

Lessons Learned Action Plan

Action	Owner	Update
1. Each DG group to consider its findings and its own recommendations from the lessons learned exercise, particularly those identified as mitigations needed in the short term.	All DG areas	
2. Ensure Covid governance arrangements are fit for purpose and provide clarity about accountability and decision-making responsibility.	Permanent Secretary / Reg Kilpatrick	04.03.21 Excovid will manage a central risk register going forward. A rapid review of central covid governance and information flows is being commissioned.
3. Internal communications improved, particularly ensure new regulations and written statements are visible to most staff until they went external.	Simon Brindle / Liz Lalley	The weekly birdtable discussion is used as a mechanism for cascading Covid information across the organisation. Daily communications summary email circulated to representatives on the birdtable, for wider sharing.
4. Refresh as necessary the WG schematic diagram of responsibilities, to include roles, functions and accountabilities.	ExCovid secretariat	08.03.21 Current iteration being refreshed.