewed office spaces at TTH and Waterside and draft seating plans produced with the 2m distancing rules
 - Spreadsheet prepared listing each team and the number of seats available within current allocations within the offices

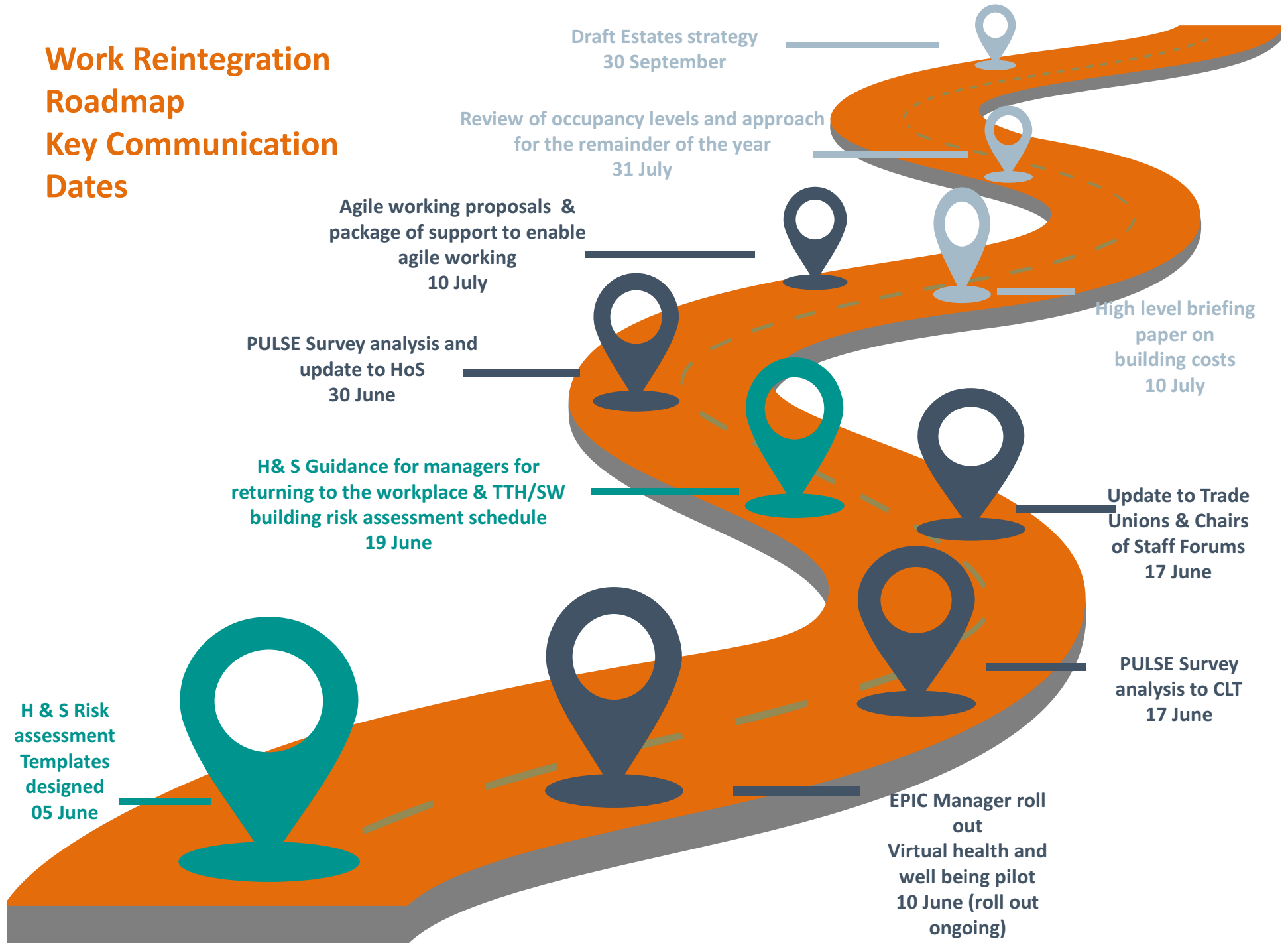
Governance



Steering Board Leads: Dianne Geary/ Angela Beadsworth	People Work stream Lead: Angela Beadsworth	Estates Lead: Hazel Kimmitt	Health and Safety Lead: Richard Fontana
Dianne Geary Angela Beadsworth Hazel Kimmitt Richard Fontana Peter Carr Frank Fallon Jon Thompson Riz Hafezji Martin Dillon	Angela Beadsworth Sarah Curran Louise Shaw Jenny Hunt Rebecca Demaine (CCG) Joy Preston Rebecca Coley Emma Sharples / Sajal Lenahan Jon Thompson Frank Fallon	Hazel Kimmitt Sarah Butters Sarah Curran Rebecca Demaine (CCG) Riz Hafezji (ICT & Digital) Peter Carr	Richard Fontana Nicky Shaw Donna Sager Jon Thompson

Work Reintegration Roadmap

Key Communication Dates



Milestones

People

- Principles to manage workforce return – CLT 28 May , TU 03 June, Exec Briefing 08 June, Employment Cmtee tbc
- PULSE Survey – closes 05 June, analysis - 30 June
- Agile working proposals /policy/definitions of workers - 19 June
- Package of support to enable agile working - 19 June
- Revamped people polices to support re-integration – tbc subject to above
- EPIC Manager roll out – virtual health and well being pilot 10 June, roll out ongoing
- Long term strategy for office working/7 day working etc – tbc

Estates

- Intrinsically linked to people and health and safety milestones
- High level briefing paper on cost of TTH v Sale Waterside with recommendations – 30 June
- Review of occupancy levels and approach for the remainder of the year – 31 July
- Review of costs/charges for partners using the building and impact on this years budget – 31 July
- Draft Estates strategy going forward – 30 September

Health & Safety

- Risk assessment templates for schools (complete) and council, buildings, service and people – 05 June
- Guidance for managers for returning to the workplace – 12 June
- Building risk assessment schedule – TTH and SW - 12 June
- Other building risk assessment – various dates tbc

Note: Milestones for longer term will be agreed following initial analysis