

**Appendix 2: Planning Framework –approach to preparation for lock down easing**

We have invited relevant external partners into the groups below. The groups will be working to the agreed strategic objectives; and, reporting progress to a meeting of the SCG to be set in end Feb/mid-March. Then meeting fortnightly until in we move into the response phase, at which stage a new meeting rhythm will be set.

LEVEL	ROLE	GROUPS AND TASKS	MULTIAGENCY LINKS																																			
Strategic	Sets the direction	<p><u>Strategic co-ordination group</u></p> <p>Who: led by CEO, with lead reps from the tactical cells</p> <p><u>Strategic objectives:</u></p> <ol style="list-style-type: none"> <li>To support government messages and follow government guidance</li> <li>To co-ordinate our response with our partners</li> <li>To support a safe welcome for visitors and a safe home for residents and wildlife, with a particular focus on sensitive hot spots and recognising this is about management to mitigate tensions</li> <li>To enable our staff to operate in line with government messages and support their well-being</li> <li>To understand and manage down business costs and losses</li> </ol> <p>Frequency of meetings: in the planning phase in end Feb/mid March, moving to weekly as move into response phase.</p>	tbc																																			
Tactical	Manages the direction	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: none;"><u><b>Planning cell</b></u></td> <td style="width: 25%; border: none; text-align: center;">↔</td> <td style="width: 25%; border: none;"><u><b>Communications cell</b></u></td> <td style="width: 25%; border: none; text-align: center;">↔</td> <td style="width: 25%; border: none;"><u><b>Data/info cell</b></u></td> <td style="width: 25%; border: none; text-align: center;">↔</td> <td style="width: 25%; border: none;"><u><b>Logistics cell</b></u></td> </tr> <tr> <td style="border: none;"><i>Who: Sarah Wilks/Ton Marshall/Emma Stone/Brian Taylor</i></td> <td style="border: none;"></td> <td style="border: none;"><i>Who: led by Tom Marshall</i></td> <td style="border: none;"></td> <td style="border: none;"><i>Who: led by Emily Fox, to bring in engagement and landscape specialists on a task basis</i></td> <td style="border: none;"></td> <td style="border: none;"><i>Who: Theresa Reid/Justine Wells/Jon Wayte</i></td> </tr> <tr> <td style="border: none;"><i>Planning task: To agree the focus and plan of the operational response with partners covering:</i></td> <td style="border: none;"></td> <td style="border: none;"><i>Planning task: To agree the focus and plan of the communications with partners to communities and visitors</i></td> <td style="border: none;"></td> <td style="border: none;"><i>Planning Tasks: To assess and determine the sensitive sites requiring an area operational focus</i></td> <td style="border: none;"></td> <td style="border: none;"><i>Response tasks: To undertake risks assessments for lock down easing</i></td> </tr> <tr> <td style="border: none;"> <ul style="list-style-type: none"> <li>- Engagement</li> <li>- Visitor infrastructure</li> <li>- Enforcement</li> <li>- Identify nominate lead for each hotspot. Lead can be a staff member or a partner</li> </ul> </td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"><i>To agree the format for weekly reporting from operational teams.</i></td> <td style="border: none;"></td> <td style="border: none;"><i>To assess and mitigate income impacts</i></td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"><i>To agree approach to ongoing visitor surveys to inform responses</i></td> <td style="border: none;"></td> <td style="border: none;"><i>To undertake staff surveys and ensure good vol, staff, member communications</i></td> </tr> </table>	<u><b>Planning cell</b></u>	↔	<u><b>Communications cell</b></u>	↔	<u><b>Data/info cell</b></u>	↔	<u><b>Logistics cell</b></u>	<i>Who: Sarah Wilks/Ton Marshall/Emma Stone/Brian Taylor</i>		<i>Who: led by Tom Marshall</i>		<i>Who: led by Emily Fox, to bring in engagement and landscape specialists on a task basis</i>		<i>Who: Theresa Reid/Justine Wells/Jon Wayte</i>	<i>Planning task: To agree the focus and plan of the operational response with partners covering:</i>		<i>Planning task: To agree the focus and plan of the communications with partners to communities and visitors</i>		<i>Planning Tasks: To assess and determine the sensitive sites requiring an area operational focus</i>		<i>Response tasks: To undertake risks assessments for lock down easing</i>	<ul style="list-style-type: none"> <li>- Engagement</li> <li>- Visitor infrastructure</li> <li>- Enforcement</li> <li>- Identify nominate lead for each hotspot. Lead can be a staff member or a partner</li> </ul>				<i>To agree the format for weekly reporting from operational teams.</i>		<i>To assess and mitigate income impacts</i>					<i>To agree approach to ongoing visitor surveys to inform responses</i>		<i>To undertake staff surveys and ensure good vol, staff, member communications</i>	tbc
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