

<b>Report on</b>	Council Facilities and Services - Recovery Plan
<b>Date of Meeting</b>	28 <sup>th</sup> May 2020
<b>Reporting Officer</b>	Mark Kelso, Director of Public Health and Infrastructure

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To advise members of the arrangements which are being made to reconfigure Council buildings so as to take account of 'Social Distancing ' and associated NI Executive guidance in this regard.
<b>2.0</b>	<b>Background</b>
2.1	Members will be aware that Council has maintained it's front line key 'essential services' of bin collection , cleansing , cemeteries and maintenance throughout this period of National Emergency with the great commitment and support of our front line staff and their families. A range of other Business , Community and Regulatory services have been delivered by respective officer teams through a combination of home and office working and provision of support through the Community Hub based at MUSA , Cookstown .
2.2	Council implemented its Emergency Planning arrangements at the commencement of the Pandemic and closed all Leisure Centres , Arts Theatres , Sports Facilities on Monday 16 <sup>th</sup> March and all Amenity Sites , Play Parks , Forest Parks and open spaces by Thursday 26 <sup>th</sup> March in accordance with Government guidance . The three Civic Offices and Depot's were closed to the public , but remained open to facilitate and support 'essential services' staff and the telephone switchboard in accordance with Council's Emergency and Business Continuity arrangements , with Social Distancing controls put in place. .
<b>3.0</b>	<b>Main Report</b>
3.1	The NI Executive has recently issued guidance - 'Coronavirus – Our Approach to Decision Making' on Tuesday 12 <sup>th</sup> May which sets out a Five Step - Road Map on how each of the six individual sectors of Work , Retail , Education , Travel , Family & Community and Sport , Culture & Leisure may chart a path back to what could be described as the ' New Normal ' on how we do and go about our everyday business .
3.2	This overarching NI Executive guidance is supplemented with a range of supplementary guidance provided from Government Departments and supporting Agencies on the necessary measures for ensuring 'Social Distancing' and

	supporting controls to ensure the safety of staff and general public when moving to resumption of business activity .
3.3	It is widely recognised that until such time as the risk posed by Coronavirus is mitigated by the use of suitable vaccines and /or other medical treatments that Public Health Agency advice and guidance and Social Distancing measures will continue to apply.
3.4	In seeking to address these issues and to provide assurance to both staff and members of the public the Corporate Health & Safety team in conjunction with Senior Management and Union representation have developed a ' Recovery of Council Buildings Procedural Guide – see Appendix 1 ' .
3.5	The guide outlines the Principles of Recovery and the steps that are taken to ensure that each facility or building has a Recovery Plan in place before re-opening. The individual facility Recovery Plan developed by the relevant Service Manager will outline the physical 'Social Distancing ' and public health measures that have been put in place to assure the safety of staff and any member of the public who may be in attendance on the premises . The facility Recovery Plan when completed will be reviewed by Corporate Health & Safety and include the necessary Risk Assessment documentation for this purpose before the facility re - opens.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: Within financial limits
	Human: Social Distancing requirements may limit the maximum number of staff that can be accommodated in any office setting , alternative arrangements are being made where required .
	Risk Management: As referenced in the procedural guide .
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: N/a
	Rural Needs Implications: N/a
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Members to note report and approve the adoption of the Business Continuity - Recovery of Council Premises Procedural Guide for Council facilities and services.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Business Continuity - Recovery of Council Buildings Procedural Guide .