

RECOVERY COMMITTEE

Date of Meeting	Thursday 17 th June, 2021
Report Subject	Portfolio Recovery Business Plans
Cabinet Member	Collective Cabinet
Report Author	Chief Executive and Chief Officer Planning, Environment and Economy
Type of Report	Strategic

EXECUTIVE SUMMARY

Portfolio Recovery Business Plans were developed for exiting the first response phase to the pandemic in 2020.

This Committee will oversee the Recovery Business Plans for all five service portfolios in sequence. Presented today is the Planning, Environment and Economy Portfolio Recovery Business Plan for members to become familiar with the format and content of the plans.

An effective risk management approach to recovery planning underpins these plans.

Each plan has the following section:

- Scope and Purpose
- Key Personnel and Roles and Responsibilities
- Business Continuity Plan – Recovery Planning
- Resource Management
- Performance Management
- Risk Management
- Communications and Engagement
- Forward Planning

RECOMMENDATIONS

1	To become familiar with the Portfolio Recovery Business Plan format and content.
2	To review the Planning, Environment and Economy Portfolio Recovery Business Plan for assurance, and to refer any further and specific risk management work to the respective Overview and Scrutiny Committees as is necessary.

REPORT DETAILS

1.00	EXPLAINING THE PORTFOLIO RECOVERY BUSINESS PLAN
1.01	<p>Service portfolios have been working to Portfolio Recovery Business Plans following the response phase to the pandemic emergency situation. Recovery is a natural transition from the response phase which lasted from mid-March until the end of July 2020, and again from the end of December until April 2021.</p> <p>The plans are built upon risk management actions and performance management objectives.</p>
1.02	<p>The Portfolio Recovery Business Plans have eight main sections:-</p> <p>Scope and Purpose</p> <p>Identifies the Portfolio's services and functions</p> <p>Key Personnel and Roles and Responsibilities</p> <p>Sets out personnel and roles and their responsibilities</p> <p>Business Continuity Plan – Recovery Planning</p> <p>A review of Business Continuity Plans to give details of any revised actions or timelines and risks associated Identifies key actions and timelines for the recovery of services and functions A review of the 2020/21 Portfolio Business Plans (which predate the pandemic) giving details of the changes made to priorities/commitments and reason for changes The interdependencies with other Business Continuity Recovery Plans</p> <p>Resource Management</p> <p>Key actions and timelines for recovery of workforce complement Key actions and timelines for financial recovery Key actions and timelines for systems recovery</p>

	<p>Performance Management</p> <p>Assessment of timelines for a phased return to full productivity</p> <p>A review and resetting of:</p> <ul style="list-style-type: none"> • Portfolio strategies and priorities for 2020/21 • Performance standards and targets for 2020/21 • Timelines for strategic programmes and projects • Portfolio-led work in the draft Council Plan 2020/21 • Resetting of targets and expectations with external regulators • Impacts for external partnerships to review once they re-meet • Requests to Government and regulators for relaxations and flexibilities <p>Risk Management</p> <p>Portfolio risks and mitigating actions External partnership risks and mitigating actions</p> <p>Communications and Engagement</p> <p>Internal communications and engagement plan External key stakeholder communication and engagement plan Public communications plan</p> <p>Forward Planning</p> <p>Contributions to/needs from:</p> <ul style="list-style-type: none"> • Council strategies and plans 2021/22+ e.g. Council Plan • The MTFs 2021/22+ • The People Strategy 2021/22+
1.03	All five of the Portfolio Recovery Business Plans will be presented to the Committee in sequence

2.00	RESOURCE IMPLICATIONS
2.01	None specifically.

3.00	IMPACT ASSESSMENT AND RISK MANAGEMENT						
3.01	<p>This report specifically covers recovery from the pandemic emergency situation and is based upon a framework of risk management.</p> <p>Ways of Working (Sustainable Development) Principles Impact</p> <table border="1" data-bbox="320 1883 1385 2078"> <tr> <td data-bbox="327 1883 743 1921">Long-term</td> <td data-bbox="743 1883 1385 2078" rowspan="5">Throughout all Portfolio Recovery Business Plans there are demonstrable actions and activities which relate to all of the Sustainable Development Principles.</td> </tr> <tr> <td data-bbox="327 1921 743 1960">Prevention</td> </tr> <tr> <td data-bbox="327 1960 743 1998">Integration</td> </tr> <tr> <td data-bbox="327 1998 743 2036">Collaboration</td> </tr> <tr> <td data-bbox="327 2036 743 2078">Involvement</td> </tr> </table>	Long-term	Throughout all Portfolio Recovery Business Plans there are demonstrable actions and activities which relate to all of the Sustainable Development Principles.	Prevention	Integration	Collaboration	Involvement
Long-term	Throughout all Portfolio Recovery Business Plans there are demonstrable actions and activities which relate to all of the Sustainable Development Principles.						
Prevention							
Integration							
Collaboration							
Involvement							

Well-being Goals Impact	
Prosperous Wales	Throughout all Portfolio Recovery Business Plans there are demonstrable actions and activities which relate to all of the Well-being Goal.
Resilient Wales	
Healthier Wales	
More equal Wales	
Cohesive Wales	
Vibrant Wales	
Globally responsible Wales	

4.00	CONSULTATIONS REQUIRED/CARRIED OUT
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4.01	The plans have been developed with wide consultation with officers within and across portfolios.
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5.00	APPENDICES
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5.01	Appendix 1: Planning, Environment & Economy Portfolio Recovery Business Plan
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6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
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6.01	None
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7.00	CONTACT OFFICER DETAILS
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7.01	Contact Officer: Jay Davies Telephone: 01352 702744 E-mail: jay.davies@flintshire.gov.uk
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8.00	GLOSSARY OF TERMS
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	Risk Management: the process of identifying risks, evaluating their potential consequences (impact) and managing them. The aim is to reduce the frequency (likelihood) of risk events occurring (wherever this is possible) and minimise the severity of their consequences (impact) if they occur. Threats are managed by a process of controlling, transferring or retaining the risk. Opportunities are managed by identifying strategies to maximise the opportunity or reward for the organisation.
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