



District Councils will play a pivotal role in our national response to the impact of the coronavirus, at the heart of support to our residents and to our businesses, while focusing on continuing our vital services.

We want to help, and so have provided an **example template for districts to help them structure and manage the local response.**

We hope it is valuable, please do use it, adapt it and feedback on it.

And please also send on any further suggestions on other ways the DCN can help to dcn@local.gov.uk.

Structure:

Strategic coordinating group (SCG) takes overall responsibility for the multi-agency management of the incident and establishes the policy and framework.

Tactical Co-ordinating Group (TCG) is to fulfil strategic aims and objectives, planning and coordinating how and when tasks will be undertaken at the operational level.



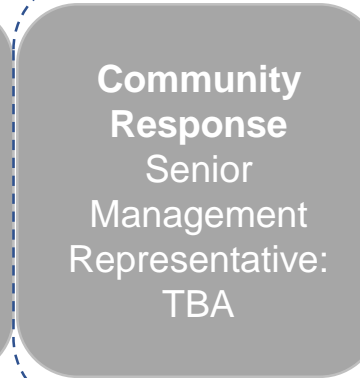
Resilience Forum: Is a county level multi agency group made up of emergency services, LA and other agencies working together to ensure approach to emergencies is planned and coordinated.



Pandemic Group: Responsible for the overall coordination of the Councils response, dissemination of key messages and overarching communication plan for the pandemic



Focus Working Cells: Responsible for the specific delivery and comms relating to the specialist subject matter areas. Reporting into the pandemic group but needs to work with other working groups leads to ensure a cohesive approach



Grouped together as heavily linked

Pandemic Group
Senior Management
Representative: TBA

Primary Aim:

Responsible for the overall coordination of the Councils response, dissemination of key messages and overarching communication plan for the pandemic

Objectives

- To formulate a COVID-19 response plan framework.
- To ensure managers, staff and elected members are fully briefed on COVID-19 response arrangements.
- To ensure accurate messages are communicated to parish councils, residents and businesses regarding the councils' response to COVID-19 and alterations to any of our services.
- To support the five focussed work cells to deliver the key work in their areas

Project Team: Please note this may be subject to change

Core Team

Senior Sponsor/s:
Comms Lead:
Project Coordination:

Shadow Team (To be enacted in the event the core team are unable to work)

Shadow Senior Sponsor/s:
Comms Shadow:
Shadow Project Coordination:

Primary Aim:

To ensure we have strong organisational policies & communication channels in place that support and protect both our organisation and our staff

Project Team: Please note this may be subject to change

Core Team

Senior Sponsor:
Comms Lead:

Project Coordination:
Business Lead HR:
Business Lead IT Support:
Project Support:

Shadow Team (To be enacted in the event the core team are unable to work)

Shadow Senior Sponsor:
Comms Shadow:

Shadow Project Coordination:
Shadow Business Lead HR:
Shadow Business Lead IT Support:
Shadow Project Support:

Primary Aim:

To ensure we have strong organisational policies & communication channels in place that support and protect both our organisation and our staff

No	Action	Owner	Due date	Update
001				
002				
003				
004				
005				
006				
007				
008				
009				
010				
011				

Primary Aim:

To ensure we can continue to deliver services to those most in need during the weeks and months ahead.

Project Team: Please note this may be subject to change

Core Team

Senior Sponsor:
Comms Lead:

Project Coordination:
Business Lead:
Business Lead:
Project Support:

Shadow Team (To be enacted in the event the core team are unable to work)

Shadow Senior Sponsor:
Comms Shadow:

Shadow Project Coordination:
Shadow Business Lead:
Shadow Business Lead:
Shadow Project Support:

Service Delivery &
Deploying
Resources

Primary Aim:
To ensure we can continue to deliver services to those most in need during the weeks
and months ahead.

No	Action	Owner	Due date	Update
001				
002				
003				
004				
005				
006				
007				
008				
009				
010				
011				

Community Response

Primary Aim:
To mobilise parish and town councils and community groups to support businesses, individuals and families through the pandemic

Hardship Fund

Primary Aim:
To ensure those in hardship (Individuals and Families) are proactively identified and given adequate support making best use of the newly allocated hardship funds, grants etc

Project Team: Please note this may be subject to change

<p><u>Core Team</u></p> <p>Senior Sponsor: Comms Lead:</p> <p>Project Coordination: Business Lead: Business Lead: Project Support:</p>	<p><u>Shadow Team</u> (To be enacted in the event the core team are unable to work)</p> <p>Shadow Senior Sponsor: Comms Shadow:</p> <p>Shadow Project Coordination: Shadow Business Lead: Shadow Business Lead: Shadow Project Support:</p>
---	--

Date: _____ Version: _____ Document Classification: _____

Community Response

Primary Aim:
To mobilise parish and town councils and community groups to support businesses, individuals and families through the pandemic

No	Action	Owner	Due date	Update
001				
002				
003				
004				
005				
006				
007				
008				
009				
010				
011				

Hardship Fund

Primary Aim:

To ensure those in hardship (Individuals and Families) are proactively identified and given adequate support making best use of the newly allocated hardship funds, grants etc

No	Action	Owner	Due date	Update
001				
002				
003				
004				
005				
006				
007				
008				
009				
010				
011				

**Business &
Economy**

Primary Aim:

To support businesses through the pandemic, ensuring they know what support they can receive and are able to access it to minimise negative and adverse impacts on our economy and the individual within it

Project Team: Please note this may be subject to change

Core Team

Senior Sponsor:
Comms Lead:

Project Coordination:
Business Lead:
Business Lead:
Project Support:

Shadow Team (To be enacted in the event the core team are unable to work)

Shadow Senior Sponsor:
Comms Shadow:

Shadow Project Coordination:
Shadow Business Lead:
Shadow Business Lead:
Shadow Project Support:

Business & Economy

Primary Aim:
 To support businesses through the pandemic, ensuring they know what support they can receive and are able to access it to minimise negative and adverse impacts on our economy and the individual within it

No	Action	Owner	Due date	Update
001				
002				
003				
004				
005				
006				
007				
008				
009				
010				
011				