



## Agency Board Meeting 26 May 2020

Board Report Number: SEPA 19/20

### Recovery Planning

<b>Summary:</b>	<p>This paper briefly summarises how we have managed exceptional access to our buildings and undertaking site visits to enable our essential services during the Covid-19 crisis.</p> <p>This paper proposes a set of draft principles to inform our recovery planning for noting and early input from the Board.</p>
<b>Risks:</b>	The proposed principles to inform our recovery planning have been drafted in discussion with the Corporate Performance Agency Management Team (includes Unison representative).
<b>Resource and Staffing Implications:</b>	There are no resource implications at this stage.
<b>Equalities:</b>	Equalities implications will be central to our recovery planning and implementation.
<b>Environmental and Carbon Impact:</b>	Environmental and carbon implications will be captured and managed as part of our recovery planning and implementation.
<b>Purpose and audience of the report:</b>	<p>For information and discussion.</p> <p>Agency Board, Scottish Government and Public</p>
<b>Report Author:</b>	<p>Fiona Mactaggart, Head of Workspaces &amp; Environment</p> <p>Terry A'Hearn, Chief Executive Officer</p>
<b>Appendices:</b>	<p>Annex 1 AMT Approved list of essential activities (19/05/20)</p> <p>Annex 2 Decision Making Framework</p>

## Recovery Planning

### 1. Introduction

- 1.1 As background, this paper briefly summarises how we have managed exceptional access to our buildings and undertaking site visits, to enable our essential services during the Covid-19 crisis.
- 1.2 This paper proposes a set of draft principles to inform our recovery planning, for information and early input from the Board.

### 2. Background

- 2.1 During the Covid-19 crisis, our priorities are protecting our people and essential services. We are carrying out our regulatory and other activities in a way that is consistent with government guidelines on staying at home and social distancing. This has meant that we have almost completely transitioned to be a home working organisation.
- 2.2 All SEPA offices were closed to the public on 20 March 2020; and staff and contractors on 24/03/20, with the exception of a limited number of essential staff (e.g. IS and contact centre) working out of our Angus Smith Building.
- 2.3 Exceptional access to SEPA buildings or to undertake site visits, may be authorised for the activities that are identified as essential and material to the effort against Covid-19 or to the wellbeing of society. The AMT approved list of existing set of essential activities is provided in Annex 1. The 'decision tree' for this process is attached in Annex 2
- 2.4 In the AOP, the 'New Workspace' project is set as a priority. This is described as exploring 'how we will transform our ways of working to be fit for operating as a Phase 2 EPA in the changed world that will emerge after COVID-19. This project will review how we operated during the lockdown as well as lessons learned from other organisations. A report with specific recommendations will be presented to AMT by 30 November 2020'. We are in the process of establishing a Staff Ideas Group to drive this project.

### 3. Recovery Planning

- 3.1 To protect our people and essential services, the following principles to inform our recovery planning have been drafted:
1. We expect that for the rest of the financial year, a large proportion of our work will continue to be done from home.
  2. AMT will work closely with teams about what this means.
  3. As government guidance changes over time, we will be clear on our essential activities and prioritise access to our facilities to enable these.
  4. Given our shift to home working, additional support and advice on working from home will be provided to staff and managers.
  5. Key decisions will be made by Christmas which set the basis for all future decisions about offices, field work, laboratories, home-working hours of work, work patterns, etc.

### 4. Recommendations

- 4.1 It is recommended that the Board note the draft principles and provide feedback.

**Fiona Mactaggart, Head of Workspaces & Environment**  
**Terry A'Hearn, Chief Executive Officer**

**19 May 2020**

## ANNEX 1 – AMT Approved list of essential activities

Exceptional access to SEPA buildings or to undertake site visits may be authorised for the following activities that are identified as **essential and material** to the effort against Covid 19 or to the wellbeing of society:

### Delivery of SEPA's Covid-19 Priority Service 1 – Flood forecasting and warning

- Delivery of SEPA's response to flood events as a **category 1 responder** under the Civil Contingencies Act 2004;
- **Essential** preventative and reactive maintenance of the hydrometric network which underpins our flood warning service and drought advisory service.

### Delivery of SEPA's Covid-19 Priority Service 2 – Regulatory compliance work

- Delivery of SEPA's response to emergencies as a **category 1 responder** under the Civil Contingencies Act 2004;
- **Essential** work in relation to:
  - High hazard sites;
  - Sites with **significant** community impacts; and
  - Sites with suspected **significant** illegal activity.

### Delivery of SEPA's Covid-19 Priority Service 3 – Provision of regulatory positions

- There are presently no activities deemed to require office access or site visit to deliver this priority service.

### Delivery of specific work to support the effort against Covid-19

- Collection (where not able to be done by others) and laboratory analysis of waste water / sewage samples from WWTWs for Covid-19 tracing.
- Manufacture of items (eg PPE by 3D printing) that support delivery of SEPA's priority services during Covid-19.

### The maintenance of SEPA's essential systems so that they remain resilient during Covid-19

- **Essential** maintenance or repair our critical infrastructure and assets (eg IT servers and laboratory instrumentation);
- **Statutory** and (**emergency** only) reactive maintenance of our offices where essential to ensure safe authorised access by staff.
- **Payroll** and **invoicing** runs;
- **Emergency circumstances** where staff need to access our offices to **service any of the above essential activities** - eg to obtain keys for approved use fleet vehicles

**If it is unclear whether the activity is essential, then a precautionary approach will prevail and authorisation to visit a site or office will not be given unless AMT approval.**

Annex 2. Decision Making Framework

**Covid-19 - Safeguarding SEPA's People  
Essential Office Access and Site Visits – Decision Making Framework**

