

A meeting of the Policy & Resources Executive Sub-Committee will be held on Tuesday 19 May 2020 at 3.00pm within the Municipal Buildings, Greenock.

Please note, videoconferencing facilities are available to Members and relevant Officers for this meeting. The joining details will be sent to Members and Officers prior to the meeting.

GERARD MALONE
Head of Legal & Property Services

BUSINESS

1. **Apologies, Substitutions and Declarations of Interest**
2. **COVID-19 (Coronavirus): Scrutiny Report**
Report by Chief Executive
3. **COVID-19 Testing and Access Arrangements for Key Workers and Community**
Report by Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership
4. **Home Schooling During COVID-19**
Report by Corporate Director Education, Communities & Organisational Development
5. **Tender for a Delivery Partner for 2020/2021 Energy Efficiency Scotland: Area Based Schemes**
Report by Corporate Director Environment, Regeneration & Resources
6. **Contract Awards - 1 October 2019 to 31 March 2020**
Report by Corporate Director Environment, Regeneration & Resources
7. **Proposed Temporary Lay-Up of Cruise Ships: Peel Ports Update**
Report by Corporate Director Environment, Regeneration & Resources

Please note that because of the current COVID-19 (Coronavirus) emergency, this meeting will not be open to members of the public.

The reports are available publicly on the Council's website. The actions and decisions taken at the meeting will be published on the website as soon as possible.

In terms of Section 50A(3A) of the Local Government (Scotland) Act 1973, as introduced by Schedule 6, Paragraph 13 of the Coronavirus (Scotland) Act 2020, it is necessary to exclude the public from the meetings of the Executive Sub-Committee on public health grounds. The Council considers that, if members of the public were to be present, this would create a real or substantial risk to public health, specifically relating to infection or contamination by Coronavirus.

Enquiries to – **Rona McGhee** – Tel 01475 712113

Report To:	Policy & Resources Executive Sub-Committee	Date:	19 May 2020
Report By:	Chief Executive	Report No:	LP/060/20
Contact Officer:	Aubrey Fawcett	Contact No:	01475 712701
Subject:	COVID-19 (Coronavirus): Scrutiny Report		

1.0 PURPOSE

- 1.1 This report updates the Sub-Committee on actions taken by officers of the Council in order to address and mitigate the risks arising from the COVID-19 emergency.

2.0 SUMMARY

- 2.1 As approved at the Executive Sub-Committee's previous meeting, this report ensures there is Elected Member oversight and scrutiny of all actions implemented by officers in the COVID-19 emergency. Officers have taken actions based upon the principles that essential services continue to be delivered to the public, wherever possible, and the core business of the Council is maintained with key regard to the safety of its workforce.
- 2.2 The Policy & Resources Committee at its meeting on 24 March 2020 authorised the suspension of all Council, Committee and Sub-Committee meetings for the duration of the emergency and delegated full powers in the emergency to this Executive Sub-Committee. This report ensures that Members have clear oversight of all actions taken by relevant officers and with particular regard to service impact.
- 2.3 The items in the **Appendix 1** are updates of actions taken since the previous meeting and are detailed for Member scrutiny. The Executive Sub-Committee will wish to review the appendix for the strategic direction taken in response to the emergency and also for their assessment of how the operational aims of maintaining crucial public services whilst safeguarding the workforce were achieved. The log of actions is indicative of the position on Wednesday 13 May 2020.
- 2.4 Reports in this format with relevant updates are being made to each meeting of the Executive Sub-Committee.

3.0 RECOMMENDATION

That the Sub-Committee:

- 3.1 note the actions taken to date to mitigate the effects of the COVID-19 emergency in Inverclyde;
- 3.2 note that further reports will be submitted regularly for Members' scrutiny and review; and
- 3.3 approve the ICT investment set out in paragraph 5.24.

Aubrey Fawcett
Chief Executive

4.0 BACKGROUND

- 4.1 The Council and its partners have been working to implement arrangements to deal with the ongoing response to the COVID-19 pandemic. These arrangements are based upon an established corporate and incident response structure. Staff are able, by virtue of their roles and responsibilities, to deal with the emergency and it is recognised that the challenges posed by the current circumstances are profound and will require a continuous process of planning and preparation until its conclusion.
- 4.2 Internal and external communications, all decision-making by officers and the response arrangements are already firmly established through existing strategic and tactical meeting structures. The Corporate Management Team (CMT) is responsible for the strategic response and the tactical arrangements are discussed and proposed through the Council's Resilience Management Team (CRMT) (which also incorporates the Inverclyde Health & Social Care Partnership (H&SCP)). Additionally, the HSCP has activated its Local Management Resilience Team (LMRT) in which the Council has a number of representatives and this ensures that the Council and the HSCP are entirely joined up in decision-making. From a multi-agency perspective, the LMRT contributes to a Greater Glasgow & Clyde Health Board-wide gold command structure which covers acute, primary and social care. The Council is meeting weekly with multi-agency partners through the West Local Resilience Partnership (WLRP). At a strategic level LRP is also now operating at the level of the Health Board and this incorporates the six constituent Councils and appropriate multi-agency partners.

5.0 CURRENT ISSUES

- 5.1 The decisions noted in Appendix 1 have been taken by the CMT on the basis of tactical updates provided by the CRMT and, also, assessment by the relative Corporate Directors and their teams. Notwithstanding the developing situation, a clear audit trail of all decisions has been maintained with relevant but brief, focused backing papers being circulated for consideration and decision at the CMT daily meetings.
- 5.2 In addition to the daily briefings which have been immediately implemented by the CMT to ensure that all Members of the Council had advance notice of any service impact decisions, there continues to be constant dialogue and contact with relevant Conveners and, where appropriate, Minority Group spokespersons/contacts on key issues.
- 5.3 It has to be noted that there continues to be many operational demands on the Council by reason of the emergency, but as the situation to an extent stabilises in part in relation to workforce issues, it is the intention to continue to report in this format to the Executive Sub-Committee for purposes of scrutiny and review of all decisions taken but it can also be anticipated that the more usual format and content of the Council's reporting to Members will be resumed (albeit for the duration of the emergency to this Sub-Committee).
- 5.4 Although a significant number of decisions have been taken across the range of Council services, the following key issues are identified and summarised as ongoing items for Members' information and for future business-planning:

HSCP

- 5.5 **PPE:** The continuous community transmission of COVID19 has resulted in a challenging position nationally in relation to the provision of Personal Protective Equipment (PPE) for Health & Social Care staff within the community as well as the provision of PPE to commissioned care services e.g. residential care homes, support providers and carers/personal assistants.
- 5.6 Inverclyde HSCP has been in the fortunate position in maintaining a robust supply of fluid resistant masks, disposable gloves, disposable aprons and eye protection as advised by Public Health Scotland for managing COVID19 with community health & social care settings.

- 5.7 The HSCP sources PPE through two main supply chains, NHS Greater Glasgow & Clyde NHS supplies for health care as well as National Services Scotland for social care provision. Where there has been pressure on deliveries on individual items of PPE, the HSCP has been proactive in sourcing this directly from the supplier/stores.
- 5.8 The HSCP in line with National guidance has established a PPE Supply Hub at the Fitzgerald Centre for social care providers, commissioned services, care homes, carers and personal assistants where they locally obtain a supply of PPE when their normal supply chain has been unable to deliver PPE to them.
- 5.9 **Testing:** A COVID19 drive through testing centre has been established at Port Glasgow Health Centre Health for Health & Social care staff and commissioned social care providers process which allows staff members to self-refer for testing or members of their family where they are self-isolating.
- 5.10 As per Scottish Government guidelines COVID19 testing for Residential and Nursing Care Homes has been established to test symptomatic residents via their GP and via Port Glasgow test centre for symptomatic staff. In addition to this from 7 May 2020 testing of non-symptomatic staff and residents will take place within individual residential and nursing care homes and will be undertaken by the outreach testing service. This will be coordinated from the Port Glasgow testing site.
- 5.11 Care homes who do not wish for large numbers of staff to enter the premises and have been carrying out their own tests with support from the HSCP Care Home Liaison Nurses where requested.
- 5.12 The Inverclyde HSCP COVID19 Assessment centre opened on Monday 30 March 2020. This is based at Wing H and I of the Greenock Health centre. This was in response to the National UK / Scotland wide COVID19 assessment requirements and was part of the Greater Glasgow and Clyde response. Inverclyde was the 2nd centre to open after GGC Barr Street HUB.
- 5.13 Inverclyde COVID19 Assessment Centre is open Monday to Friday 9-5pm with capacity to see 20 symptomatic patients per day. Patient transport is available for the afternoon slots.
- 5.14 On site Pharmacy allows patients to be assessed and receive prescription treatment packages for continued home isolation.
- 5.15 Service feedback from GP and service users has been positive with statements of a well-coordinated, clean and efficient service that puts patient at ease. Staff have access to the appropriate level of PPE required. The Assessment team are adopting health education on Covid19 as well as safe clinical rapid assessment of respiratory symptoms in the primary care provision and appropriate onward referrals to hospital.

Education and Communities

- 5.16 **Hubs:** Attendance at the hubs continues to increase. The full figures are attached in **Appendix 2**. All secondary school buildings are now open for key staff and tasks (such as SQA and moderation if required) and primary schools that are not being used as hubs will undergo enhanced cleaning over the next week so that key staff can access classrooms and offices if required. All school buildings can currently be accessed by appointment if necessary.
- 5.17 **Educational Recovery Plan:** Groups have been set up to inform the educational recovery plan and the different groups will link in with national guidance, ADES and the Regional improvement Collaborative. The sub groups have representations from heads of establishments, the educational psychology team as well as links with finance and HR. They educational groups are made up as follows:

- Secondary Curriculum

- Primary Curriculum
- Early Learning and Childcare
- Resources
- ASN and Health and Wellbeing
- Digital literacy

5.18 The chairs of the groups link up through the directorate management team. As well as the sub groups, engagement is taking place with the chairs of parent councils and the youth parliament. Ongoing union engagement will take place through regular meetings and also the LNCT. The first WebEx Heads of establishment meeting was held last week.

5.19 **Communities and Libraries:** CLD continue to work in a strong partnership with CVS and colleagues across the Council to support the Humanitarian Assistance Centre and Shielding Line. Within the libraries service, It has been possible to maintain some public services electronically – eBook and eAudiobook borrowing (via Borrowbox), Bookbug and Crafternoon sessions (via Facebook) and an online bookgroup (via Twitter). Stock selection is continuing with heavy slant to e-resources. Young People’s Services team is working with national partners on developing an online Summer Reading Challenge, as well as ‘Reading for Pleasure’ support for schools, and work continues with Attainment Challenge partners on supporting families in the community. Regular social media updates are being produced and all communications channels are being monitored for enquiries.

Environment, Regeneration and Resources

5.20 **Financial Implications:** Along with the other 31 Councils the Council submitted a return to CoSLA estimating the extra costs incurred between mid-March to the end of June arising from COVID. The purpose of this is to demonstrate to the Scottish Government that the £155million consequential for Local Government is required. The Council return (ex-IJB) net of estimated cost reductions and the extra funding already announced came to £1.6million. Members should note that the actual costs will significantly exceed this as the figures submitted were to only run to 30 June and were to exclude items such as Council Tax income drop off or increases in Council Tax Reduction applications.

5.21 **Business Grants:** 640 Business Grants totalling £7.15 million for the initial Grant Scheme have now been paid out with the team liaising with applicants regarding a further 180 applications. Phase 2 of the scheme which relates to ratepayers with multiple qualifying properties was launched on the 5 May. To date 47 applications have been received with first grants paid 18 May.

5.22 **Registrars:** As reported to the last Sub-Committee the number of registered deaths is reducing to nearer the levels experienced last year. As at 10 May the 103 deaths had been registered within Inverclyde where COVID-19 was the only factor or a factor on the Death Certificate. Work with colleagues in the Health Board and Public Health Scotland continues and a report is planned to be brought back on this matter to the next Sub-Committee meeting.

5.23 **School Transport Providers:** Members asked for an update on the May payments for School Transport providers which will cover the month of April. All providers have supplied the necessary financial information and will be paid 100% of the sum due for live contracts. An update on proposed payments for the months of May and June will be presented to the next meeting of the Sub-Committee.

5.24 **ICT:** The CMT have considered a report regarding the initial increased ICT investment required to continue to deliver the new ways of working developed over the last 2 months. There is a requirement to purchase 355 lap tops over and above those budgeted for in the Capital Programme and to roll-out Web –Ex as the Councils corporate Video Conferencing facility. The costs are set out in paragraph 7.1 and Members are asked to approve the investment in order that orders can be placed asap due to the long lead in times for delivery.

6.0 HORIZON SCANNING

6.1 There are continuing issues that require to be dealt with at the present time.

6.2 **Workforce issues:** The issues in terms of workforce availability and confidence are crucial. Officers from Organisational Development, Policy & Communications are in contact with COSLA colleagues relative to workforce statistics, illness/absence rates, working from home, etc. This information is being collated at a national level and is helping to inform discussions between senior leaders in SOLACE, COSLA and the Scottish Government regarding the impact of COVID-19 on service provision, and the key staffing issues that require some form of national consideration.

6.3 **Employee attendance:** Information is being gathered on a daily basis by managers across the Council. This allows managers to assess resource implications for delivering essential services and also to maintain contact and support those unable to attend work.

6.4 The table below provides approximate absence levels council wide and within some of our key essential service areas, as at 12 May 2020:-

Council													
Historic average absence rate (%) (Pre Covid-19 to give a baseline comparator.)	4.3%												
Absence rate on 12 May 2020 (%) (This includes all those employees reporting sick, those isolating, those absent with caring responsibilities and those non-essential employees at home unable to work from home). Please note that this excludes employees working from home.	<table> <tr> <td>Council Wide</td> <td>17.5%</td> </tr> <tr> <td colspan="2">Essential Services Breakdown (% of Service Area)</td> </tr> <tr> <td>Home Care</td> <td>19.2%</td> </tr> <tr> <td>Other HSCP</td> <td>14.2%</td> </tr> <tr> <td>Waste Management</td> <td>24.3%</td> </tr> <tr> <td>Facilities</td> <td>26.1%</td> </tr> </table>	Council Wide	17.5%	Essential Services Breakdown (% of Service Area)		Home Care	19.2%	Other HSCP	14.2%	Waste Management	24.3%	Facilities	26.1%
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Home Care	19.2%												
Other HSCP	14.2%												
Waste Management	24.3%												
Facilities	26.1%												

6.5 The table below provides a comparison of absence levels across the Council over the past few weeks which have been reported to this Committee (the breakdown of absence levels amongst essential services is not available for the 1st and 14th April dates):

	01.04.20	14.04.20	28.04.20	12.05.20
Council	19.0%	19.3%	18.5%	17.5%
Home Care	N/A	N/A	27.3%	19.2%
Other HSCP	N/A	N/A	21.87%	14.2%
Waste Mgt	N/A	N/A	29.5%	24.3%
Facilities	N/A	N/A	23.0%	26.1%

6.6 From this, the Executive Sub-Committee should note that it is essential for all officers to focus all efforts and available resources on addressing the Council's response to the emergency and, for that key reason, the support of all Members is requested in circumstances where the expectations of routine enquiries or normal timescales for operational response to Councillors cannot be met. The emergency will involve delays to otherwise usual Council business and recognition of this impact is needed and officers will, of course, continue to focus service support on the vulnerable in the community.

6.7 **Shielding:** An up to date breakdown of contacts made with both those on the Shielding list and the wider "flu list" of vulnerable people served by the national helpline will be circulated prior to the meeting. There are currently over 3,000 people on the Shielding list for Inverclyde and we are working through contact with those we have been unable to speak to thus far. This has involved issuing letters, visiting and checking other systems. We are benchmarking

this against the approach taken by other local authorities. The Shielding team continue to work with CVS Inverclyde and other partners on delivering services to the Shielding group. Processes are developing well although there have been issues over recent weekends with failures in the national food delivery system which have necessitated additional Council support.

- 6.8 There are a number of developments around this which members need to be aware of. The Scottish Government is currently assessing the long term need for Shielding support however it is likely that this will continue for months or in the worst case well over a year. Local authorities are also being asked to use the Shielding processes to support those told to isolate under the “Test, Trace, Isolate & Support” process. Indications are that this might be for up to two years. A detailed report will be brought to the next meeting on the likely long term implications.

7.0 IMPLICATIONS

7.1 Finance

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
Capital Programme	ICT	20/21	£163,000		Fund from SG COVID Monies. Cost of 355 laptops (55 for schools and 300 for Corporate use)

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if Applicable)	Other Comments
ICT	Software Maintenance	20/21	£12,000		Fund from SG COVID Monies. Based on 100 Web Ex Hosts

7.2 Legal

There are no Legal implications other than as noted within this report.

7.3 Human Resources

There are no Human Resources implications other than as noted within this report.

7.4 Equalities

Equalities

- (a) Has an Equality Impact Assessment been carried out?

	YES (see attached appendix)
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

- (b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO

- (c) Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO

7.5 Repopulation

All of the steps undertaken by Officers seek to support the long-term interests of the Inverclyde economy and to provide a secure and safe environment for its workforce.

8.0 CONSULTATIONS

- 8.1 The Corporate Management Team endorses this report.

9.0 BACKGROUND PAPERS

- 9.1 None

Policy & Resources Executive Sub-Committee
Weekly Update on Operational Decision Log
From Thursday 30 April 2020 to Wednesday 6 May 2020

Head of Legal & Property Services
GM/KB
6 May 2020

Service Impact	Reason	Reported to CMT	Supporting Report Yes – N/A	Implemented	Officer
Environment, Regeneration & Resources Directorate					

Legal & Property Services

48. Impact on construction supplier payments and future construction project pipeline.	To ensure payment performance for construction-related contracts and to plan for future projects when restrictions lift. 1. Response to Minister for Local Government etc. approved; 2. Temporary increase in procurement threshold changes approved – single supplier threshold £5k and email quotes £25k; and, 3. Review of financial checks for future tendering procedures to be undertaken with a report back to CMT	Yes	Yes	5.05.20	GM
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Policy & Resources Executive Sub-Committee

Weekly Update on Operational Decision Log

From Thursday 7 May 2020 to Wednesday 13 May 2020

Head of Legal & Property Services

GM/KB

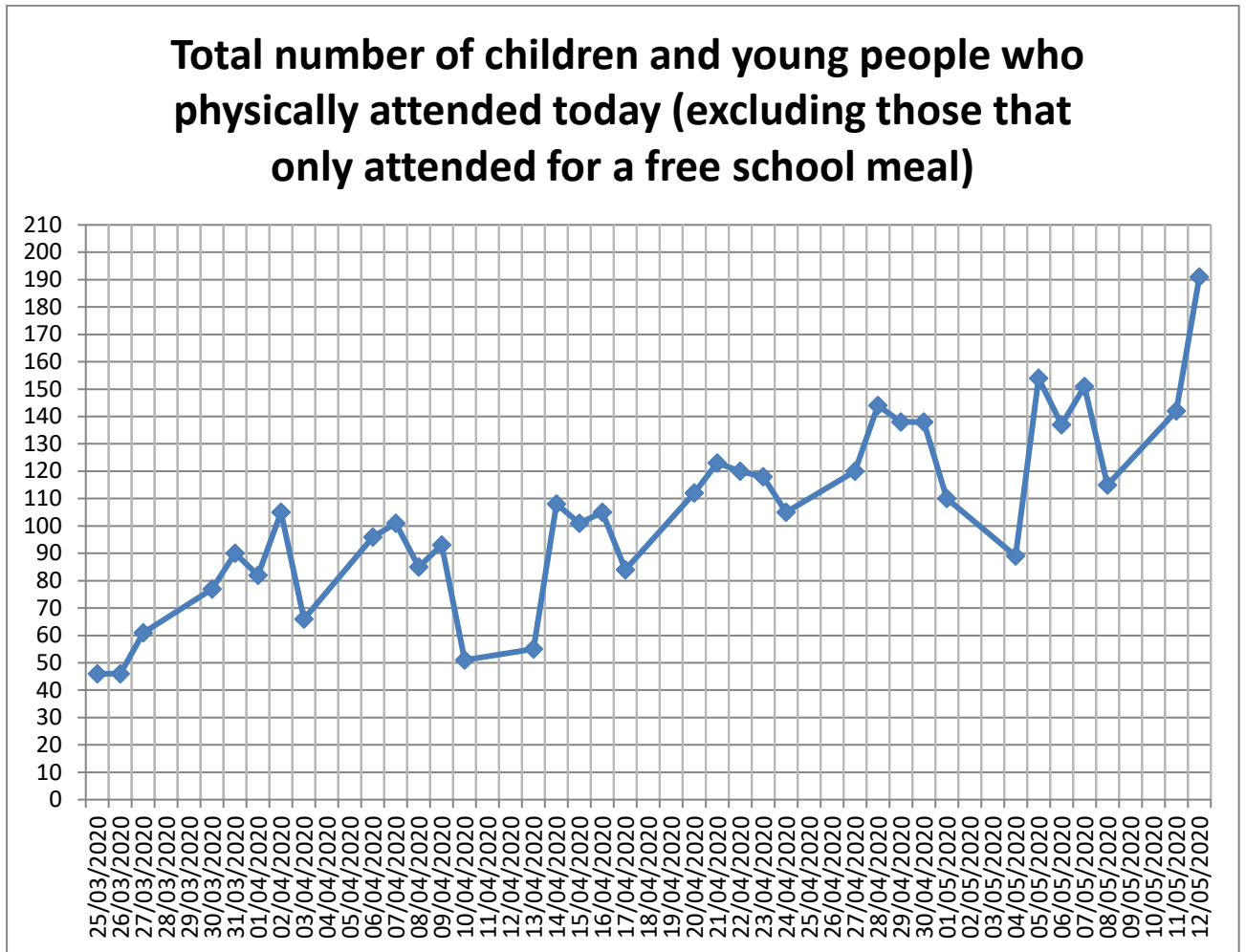
13 May 2020

Service Impact	Reason	Reported to CMT	Supporting Report Yes – N/A	Implemented	Officer
Environment, Regeneration & Resources Directorate					
<u>Environmental & Public Protection</u>					
49. Resume separate Food Waste collection.	To restore service provision at the earliest opportunity (18 May 2020) for Food Waste collection and to assist recycling strategy.	Yes	N/A	11.05.20	GMacF
50. Resume usual 1 hourly crematorium appointment schedule	To reflect reducing demand on emergency service provision and restore normal working practice as from 18.05.20	Yes	N/A	13.05.20	GMacF
51. Resume ground maintenance on a prioritised basis as from 18.05.20	To restore service provision and to protect condition of land assets.	Corporate Director ER&R	N/A	13.05.20	GMacF

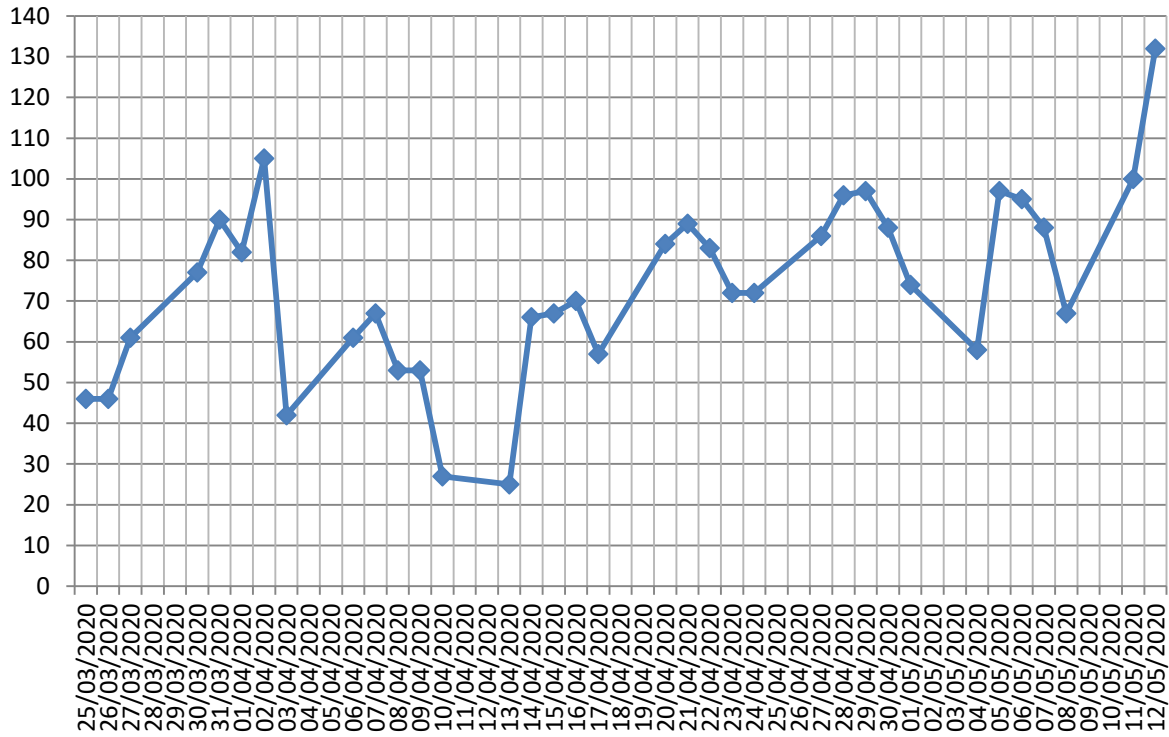
<u>Legal & Property Services</u>					
52. Taxi/Private Hire Car Licences: allow temporary cessation upon requests in writing from the licence holder.	To assist with any possible minimisation of operating costs and complement alternative DVLA Statutory Off Road Notification procedure.	CE	N/A	7.05.20	GM
53. Scottish Child Abuse Inquiry - Request extension for section 21 Notice completion (Langlands Park School, Port Glasgow).	Additional time for research is needed because of COVID-19 impact on: (a) access to and inspection of records held by other parties; and, (b) the organisational capacity of others, as already and separately declared to the Inquiry, to be able to prioritise access to key information and documentation.	Yes	Yes	7.05.20	GM

APPENDIX 2

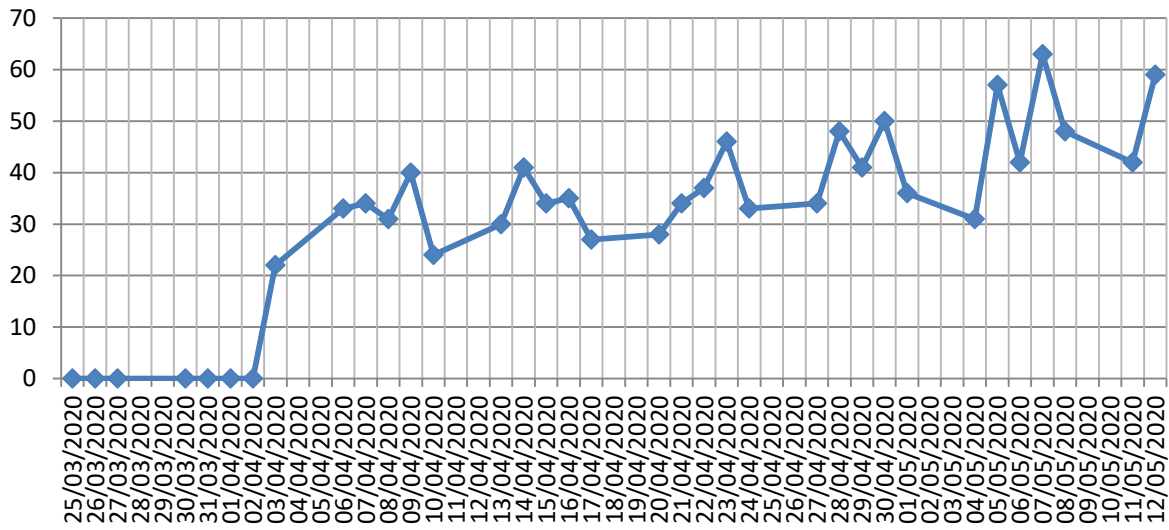
Attendance at Childcare Hubs up to 12 May 2020



Number whom were children of key workers who physically attended today



Number of vulnerable children and young people who physically attended today



Report To: Policy & Resources Executive Sub-Committee **Date:** 19 May 2020

Report By: Louise Long, Chief Officer HSCP **Report No:** HR/02/20/LL/SMcN

Contact Officer: Steven McNab, Head of OD, Policy and Communications **Contact No:** 01475 712015

Subject: COVID 19 TESTING & ACCESS ARRANGEMENTS FOR KEYWORKERS & COMMUNITY

1.0 PURPOSE

- 1.1 The purpose of this report is to update committee on current arrangements for testing symptomatic Inverclyde Council staff and household members. This information was requested by the Policy & Resources Executive Sub-Committee at its meeting on 5 May 2020.

2.0 SUMMARY

- 2.1 There are two systems in operation which enable key workers to return to work where their symptoms or those of a symptomatic household member mean they would otherwise have to self-isolate:

1. Inverclyde HSCP staff and commissioned providers (including care home staff) who are routed through the NHS testing at local NHS facilities.
2. Key workers within Inverclyde Council covering a variety of staff including but not limited to those in child care hubs and employees providing services such as refuse collection, who are routed through regional hubs.

- 2.2 These testing arrangements operate independently and are organised and administered by NHS GG&C and by the Government and are subject to constant review as the national COVID19 picture develops.

- 2.3 There are also mobile testing units which are located across Scotland for short periods of time.

3.0 RECOMMENDATIONS

- 3.1 Committee are asked to note the current arrangements in place for key worker testing.

4.0 BACKGROUND

- 4.1 The Policy & Resources Executive Sub-Committee at its meeting on 5 May 2020 requested that a report be submitted to the next meeting of the Sub-Committee on all aspects of COVID-19 testing, including information on access arrangements for key workers and the community as a whole and any available comparative information on the position within other local authorities in Scotland.
- 4.2 There are two systems in operation which enable key workers to return to work where their symptoms or those of a symptomatic household member mean they would otherwise have to self-isolate:
1. Inverclyde HSCP staff and commissioned providers (including care home staff) who are routed through the NHS testing at local NHS facilities.
 2. Key workers within Inverclyde Council covering a variety of staff including but not limited to those in child care hubs and employees providing services such as refuse collection, who are routed through regional hubs.
- 4.3 These testing arrangements operate independently and are organised and administered by NHSGG&C and by the Government and are subject to constant review as the national COVID19 picture develops.
- 4.4 There are also mobile testing units which are located across Scotland for short periods of time.

5.0 INVERCLYDE HSCP STAFF & COMMISSIONED PROVIDERS (including care home staff)

- 5.1 All staff have access to an e-referral form and can either self-refer or be referred by their line manager for testing at Port Glasgow Health Centre 9.15 – 3.30pm Monday – Friday. Transport is provided for those staff who do not drive enabling them to access the drive thru facility. At weekends, appointments will be offered at one of the Glasgow sites. Testing must take place during the first 2 -5 days of symptoms and is available to:
- Symptomatic health and social care staff
 - Symptomatic household contacts of asymptomatic health and social care staff

There are forty four appointments available each day however not all days operate at capacity and we are now able to offer those unfilled appointments to care home staff who are being tested as part of the Public Health outbreak test process.

Results are received within 24-48 hours enabling staff to either return to work or continue with self-isolation according to result.

- 5.2 From the initial start date of the 13 April 2020, a total of 522 tests have been undertaken at the HSCP COVID19 testing centre at Port Glasgow Health Centre. It has not been possible to obtain comparative data from other Local Authority Test Centres. However, the Scottish Government website confirms that the National testing figure is approximately 75,000 across the whole population.

6.0 TESTING FOR OTHER KEYWORKERS (GLASGOW AIRPORT TESTING CENTRE)

- 6.1 The UK government widened the availability of testing to include all key workers (and others who cannot work from home), and those over 65 and members of their household who have symptoms. This is additional capacity to supplement NHS testing runs alongside the existing program of testing in the NHS for clinical purposes and testing of key workers in health and social care sector. As of the 5 May the Council have had access to this facility through the online portal.

Testing is available for the following:

- Members of staff absent from work because a household member has symptoms,
- Members of staff who have symptoms (but feel sufficiently well and would normally continue to work).

6.2 Testing Process

A management referral form is submitted for either the staff member or the household member, the personal details are then entered onto a national portal by the council's health and safety section. Information on employees requiring testing is submitted before 3pm daily. Testing is only available in the first five days from the onset of symptoms.

Individuals will receive a text or email the same day inviting them to either book an appointment, or offering a home self-testing kit (if available) for those who do not have transport. Results are received in 24 - 48 hours enabling staff to either return to work or continue with self-isolation.

Results under the UK testing programme are communicated to individuals by text message and are intended to be fed back into public health records in due course.

Testing is conducted in the drive-through site operating at Glasgow Airport and the employee will be sent full details of how to access the facility when they receive their appointment.

Advice on the definition of key worker within the Council is given in the testing guidance note made available to all staff (Appendix 1). The Council aims to take a flexible approach to this to ensure that testing is made as widely available as possible.

6.3 When employees should get tested

Employees should get tested in the first three days of covid-19 symptoms appearing, although testing is considered effective up until day five.

No testing should be undertaken after day five, unless it is for a specific reason which will be agreed on a case by case basis by local microbiologists.

If the employee is self-isolating because a person they live with has symptoms, that household member can be referred for testing.

By testing the household member(s), the Council can be much more certain that they should either be self-isolating or can return to work.

6.4 Home Testing

A limited number of home test kits are also available and can be used by employees who cannot arrange transport to Glasgow Airport.

After a home-test kit is ordered, the test would then be delivered the next day, and the key worker or household member would self-administer the swab, packing it up as per the included instructions.

A Royal Mail courier will arrive the day after to collect it and take it to the lab. The aim is that results will then be received by text within 48 hours. Evidence suggests that those with no clinical background or training should be completely able to secure an effective sample.

International peer-reviewed evidence suggests that self-swabbing is just as effective at securing a valid sample as clinician-administered testing.

Each kit comes with comprehensive instructions to guide users through how to administer the swab themselves. Test kits come with further instructions and a short video to take users through the process.

6.5 Protection of personal data

Amazon and Royal Mail are the commercial partners who are using their logistics systems to deliver home testing nationwide. They do not have access to the results or any health data.

6.6 Testing for key workers has been advertised to council employees and line managers via:

- Icon
- Council Internet site
- Council daily briefing
- Email correspondence with line managers
- Chief executive briefing note
- Trade Union Representatives

As of the 12 of May two employees have applied for and been referred for testing, both from within the childcare hubs.

7.0 **MOBILE TESTING UNITS**

7.1 On the 28 April the Council received notification via the Regional Resilience Co-ordinator of the deployment of mobile testing units to supplement the regional testing sites, these are staffed and operated by military personnel. The initial proposal was for allocation of these units to Argyll & Bute, Lanarkshire (North & South), Ayrshire (South, East and North) and Dumfries and Galloway first, given their location and distance from the Glasgow Regional Testing site.

Given the transient nature of these testing facilities it is important that use is co-ordinated to ensure that they are correctly utilised. For Inverclyde it would be best utilised in response to testing in specific areas where there may be batch testing required, however it would not provide a sustained increase in testing capacity or the ability to access a test within a short time scale if the unit was not already deployed in the area.

7.2 Given the higher rate of COVID-19 deaths in this area concern was expressed by this committee about access to testing for both the wider community and employees who may have difficulties accessing the regional hub. To this end a letter was sent on the 11 May 2020 by the Chief Executive on behalf of the Committee to Jeane Freeman MSP, Cabinet Secretary for Health and Sport, advising of the Council's concerns about access to testing facilities of key workers and the community and asking for consideration of additional local testing facilities for Inverclyde (Appendix 2).

7.3 Inverclyde Civil Contingency Unit has discussed with the West of Scotland Regional Resilience Partnership (WoSRRP) the availability of the mobile testing unit, which appears maybe available, where it was agreed that the NHS Board was best positioned to advise further on this matter based on extent of demand and where it should be located. We are not aware of any progress in this regard. However, in order to expedite the matter the Chief Officer, Inverclyde HSCP has written to the Director of Public Health and suggested the following areas could be considered with regard to the introduction of a mobile testing unit.

- Would allow full testing for staff in other residential services where positive COVID results such as Learning Disability Supported Living Complex, Supported Living complexes and Homelessness Centre
- Support follow up testing for older peoples residential services when Greater Glasgow Clyde move re-testing regime in phase 3 within Care Homes
- Introduce and support full testing regime for all home care staff to capture asymptomatic staff
- Open out testing capacity to the community in line with COVID19 - Test, Trace, Isolate, Support guidance

In addition Inverclyde HSCP has proposed working with the NHS board to expand local testing unit at Port Glasgow to all key workers and their families to reduce the need to travel to Glasgow Airport.

7.4 Processes are also in place to test all care home staff as part of Public Health outbreak testing where this is required and this commenced on Thursday 7 May. This will be subject to a separate report on care homes to this committee.

8.0 PROPOSALS

8.1 The HSCP and Inverclyde Council will continue to respond to changes in testing requirements and ensure that staff have access to the appropriate information to enable them to access testing as required.

8.2 The HSCP and Inverclyde Council will continue to liaise with the appropriate agencies to ensure that any requirement for increased access or availability of testing is highlighted.

9.0 IMPLICATIONS

9.1 Finance

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

9.2 Legal

No legal implications arising from the report.

9.3 Human Resources

Testing of employees and their household contacts is essential to ensure that employee attendance for key workers who cannot work from home or are delivering essential services is maximised and that risks to employees through workforce contact are minimised.

9.4 Equalities

Equalities

(a) Has an Equality Impact Assessment been carried out?

	YES
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

(b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

<input type="checkbox"/>	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
<input type="checkbox"/>	NO

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

<input type="checkbox"/>	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
<input checked="" type="checkbox"/>	NO

9.5 **Repopulation**

No repopulation issues arising from this report.

10.0 CONSULTATIONS

10.1 Consultation has taken place with relevant stake holders include Corporate Management Team and Trade Unions.

11.0 BACKGROUND PAPERS

11.1 Appendix 1 Inverclyde Council guidance and referral form for testing
Appendix 2 Letter on testing

Inverclyde Council – testing for key workers, employee families and household members

The following is for all line managers of key and essential workers within Inverclyde Council.

The UK government has established a new network of covid-19 testing facilities for key workers. This programme runs alongside the existing programme of testing in the NHS for clinical purposes and testing of key workers in health and social care sector.

Access to testing for other key workers is determined using a prioritisation matrix for key workers. See Appendix 1

Testing will allow symptomatic key workers and their household members to know whether or not they have the virus. This will in turn keep essential services running.

1. Testing

Testing will be available for the following:

- If you have a member of staff absent from work because a household member has symptoms,
- If you have a member of staff who has symptoms (but feels sufficiently well and would normally continue to work).

2. Make a referral

- When the member of staff contacts you please complete and submit a management referral form for either the staff member or the household member available here:



Testing referral
form V3 Web.docx

- The completed form should be sent to occupational.health@Inverclyde.gov.uk. Before 1:30pm. This should be followed up with a phone call to the Health and Safety Section.
- The employee (or their family member) details will then be entered onto a national portal by the council's health and safety service and submitted before 3:00pm.
- Individuals should receive a text or email the same day with a link to the employee booking system to book a slot at the regional testing centre.
- Testing is only available in the first five days from the onset of symptoms so it is important to make a referral as soon as possible.



- Employees or the family member (or their parent/guardian if they are aged under 16 years) will then be informed of the appointment slot and instructions for attending by telephone or email. Results are received in 24 - 48 hours.
- The staff member must be a key worker and have a role not able to be carried out at home.
- If a staff member has symptoms then no other household member is eligible for testing. If the member of staff is off work because a household member has symptoms, it is the household member who will be tested and the member of staff will not require a test.

Please remember this is solely a testing service and does not include clinical assessment. If anyone is concerned about worsening symptoms, they should call NHS24 on 111.

Until test results are known households should continue to follow guidance on self-isolation from NHS Inform - <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19#>

Staff with a household member who tests positive for covid-19 **MUST** stay at home for 14 days from the start of their symptoms, even if they do not have symptoms.

3. When to get employees tested

- Employees should get tested in the first three days of covid-19 symptoms appearing, although testing is considered effective up until day five.
- No testing should be undertaken after day five, unless it is for a specific reason which will be agreed on a case by case basis by local microbiologists.
- If the employee is self-isolating because a person they live with has symptoms, you can refer that household member for testing.
- By testing the household member(s), we can be much more certain that they should either be self-isolating or can return to work.

4. Negative tests and returning to work

Even if a key worker has had a negative result, it is important to still apply caution.

If everyone with symptoms who was tested in their household receive a negative result, the employee can return to work if their work cannot be done from home, providing they are well enough, and have not had a fever for 48 hours.

If, after returning to work, they develop symptoms they should follow the NHS Inform guidance and self-isolate. Employees should discuss their return to work with their line manager.

5. Test results and staying safe

The test will confirm if an individual who is showing symptoms of the virus actually has it. It will not confirm whether they have had it and have now recovered.

It is vital those who test negative continue to follow Scottish Government guidance including precautions related to social distancing and handwashing.

6. What happens to the test results

Results under the UK testing programme are communicated to individuals by text message and are intended to be fed back into public health records in due course. The Council will not receive a copy of the results just that the employee has been given an appointment slot.

7. Testing – additional information

For this area testing is currently conducted in drive-through sites operating at Glasgow Airport and the employee will be sent full details of how to access the facility when they receive their appointment.

These facilities are run by private sector organisations on behalf of the UK Government. This guidance will be updated as additional testing capacity is deployed on Scotland.

A limited number of home test kits are also available and can be used by employees who cannot arrange transport to Glasgow Airport.

The target for sending results is by text within 48hrs. A call centre is available by phone, to help people with the process and deal with test result queries.

Any questions from employers or key workers about accessing testing, the website, or results should be made through opshub@dhsc.gov.uk.

8. Self-referral portal

It is possible for staff to be able to self-refer, however this should not be used by Inverclyde Council employees unless advised to do so by your line manager.

Go to <https://self-referral.test-for-coronavirus.service.gov.uk/>

9. Home tests

Home test kits are an option where key workers are unable to attend a drive-through centre, subject to availability. This option is covered in the booking process.

How home testing works

After a home-test kit is ordered, the test would then be delivered the next day, and the essential worker or household member would self-administer the swab, packing it up as per the included instructions.

A Royal Mail courier will arrive the day after to collect it and take it to the lab. The aim is that results will then be received by text within 48 hours.

Reliability of home testing

Evidence suggests that those with no clinical background or training should be completely able to secure an effective sample.

International peer-reviewed evidence suggests that self-swabbing is just as effective at securing a valid sample as clinician-administered testing.

Each kit comes with comprehensive instructions to guide you through how to administer the swab yourself. Test kits come with further instructions and a short video to take you through the process.

Protection of personal data

Amazon and Royal Mail are the commercial partners who are using their logistics systems to deliver home testing nationwide. They do not have access to the results or any health data.

APPENDIX 1: Prioritisation matrix

Priority number	Rationale for prioritisation	Relevant keyworkers	IC Council Job Roles (for guidance only*)
Priority Group 1: Health and social care workers; and staff working in residential institutions and essential roles where service resilience is at risk.			
1A	1. Staff delivering NHS services. 2. Staff providing social care to protect and care for the most vulnerable. Currently routed through Health Boards	<ul style="list-style-type: none"> All NHS staff and independent contractors working for the NHS, including community pharmacy and emergency dental care. All social care and social work staff working with vulnerable people and the social care system, including care homes, care at home and children's services (including residential and secure care for children), and social care personal assistants (note key workers in these groups who are not employed through an organisation will access testing, where this can support a return to work, through the UK Government schemes) 	All IC HSCP staff will be referred for testing through the NHS/HSCP portals
1B	1. Staff with face-to-face roles in residential institutions with people in the care of the state. 2. Staff are working essential services with niche roles, where service resilience is at risk.	<ul style="list-style-type: none"> Operational staff in prisons All other carers working with looked after children not already included in 1A Staff working on critical national infrastructure (e.g. energy supply) with niche skills essential to maintain services safely 	

		<ul style="list-style-type: none"> Defence staff living in Scotland who fall within the MOD's very highest priority category for testing. 	
Priority Group 2: Essential workers in critical national infrastructure fundamental for safety and security, and life-line services.			
2A	Staff directly involved in maintaining public safety and security.	<ul style="list-style-type: none"> Police Scottish Fire and Rescue Service Local authorities staff working public safety, security or law and order 	<p>Environmental health</p> <p>Trading standards</p>
2B	Staff essential to the delivery of critical services to the public including supply chains.	<ul style="list-style-type: none"> Front-line Home Office Staff, including: a) those running immigration detention centres, b) Maritime Border Force, c) frontline immigration and customs officers Essential defence personnel Essential environmental protection Essential animal health and welfare Funeral industry Staff working for third sector organisations supporting people and children who are vulnerable, including grant aided schools 	<p>Registrars</p> <p>Crematorium and burial grounds employees</p> <p>Education staff, i.e. guidance, educational psychologists</p>
		<ul style="list-style-type: none"> Essential roles within food supply chain and food processing. Essential roles within medicines and pharmaceutical supply. Essential roles in chemicals supply chains 	Catering staff preparing/supplying food for vulnerable service users

		<ul style="list-style-type: none"> Essential roles in energy and water supply 	
Priority Group 3: Staff directly involved in delivering other essential services.			
3A	Staff delivering essential services.	<ul style="list-style-type: none"> Staff providing child care/education in schools for key workers Public transport workers Postal services Financial services Supermarket workers Construction and maintenance of essential public services Court and Crown Office staff Civil Servants, parliament staff and other critical decision makers in public sector working on the central response to covid-19 Journalists 	<ul style="list-style-type: none"> Staff working in childcare hubs Refuse collection Roads maintenance Legal staff working in the area of child protection Housing benefits/customer contact centre Staff manning shielding contact centre extended corporate management team (ECMT)/corporate management team (CMT)
Priority Group 4: Staff involved in volunteering, or in nationally or locally significant industry important to economic sustainability and growth			
4	Staff involved in volunteering to provide support to vulnerable people and communities; and staff involved in national or local industry important to economic sustainability and growth.		CVS Inverclyde staff and community learning and development (CLD)

*If you manage a team you feel should be included in the list please contact health and safety with details of the employee group and the reason for inclusion. As the lockdown eases additional key worker groups are likely to be added to this list.

Covid-19 testing – referral form

This form should be used by managers to refer the following groups for testing:

1. The symptomatic household contacts of well employees who are home-isolating because of that person's illness
2. Employees who have symptoms of Covid-19, but who may be well enough to return to work.

Individuals to be tested should have either, or both of:

- New persistent cough
- Fever $\geq 37.8^{\circ}\text{C}$

Testing in this situation is being used to help make decisions about who can return to work and support the provision of essential and key services. Referrals should therefore only be made for staff who can realistically return to work in the event of a negative test.

This is a test only service and does not involve a clinical assessment. Employees who have concerns about their health, or that of household members should refer to <https://www.nhsinform.scot/> or call NHS24 (111).

The test needs to be taken during the first 5 days after the start of the illness, individuals who have been unwell for longer than this should not be referred. If your staff member/their household contact meets these criteria, then please complete this form and submit to occupational.health@inverclyde.gov.uk.

In addition call health and safety to advise that a form has been submitted.

To complete this referral, you will need to have to hand the following information.

FORMS SUBMITTED WITH INCORRECT OR INCOMPLETE INFORMATION IN THESE ESSENTIAL FIELDS WILL BE RETURNED WITHOUT AN APPOINTMENT BEING MADE.

Group A:

Testing of symptomatic household contacts of well staff

- For staff member:
 - Name,
 - role,
 - Employee number
- For the household contact:
 - Date of birth
 - Date of symptom onset
 - Mobile phone number (or that of parent/guardian if <16 years)
 - Email address they can access whilst at home (or that of parent/guardian if <16 years)
 - Registration number of car in which they will attend for testing

PLEASE NOTE: If there are multiple symptomatic contacts within the household, please make a separate referral for each one.

Group B:

Testing of staff with symptoms of Covid-19

- name,
- role,
- employee number
- Date of birth
- Date of symptom onset
- Mobile phone number
- Email address they can access whilst at home
- Registration number of car in which they will attend for testing

Save form as: Test_Referral_Name_DD_MM_YY

- The form should be saved as above with the name of the person to be tested and their date of birth.
- Email form to: occupational.health@inverclyde.gov.uk

Testing Referral Form

Details of Manager making the referral	
Name	<input type="text" value="Name"/> <input type="text" value="Name"/>
Role	<input type="text" value="Role"/> <input type="text" value="Role"/>
Directorate	<input type="text" value="Directorate"/> <input type="text" value="Directorate"/>
Service	<input type="text" value="Service"/> <input type="text" value="Service"/>
Section/Team	<input type="text" value="Section/Team"/> <input type="text" value="Section/Team"/>
Priority	<input type="text" value="Priority"/> <input type="text" value="Priority"/>
Further relevant information	<input type="text" value="Details"/> <input type="text" value="Details"/>
Details of individual to be tested	
Name of individual to be tested	<input type="text" value="First Name"/> <input type="text" value="Last Name"/> <input type="text" value="Last Name"/>
Date of birth of individual to be tested	<input type="text" value="dd/mm/yyyy"/> <input type="text" value="dd/mm/yyyy"/>
Relationship to member of staff	<input type="text" value="Relationship"/> <input type="text" value="Relationship"/>
Date of onset of symptoms	<input type="text" value="Date"/>
Employee Number	<input type="text" value="Employee No"/> <input type="text" value="Employee No"/>
<i>The reliability of coronavirus testing declines after day 5 of symptoms. Referrals made for people who are post day 5 of symptoms will not be appointed for testing.</i>	
Mobile phone number for individual to be tested, or their parent/guardian	<input type="text" value="Mobile Number"/>
<i>Test results will be communicated by text message. For confidentiality reasons, testing results must be sent directly to the individual being tested, except where the person being tested is under 16 years of age. Please ensure the following field is completed with the mobile phone number of the person being tested, unless they are <16 years of age, in which case it should be completed with the mobile phone number of their parent/guardian bringing the patient to the clinic.</i>	
Email address for individual to be tested, or their parent/guardian	<input type="text" value="Email"/>
<i>Where referrals are appointed for testing, appointment details will be sent by email - please ensure this address is currently accessible to the account holder. For confidentiality reasons, appointments for household members being tested must be sent directly to them (rather than the member of staff), except where the person being tested is under 16 years of age. Please ensure this is completed with the email address of the person being tested, unless they are <16 years of age, in which case it should be completed with the email address of their parent/guardian. Please also only supply one email address.</i>	
Attending for testing	
Individuals being tested are asked to attend local testing sites by private car - not by public transport, taxi, or on foot. THIS INFORMATION IS REQUIRED FOR AN APPOINTMENT TO BE MADE. If the individual being tested does not have access to a private vehicle, please enter 'NO CAR' in this box, and a member of the testing team will follow-up with them.	
Registration number for the car in which the individual will arrive for testing	<input type="text" value="Registration"/> <input type="text" value="Registration"/>

Aubrey Fawcett

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Chief Executive

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Our Ref: AF/JMcL

Date: 11th May 2020

Jeane Freeman MSP
Cabinet Secretary for Health and Sport
T3.23
The Scottish Parliament
Edinburgh
EH99 1SP

Jeane.Freeman.msp@parliament.scot

Dear Ms Freeman,

Inverclyde Council has the highest proportion of Covid 19 deaths in the country with 13 deaths per 10,000 compared with a Scottish average of 5 per 10,000. It has been well established that testing plays a vital role in establishing who has the virus and helping to bring it under control.

Concerns have been raised about access to testing for essential and key workers and the wider community who are not covered under the NHS/Care worker testing programme. The drive through testing hub at Glasgow Airport is a welcome addition to opening up testing facilities to others however access to this will be problematic for those employees in both the Council, and the wider community of essential workers, who do not have convenient access to transport facilities to get there.

Inverclyde has been identified as the authority with the largest local share of deprived areas, with 45% of data zones among the 20% most deprived areas in Scotland. Access to private vehicles and engagement with home testing facilities are likely to be significant issues in enabling testing to be as effective as it could be. In addition there is no facility for general community testing to help identify hotspots in the spread of Covid 19.

The Council would like the following to be considered by the Scottish Government as potential tools to help Inverclyde fight this disease and to bring down the devastating death toll in this area.

- Where local testing units have available capacity this being opened up to local workers with transport issues to help prevent the longer journey to the Glasgow Airport testing unit.
- Increasing local testing capacity to additional sites within Inverclyde, either through deployment of mobile units or new sites created.
- Open out testing capacity to vulnerable groups and communities to help prevent and control community spread.

Effective testing programmes have been proven as a key factor in control of this disease, with countries with such programmes in place showing reduced levels of infection and lower death rates.



**Healthy
Working
Lives**



Establishment of such programmes in localised areas which have been disproportionately affected by this disease could prove to be an effective tool in bringing it under control and reducing the death rate for the area. This will be especially important as recovery programmes are put into place and lock down is eased.

Yours sincerely



Aubrey Fawcett
Chief Executive

Report To:	Policy & Resources Executive Sub-Committee	Date:	19 May 2020
Report By:	Corporate Director Education, Communities & Organisational Development	Report No:	PR/21/20/RB
Contact Officer:	Ruth Binks	Contact No:	01475 712748
Subject:	Home Schooling during COVID-19		

1.0 PURPOSE

- 1.1 The purpose of this report is to outline how schooling at home has been supported during school closure because of COVID-19; options to support children returning to school, including those due to undertake an education transition and start primary school in August 2020; and what measures are in place to best support equity of learning in relation to the known existing gap in educational attainment.

2.0 SUMMARY

- 2.1 At the Policy & Resources Executive Sub-Committee on Tuesday 5 May 2020, Councillor C McEleny submitted the following request:

“That the Sub-Committee notes that due to social isolation measures Inverclyde schools are currently closed and that there is no clarity on when it will be safe for schools to return, or whether or not a phased return may be put in place.

The Sub-Committee requests that officers bring a report to the Policy & Resources Executive Sub-Committee outlining how schooling at home has been supported; what options Inverclyde Council believes would be best to support children returning to school, including those due to undertake an education transition and start primary school in August 2020; and what measures are in place to best support equity of learning in relation to the known existing gap in educational attainment.”

- 2.2 It is impossible to sum in one paper the huge extent of the work that is taking place across schools and education services in Inverclyde. Staff in all of our educational establishments have been imaginative and solution focused to get the best for every child in Inverclyde and have been committed to overcoming any barriers. A flavour of the types of activity is attached in the appendix to this paper and will be presented at the meeting.
- 2.3 Schools have been keeping in contact with pupils at home through a variety of methods such as digital platforms and supplying home learning packs. Schools have surveyed families to find out what is working well and which approaches could be developed further.
- 2.4 Working groups have been set up to look at key aspects of transition back to school. As well as following any national guidance, schools will consider priority groups and a staged approach to returning pupils to school.
- 2.5 Guidance has been agreed with establishments about key transition points such as entry to primary school and to secondary school.
- 2.6 All schools are tracking remote learning and arrangements have been put in place to support

pupils without access to ICT equipment through the provision of computers. This has been delivered in partnership with the third sector and increased opportunities will be explored.

- 2.7 Whilst very good progress has been made in Inverclyde to close the poverty related attainment gaps, the curriculum in place during coming years will have to give opportunities to provide additional support to pupils who may have missed out on aspects of learning.

3.0 RECOMMENDATIONS

- 3.1 The Policy & Resources Executive Sub-Committee is asked to note the contents of this report.

4.0 BACKGROUND

- 4.1 At the Policy & Resources Executive Sub-Committee on Tuesday 5 May 2020, Councillor C McEleny submitted the following request:

“That the Sub-Committee notes that due to social isolation measures Inverclyde schools are currently closed and that there is no clarity on when it will be safe for schools to return, or whether or not a phased return may be put in place.

The Sub-Committee requests that officers bring a report to the Policy & Resources Executive Sub-Committee outlining how schooling at home has been supported; what options Inverclyde Council believes would be best to support children returning to school, including those due to undertake an education transition and start primary school in August 2020; and what measures are in place to best support equity of learning in relation to the known existing gap in educational attainment.”

- 4.2 Education in Inverclyde performs very well compared to national comparators. This is achieved by the commitment and dedication of all of our staff in Education establishments. This commitment and dedication has remained in place during the unprecedented context of COVID-19. It is impossible to sum in one paper the huge extent of the work that is taking place across schools and education services in Inverclyde. Staff in all of our educational establishments have been imaginative and solution focused to get the best for every child in Inverclyde and have been committed to overcoming any barriers. It is impossible to sum up the extent of this work and this paper can contain only a snapshot of the ongoing work taking place every day. A sample of the types of activity are shown in Appendix 1.

5.0 HOW IS SCHOOLING AT HOME BEING SUPPORTED?

- 5.1 Since the closure of schools in mid March staff have been providing a range of learning experiences to pupils remotely.
- 5.2 Across all primary schools hard copy learning packs were produced and sent home with pupils prior to closure. Since then these have been revised with families being offered a second and in some case third pack.
- 5.3 Over the last few weeks all schools have carried out some form of parent questionnaire to gather feedback from families about learning remotely. This has then been fed into the offer in place to further develop it. This has complemented the regular phone contact that schools have been having with families since closure.
- 5.4 All pupils and staff have access to GLOW accounts which includes software such as Microsoft Teams as a route to communicating with pupils and parents. This allows for live teaching experiences as well as the posting of work and a place for pupils to share completed work and receive feedback. Schools also have access to other apps that they might have chosen to use e.g. Show my homework in the secondary sector.
- 5.5 A digital learning group has reviewed options to provide support, training and resources to schools relating to the remote delivery of learning over time. This group has drawn for research from the Education Endowment Fund.
- 5.6 Currently the Attainment Challenge team are developing resources made up of recorded lesson content and other videos to support the teaching and modelling process. Low tech solutions are also relevant and equally impactful and should not be underestimated e.g. the use of textbooks.

- 5.7 Underpinning all of this are the challenges we are facing in ensuring digital resource equity in pupils' homes. Schools have been tracking the engagement of pupils in the remote learning offer and this has allowed them to target support and advice as well as identifying which pupils do not have IT access. This can be either not having a device or limited data / Wi-Fi access or both. Even when families have devices and Wi-Fi access they report challenges in managing this resource around the number of children and adults in the house who require access. Schools are sensitive to this and are trying to ensure their offer does not exacerbate the challenges. Responding to feedback from parents, some schools are creating further paper based resource packs that can be collected from outside the school or stationery that can be collected from local shops. Activity packs have also been delivered with food bags if a family has needed extra support.
- 5.8 So far schools have been able to ensure all Looked After pupils have what they need via the Looked After Attainment fund. The Council has also worked with Belville Gardens to access reconditioned laptops and dongles and has been able to support approx. 50 pupils across the Senior Phase. This is now being progressed across P7 – S3. Headteachers have also been able to support the purchase of IT equipment with funding from Barnardo's.

6.0 WHAT ARE THE OPTIONS TO SUPPORT CHILDREN TO RETURN TO SCHOOL?

- 6.1 Any return to school will be based on national guidance. Every stage of a recovery strategy needs to be tried and tested before moving to the next. The complexity of the process cannot be underestimated when social distancing guidance and potential staff absence levels are factored in.
- 6.2 Currently several working groups are planning for a return to school as part of Inverclyde's recovery strategy. This includes early years, primary and secondary groups, a group focusing on vulnerable / ASN pupils and a group focusing on our digital learning strategy alongside digital equity. This sits alongside representation on ADES workstream groups as well as contact between the Directors within the West partnership.
- 6.3 Currently each group is planning for an incremental staged process which will begin with the initial return of targeted pupils. In the future this will move to part time education for all pupils and eventually, once restrictions are lifted, a return to full time education. The working groups above are carrying out modelling tasks to look at the practicalities related to the options in order to support planning. This includes working across the service to consider the implications for cleaning, catering and transport.
- 6.4 Throughout this a remote learning offer is in place as outlined above and will need to continue until we see a full return to school. Interestingly there are aspects of the current remote learning offer that we feel should be sustained on a return to full time as a way of better meeting the needs of all learners whilst supplementing approaches to learning and teaching.
- 6.5 We are currently exploring the options to provide further support with IT hardware and Wi-Fi access e.g. use of funding from the Attainment Challenge alongside funds that Belville Gardens are writing grants for.

7.0 WHAT ARE THE ARRANGEMENTS IN PLACE FOR TRANSITIONS?

- 7.1 A full guidance document for schools has been drafted and shared with all Heads of Establishments. It builds on the existing good practice already in place across Inverclyde, draws on the expertise from the Inverclyde Communication Outreach Service (ICOS) and takes cognisance of national best practice. In Inverclyde, we are treating the transition period as the first and fundamental part of our recovery curriculum. Within this we are advocating that the 6 principles of nurture are being adhered to in our planning.
- 7.2 Much of what already happens in schools at this time of year can be delivered remotely and indeed much practice is already virtual in some way.

- 7.3 We have agreed a universal offer from all establishments to all pupils and their families. This includes:
- A virtual video tour of the school for all pupils and specific year groups e.g. P1 (these can be updated once the arrangements for the return to school are clearer e.g. filming what social distancing routines will look like)
 - Creating interactive 360 maps of school buildings
 - Running induction meetings for parents as webinars
 - Providing hard copies of school / induction handbooks
 - Providing pupils with transition booklets for their class e.g. photos of staff, classrooms etc.
- 7.4 For those pupils who have ASN and had already started an enhanced transition supported by the ICOS team, we have been able to continue with these virtually via Microsoft teams on Glow. This includes virtual team around the child meetings which also involve parents.
- 7.5 If we are able to achieve a partial return to school prior to the summer holidays, even for targeted group of pupils, then those pupils going through transitions such as nursery to P1 and P7 to S1 pupils will be a priority group.

8.0 WHAT MEASURES ARE IN PLACE TO BEST SUPPORT EQUITY OF LEARNING IN RELATION TO THE KNOWN EXISTING GAP IN EDUCATIONAL ATTAINMENT?

- 8.1 Childcare hubs were initially available to children of key workers. Over time an increasing number of targeted children are attending the hubs.
- 8.2 All schools are tracking pupil engagement in remote learning. This has allowed schools to ensure that pupils who don't have adequate access to devices and Wi-Fi are being supported.
- 8.3 Once pupils are able to return to school, prioritisation will be given to those pupils for whom the gap was greatest at the point of course. Head teachers are currently reviewing their school's PEF strategy to consider how this might better support the learning of pupils in the current context.
- 8.4 The recovery curriculum of all schools will prioritise a focus on the health and well-being of all pupils alongside their safety in the school environment. A focus on the core curriculum will also be a key focus and Head teachers in the working groups are confident that they will be able to quickly assess where pupils are in their learning on their return.
- 8.5 It is clear that alongside the core teaching in school on a part time basis and the remote learning offer, some pupils will require additional teaching support to close gaps. This is not unlike the current approach. Schools will be able to deliver this additional support by allowing additional opportunities to access support or by exploring remote learning offers e.g. 1:1 input via Microsoft teams.

9.0 IMPLICATIONS

9.1 Finance

There will be extra costs in delivering this model of delivery but to date these are not quantified. Costs will include extra kit, internet access and support. Education and ICT are working on these and updates will be provided in due course. The Scottish Government has announced flexibility in the use of PEF and Attainment Funding which may help mitigate some of these costs.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

9.2 **Legal**

N/A.

9.3 **Human Resources**

N/A.

9.4 **Equalities**

Equalities

(a) Has an Equality Impact Assessment been carried out?

<input type="checkbox"/>	YES
<input checked="" type="checkbox"/>	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

(b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

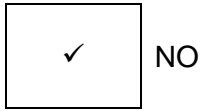
Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

<input type="checkbox"/>	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
<input checked="" type="checkbox"/>	NO

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

<input type="checkbox"/>	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
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9.5 Repopulation

N/A.

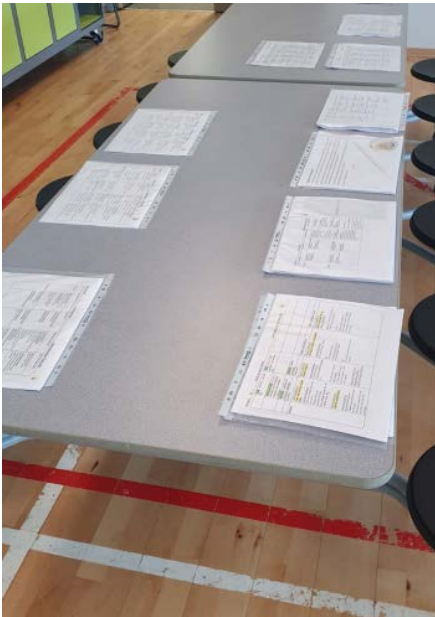
10.0 CONSULTATIONS

10.1 The C.M.T. endorses this report.

11.0 BACKGROUND PAPERS


11.1 None.

Learning has not stopped in Inverclyde



We have been working away to get the best for all of our young people

Home Learning Pack
Primary 1
Term 4



Play, Learn
and
Grow...
Together!

Week Beginning 27.4.20

The illustration shows three children: a boy on the left wearing a blue cap and holding a book, a girl in the middle performing a handstand, and a girl on the right holding a pencil. The text 'Play, Learn and Grow... Together!' is written in a playful, colorful font. The entire graphic is enclosed in a red and green border.

Starting with the very youngest....

Today's Challenge is..... **Rhyming Fun**

One of our favourite stories is A Squash and a Squeeze.

Listen to the story by scanning the code or typing in the link

Play the Rhyming Game

Collect a range of 2 things that sound same and then pick one and ask your child to find the thing that rhymes. Start with just two items choose from then add more as they get better so your child has to choose from 2 items, 3 items etc



RHYMING GAME

Scan the code to access the site or type in shorturl.at/syz46



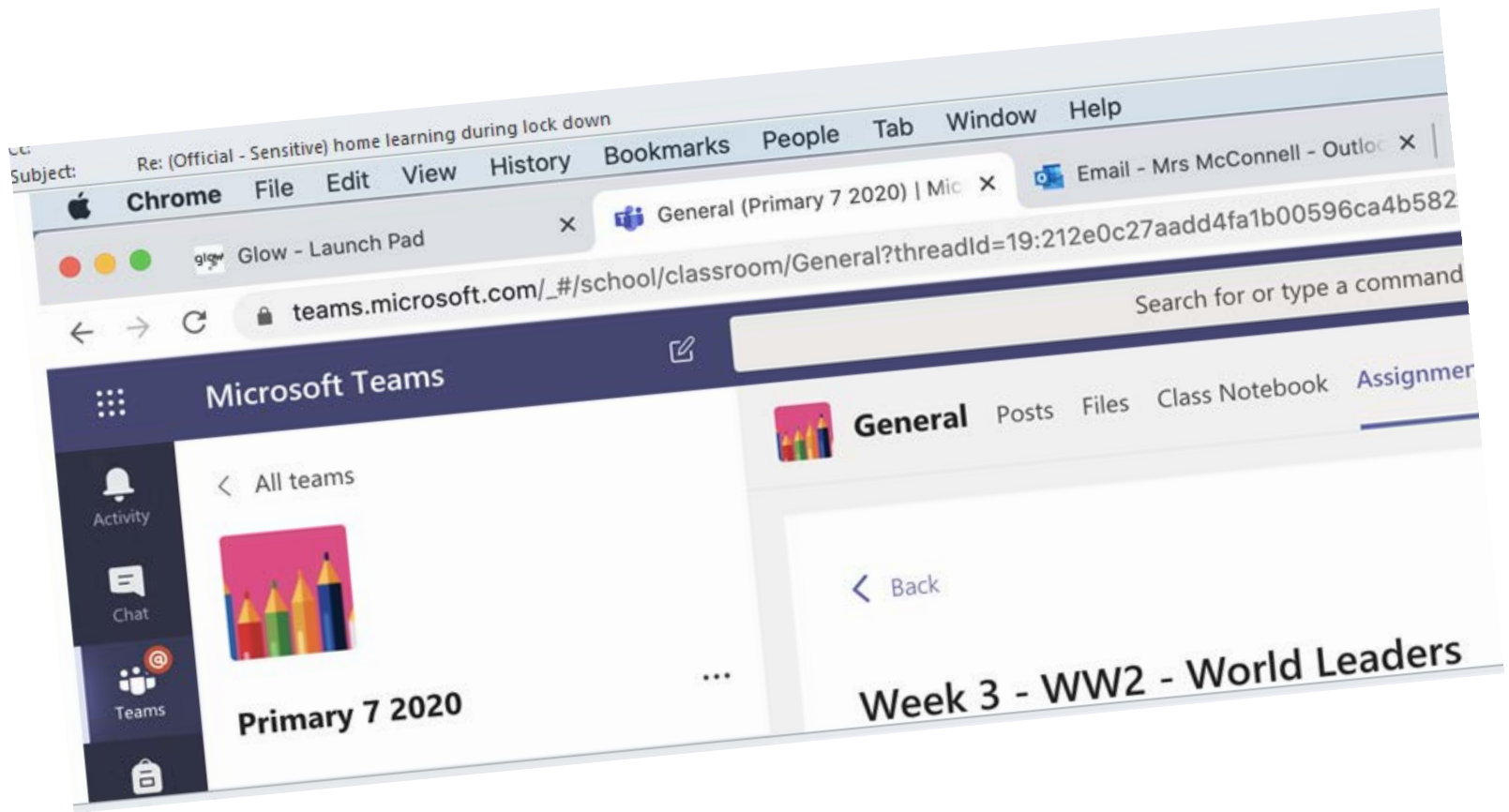
..we have reached out to the children
in as many different ways as we can



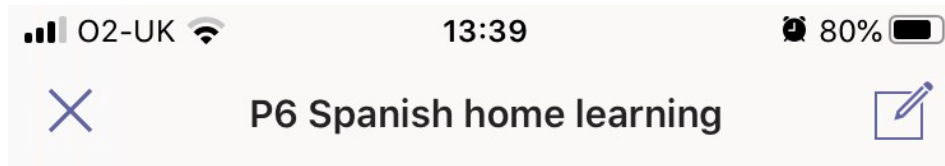
....different ways of teaching the alphabet.



We are certainly Teams players now!



We have learned in different languages



Home Learning Spanish - El Español en casa.



P 6 Lesson 1 Not sure how to say the words?

Some useful tips below.

1. Listen to the songs on the links below to hear the correct pronunciation.



Home learning packs have been available....

St Michael's Primary @SM... · 28 Apr ▾

We had a busy, but safe, afternoon as parents came to collect home learning packs. It was lovely to see all your happy, smiling faces. Looking forward to seeing more of you tomorrow. We have plenty of great books that you can also take home ❤️🇬🇧🌈



...you can pick up milk and a jotter at your local store

Supplies of jotters deposited in 8 local stores around the catchment area. Some needed refilled after a few hours!



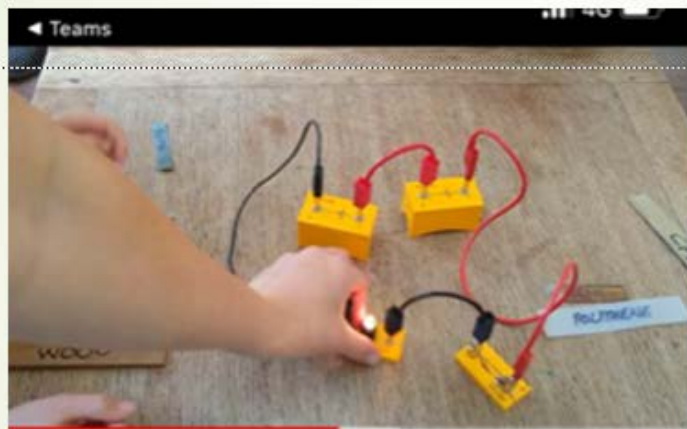
Delighted that so many of you have taken the opportunity to pick up school jotters from your local shop over the last week. Thanks to the eight stores around our catchment for agreeing to store the jotters & for the phone calls when the stock needs replenished! 🥰 😊



Add another Tweet



Our teachers have become TV stars



Metals and Non-metals - The Periodic Table
50 views · 1 week ago · GO

3 0 Share Download Save

Mrs Currie



Mrs Maxwell
@MrsMaxwell8

I'm obviously missing you all far too much! I have set up a YouTube channel to share videos with you all please subscribe if you're in my classes 👍 Mrs Maxwell [youtube.com/channel/UCH1cn...](https://www.youtube.com/channel/UCH1cn...) via @YouTube @_stcolumba



Mrs Maxwell
[youtube.com](https://www.youtube.com)

11:42 · 24/04/2020 · [Twitter for iPhone](#)

2 Retweets 10 Likes

...and we have even kept hymn
practice going

St Patrick's PS

Dear parents, pupils and staff,

Please find below link to this week's hymn practice. There are two parts, please watch in order. Everyone is welcome to join in and sing along.

Best Regards,

Mrs Ogilby

Always encouraging!



Port Glasgow High School



Saturday at 09:36 · 🌐

Wow! Even in a week with two holiday days we have LOADS of home learning stars nominated by departments this week. Well done, everyone!

PORT GLASGOW HIGH SCHOOL
SUCCESS FOR ALL

HOME LEARNING STARS: WB 05/05/20

MUSIC STARS:

- S1: EMILY H
- S2: THOMAS W
LOUISE M
- S3: MATTHEW R
- S4: HARRY G
- S5: SASHA M

PORT GLASGOW HIGH SCHOOL
SUCCESS FOR ALL

HOME LEARNING STARS: WB 05/05/20

LANGUAGES STARS: S1: CHLOE G KEIRA S LEO
S2: CAITLYN G EMMAC EM
S3: LEIGHA MC AMY H
S4: STUART MC SAMANTHA
S6: LEWIS MC SOPHIE MC

PORT GLASGOW HIGH SCHOOL
SUCCESS FOR ALL

HOME LEARNING STARS: WB 05/05/20

TUTORIAL STAR: S2: SARAH MC
COMMUNITY WORK STAR:
Sewing for the NHS
S2: EMILY W

PORT GLASGOW HIGH SCHOOL
SUCCESS FOR ALL

HOME LEARNING STARS: WB 05/05/20

STARS: S1: CORINOR B LAYTON
CHLOE G CALLUM
S2: +10 JORJA M
KARAS
S3: CAMERON B
LEAH H
KATIE MC
NATHAN MC

👍❤️ 37 13 comments 4 shares

Giving live feedback

The screenshot shows a Microsoft Forms interface for a quiz titled "S2 Spanish Spring Term Revision - saved". The quiz is displayed in a "Responses" view, showing two questions and their results. The first question asks for the best description of a Spanish town, and the second asks for two descriptions of a polluted city. A video feed of a woman is visible in the bottom right corner of the screen.

Forms S2 Spanish Spring Term Revision - saved

Preview Theme Share

Questions Responses 24

2. Which sentence best describes this pretty Spanish town? (1 point)
96% of respondents (23 of 24) answered this question correctly.
[More Details](#)

Es un pueblo abundante.	1
Es un pueblo bonito.	23 ✓
Es un pueblo sucio.	0
Es un pueblo divertido.	0

3. Which two sentences best describe this polluted city? (2 points)
46% of respondents (11 of 24) answered this question correctly.
[More Details](#)

Es una ciudad bonita y limpia.	0
Es una ciudad bonita y abundante.	0

RECORDED WITH SCREENCAST MONITOR

Our childcare hubs have attracted national interest

010



Moorfoot childcare hub
featured on BBC radio and TV
news

We have kept in touch through email,
phone calls and through the childcare
hubs

Feedback from the families has been extremely
positive

*“We really appreciated the phone
call and a chance to talk to the new
head teacher”*

*“The teacher reassured us that we
were doing ok and not to stress
out”*

Everybody has played their part...but we have missed those smiling faces...



...and we are now busy planning to welcome everyone back to schools when it's safe to do so.



Report To:	Policy & Resources Executive Sub-Committee	Date:	19 May 2020
Report By:	Corporate Director Environment, Regeneration and Resources	Report No:	PR/20/20/MM
Contact Officer:	Martin McNab Head of Environmental and Public Protection	Contact No:	01475 714246
Subject:	Tender for a Delivery Partner for 2020/2021 Energy Efficiency Scotland: Area Based Schemes		

1.0 PURPOSE

- 1.1 The purpose of this report is to seek the Sub-Committee's approval to grant delegated authority to the Head of Legal and Property Services to accept a tender for a Delivery Partner for the 2020/21 Energy Efficiency Scotland, Area Based Schemes (ABS) Programme as per Contract Standing Order 17.3 (ii).

2.0 SUMMARY

- 2.1 The current Contract for the Delivery Partner for the 2018/2019 HEEPS: ABS Programme is now in the optional extension period and will this will expire on 30 June 2020. Additional special conditions of contract will be introduced to extend the contract on a month to month basis to address the Delivery Partner's responsibilities while managing the contact on behalf of the council during the COVID-19 emergency.
- 2.2 The tender for the 2020/2021 ABS (previously HEEPS ABS) Programme Delivery Partner is currently being prepared for advertising mid May 2020.
- 2.3 The Scottish Government has awarded £1,255,975 funding for the 2020/2021 ABS programme 1st April 2020. The tender will be advertised as a Works Contract. Contract Standing Order 17.3 (ii) stipulates that the Committee must approve acceptance of tenders that exceed £500,000.

- 2.4 The current anticipated date of the award of contract is estimated by 1st August. Owing to the current suspension of the normal committee cycle it is requested that the Policy & Resources Executive Sub-Committee approves that the Head of Legal and Property Services accepts the tender on behalf of the Council.

3.0 RECOMMENDATIONS

- 3.1 That the Sub-Committee grants authority to the Head of Legal and Property Services to accept the most economically advantageous tender for a Delivery Partner for the 2020/2021 Energy Efficient Scotland Area Based Scheme Programme and, also, subject to further funding from the Scottish Government, to accept an optional year extension to the contract for 2021/2022, notwithstanding the terms and in variation of paragraph 17.3 (ii) of the Standing Orders relating to Contracts.

Martin McNab
Head of Environmental and Public Protection

4.0 BACKGROUND

- 4.1 Local Councils, COSLA and the Scottish Government are working hard to deal with fuel poverty, and to reduce greenhouse gas emissions in order to tackle the threat of climate change. As part of a range of programmes aimed at achieving these objectives, the Scottish Government has developed and funded Energy Efficient Scotland: Area Based Scheme (ABS).
- 4.2 Scottish Ministers have approved the following key objectives for the area-based schemes – reduce fuel poverty; reduce carbon emissions; lever Energy Company Obligation (ECO) funding and support the local economy and sustainable local economic development.
- 4.3 The Scottish Government’s two aims for the design of the schemes are to achieve the maximum impact across Scotland in terms of meeting ABS objectives, and within this to make it as fair, speedy and straightforward as it can be.
- 4.4 To achieve the above aims Local Authorities, in line with their Local Housing Strategy, should develop collaborative area based schemes which target the most fuel poor areas beginning with those in most need of assistance. The ABS programme should deliver annual fuel savings, reduce annual CO2 emissions and leverage utility company funding where possible.
- 4.5 From 2013 to date a total of £10,249,519 ABS funding has been awarded to Inverclyde from the Scottish Government, this includes £1,735,243 additional funding awarded due to timeous completion of programmes and ability to achieve spend.

During this time the Council has worked successfully on the following collaborative area based programmes, providing External Wall insulation to over 2,000 properties in Inverclyde:

River Clyde Homes - Roxburgh/Wellington Street, Greenock, John Street, Greenock, Broomhill, Greenock, Bardrainey/Park Farm, Port Glasgow and currently Cowdenknowes, Greenock.

Link Housing Association – Balfour Street, Port Glasgow and Bardrainey, Port Glasgow.

Larkfield Housing Association – Larkfield, Greenock.

Oak Tree Housing – Bow Road, Greenock and Overton, Greenock.

5.0 PROPOSALS

- 5.1 The tender for the Delivery Partner for the ABS 2020/2021 Programme will be advertised mid May 2020.
- 5.2 It is proposed that, to proceed to award the Contract with an anticipated date of 1st August 2020, delegated authority for this is granted to the Head of Legal and Property Services.

6.0 IMPLICATIONS

- 6.1 Financial:

Effective, full and timely use of Scottish Government Funding is likely to be impacted if the Contract Award is delayed. External grant funding. The funding is being treated as one-off costs for the purposes of this report but the contract will be extended to 2021/22 if further funding becomes available.

One off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
02497 (HEEPS)	Income	2020/21	(1,256)		Scottish Government grant funding.

02497 (HEEPS)	PTOB	2020/21	1,256		Expenditure to delivery partner relating to ABS Programme.
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Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

6.2 Human Resources: There are no HR implications related to this proposal

6.3 Legal: There are no Legal implications related to this proposal

6.4 Equalities

(a) Has an Equality Impact Assessment been carried out?

Yes See attached appendix

No This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

(b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.

NO

(c)

Data Protection

Has a Data Protection Impact Assessment been carried out?

YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.

NO

6.5 Repopulation: The opportunity to access this funding will assist with achieving a key outcome of the Local Housing Strategy to tackle fuel poverty.

7.0 CONSULTATIONS

7.1 None

8.0 BACKGROUND PAPERS

8.1 None

Report To: Policy & Resources Executive Sub-Committee **Date:** 19 May 2020

Report By: Corporate Director Environment, Regeneration & Resources **Report No:** LP/054/20

Contact Officer: Emma Peacock **Contact No:** 01475 712115

Subject: Contract Awards – 1 October 2019 to 31 March 2020

1.0 PURPOSE

1.1 The purpose of this report is to advise the Sub-Committee of contracts awarded for the supply of goods or materials, provision of services and execution of works during the period 1 October 2019 to 31 March 2020.

2.0 SUMMARY

2.1 The Policy & Resources Committee at the meeting held on 20 May 2014 agreed that six monthly reports on contract awards be submitted to the Committee by the Head of Legal & Property Services (min ref 2014 para 371(2)).

2.2 Appendix 1 provides details of contracts awarded for the period 1 October 2019 to 31 March 2020.

2.3 Appendix 1 has been updated to include details of the size of the supplier who has been awarded the contract.

2.4 Appendix 2 includes, for the period 1 October 2019 to 31 March 2020, the outcome of any blacklisting protocol applications.

3.0 RECOMMENDATION

3.1 That the Sub-Committee notes the contracts awarded by the Council during the period 1 October 2019 to 31 March 2020.

Gerard Malone
Head of Legal & Property Services

4.0 BACKGROUND

4.1 The Policy & Resources Committee of 20 May 2014 agreed that six monthly reports on contract awards be submitted to the Committee by the Head of Legal & Property Services (min ref 2014 para 371(2)).

4.2 Appendix 1 provides details of those contracts not otherwise reported to the relevant committee awarded during the period 1 October 2019 to 31 March 2020 for:

- the supply of goods or materials where the estimated price of the contract exceeds £25,000 and within the £500,000 limit
- the provision of services where the estimated price of the contract exceeds £25,000 and within the £500,000 limit
- the execution of works where the estimated price of the contract exceeds £100,000 and within the £500,000 limit
- collaborative purchasing contracts secured through collaborative purchasing (in terms of Contract Standing Order Clause 6.6) where the estimated price of the contract exceeds £25,000 for the supply of goods/materials/services and exceeds £100,000 for the execution of works

in accordance with the thresholds set out in Contract Standing Order 6.1 and the £500,000 limit set out in Contract Standing Order 17.3(i).

4.3 Appendix 2 provides the outcome of any blacklisting protocol applications during the period 1 October 2019 to 31 March 2020, as requested by the Committee at its meeting on 17 May 2016.

5.0 IMPLICATIONS

Finance

5.1 There are no direct financial implications arising as a result of this report however the financial implications in respect of each of the contract awards detailed in Appendix 1 are reported to the appropriate service committee as necessary.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

Legal

5.2 There are no legal implications arising as a result of this report. Any legal implications in respect of each of the contract awards will be reported to the relevant service Committee.

Human Resources

5.3 There are no direct human resources implications arising as a result of this report.

Equalities

5.4 There are no direct equalities implications arising as a result of this report. In accordance with Contract Standing Order 31, however, no contract is awarded without the relevant Head of Service having obtained from the tenderer confirmation in writing that, to the best of the tenderer's knowledge and belief, the tenderer has complied with all statutory requirements relating to equal opportunities in employment and is not unlawfully discriminating within the meaning and scope of the Equality Act 2010 and has obtained satisfactory information from the tenderer in relation to their statutory obligations under the Equality Act 2010.

Equalities

Has an Equality Impact Assessment been carried out?

	YES
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO

Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO

Repopulation

5.5 While there are no direct repopulation implications arising as a result of this report many of the contracts awarded will enhance the area or facilities provided and operated by the Council which may help to stabilise and grow the population of Inverclyde.

6.0 CONSULTATIONS

6.1 The Corporate Procurement Manager was consulted during the preparation of this report.

7.0 LIST OF BACKGROUND PAPERS

7.1 None.

DATE OF AWARD	TITLE	NAME OF SUCCESSFUL TENDERER	LOCATION OF SUCCESSFUL TENDERER	CONTRACT AMOUNT	SME YES/NO	PROCUREMENT STRATEGY AIMS MET - YES/NO	CONTRACT LOTTED YES/NO
29-Oct-19	PRO0790 Measured Term Contract for Maintenance and Minor Work, Fencing, Balustrades & Blacksmiths	Lot 1 - City Gate Construction (Scotland)Ltd; Lot 2- Right Designs (Blacksmith Fencing and Maintenance) Ltd; Lot 3 - Inverweld	Lot 1- Paisley; Lot 2- Stirling; Lot 3 - Port Glasgow	All Lots - Schedule of Rates	Yes	Yes	Yes
08-Nov-19	HSCP Direct Award - Provision of a Consultation and Facilitation Service	The Advisory Group (TAG)	Glasgow	34,520.16	Yes	Yes	No
20-Nov-19	CP0353/ODPC Management of Inverclyde Council's Citizens' Panel and Associated Research	Lowland Market Research	Glasgow	Schedule of Rates	Yes	Yes	No
03-Dec-19	PRO0785 Mini-Competition under Lot 5 of the Scotland Excel Framework 0216 Education and Office Furniture Full Educational Furniture Kit Out for St Marys & Gourrock Primary School	Langstane Press Limited	Livingston	64,047.90	Yes	Yes	No
05-Dec-19	PRO0796 Caladh House Care Home, John Street, Gourrock, Upgrading of Mechanical Services	James Frew Limited	Stevenston	166,205.02	Yes	Yes	No
13-Dec-19	PRO0787 Mini-Competition under Scotland Excel Framework 0618 – Audio Visual Supply, Delivery & Installation of LED Touchscreens, Stands and Commercial Televisions	AVM Impact Ltd	Perth	65,040	Yes	Yes	No
18-Dec-19	ENV0342 Scotland Excel Dynamic Purchasing System 27-17 Treatment and Disposal of Recyclable and Residual Waste Mini Competition under Lot 17 Treatment & Disposal of Street Sweepings and Gully Waste	Barr Environmental Limited	Cumnock	Schedule of Rates	No	Yes	No
24-Dec-19	ENV0341 RAMP Lighting Column Replacement 19/20	Lightways (Contractors) Limited	Larbert	464,781.21	Yes	Yes	No
09-Jan-20	CP0358/HS Provision of an Occupational Health Service	All Lots - Inverclyde Physiotherapy Ltd	Greenock	Schedule of Rates	Yes	Yes	Yes
20-Jan-20	ENV0378 Bouverie Burn Flood Prevention Scheme Phase 1	WI & A Gilbert Limited	Dalry	158,718.00	Yes	Yes	No
22-Jan-20	ENV0369 Cycle Track Works	Hillhouse Quarry Group Limited t/a Mac Asphalt	Paisley	100,882.60	No	Yes	No
23-Jan-20	PRO0807 Youth Connections – External Upgrade Works	Alex McKay Construction Limited	Port Glasgow	128,244.15	Yes	Yes	No
05-Feb-20	PRO0818 Measured Term Contract for Maintenance and Minor Works Drain Cleaning and Drainage Repairs 2019/21	C Hanlon Ltd	Glasgow	Schedule of Rates	Yes	Yes	No
06-Feb-20	CP0354/PLA Supply & Delivery of Biomass Wood Fuel Pellets	Land Energy Girvan Limited	Girvan	Schedule of Rates	Yes	Yes	No

10-Mar-20	Direct Award - Localities Engagement Support Services	NHS Highland - Argyll and Bute HSCP	Lochgilphead	31,000.00	No	Yes	No
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Report To:	Policy and Resources Executive Sub-Committee	Date:	19 May 2020
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	PR/18/20/SA
Contact Officer:	Scott Allan	Contact No:	01475 712762
Subject:	Proposed Temporary Lay-up of Cruise Ships - Peel Ports Update		

1.0 PURPOSE

- 1.1 The purpose of this report is to update Council on the proposal by Peel Ports to accommodate cruise ships in the Clyde for lay-up.

2.0 SUMMARY

- 2.1 A report was submitted to the last meeting of this Committee concerning proposals by Peel Ports to accommodate cruise ships in the Clyde for lay-up purposes. The cruise ship industry has been badly affected by the current travel restrictions imposed worldwide. Most operators are laying up ships in safe anchorages often with significant number of crew aboard, until travel restrictions are lifted. Peel Ports had advised the Council of a potential proposal for vessels to be laid up in the Clyde.
- 2.2. It was agreed that due to pressures on the health service at this time, the Council oppose the laying up of cruise ships at this time. It was agreed that a letter be sent to the Chief Executive of Peel Ports advising of the Councils decision. A copy of this is attached. A reply had not been received at the time this report was written. An update can be given verbally if a reply is received before the meeting. Officers continue to liaise with Peel Ports however at a local level.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that Members note the content of this report.

4.0 Background

- 4.1 A report was submitted to the last meeting of this Committee concerning proposals by Peel Ports to accommodate cruise ships in the Clyde for lay-up purposes. The cruise ship industry has been badly affected by the current travel restrictions imposed worldwide. Most operators are laying up ships in safe anchorages often with significant number of crew aboard, until travel restrictions are lifted.
- 4.2 Worldwide, the situation on Covid response is difficult to predict and cruise ship operators are not able to plan definitively for a return to normal operations. In consequence, ships are laid up with significant numbers of crew aboard whereby the ship can be made fully operational at short notice.
- 4.3 At this Committee on 05 May 2020, Members agreed to oppose the use of the Clyde with Greenock as the servicing port, at this time. This position reflected the significant impact Covid has had in this area and the implications for the health service. Glasgow & Clyde Health Board, are not supportive of cruise ships berthing in the Clyde at this time. Key concerns are around the resource implications of managing a Covid outbreak on board a ship combined with

the implications of crews being disembarked and repatriated.

- 4.4 It was recognised that the Council has no powers to prevent the lay-up of cruise ships in the Clyde. This is a matter for Peel Ports as Harbour Authority. The advice from Scottish Government officials is that Scottish and UK Ports remain open and that cruise ships, in the circumstances described, potentially could be managed in a similar manner to the 4 vessels anchored in the Firth of Forth. There are powers conferred on the Secretary of State in the circumstances of the COVID-19 emergency to direct port operators to suspend such relevant port operations as necessary to maintain border security and these are matters for the Scottish Government and UK Government to deal with or clarify.
- 4.5 This Committee agreed that a letter be sent to Peel Ports Chief Executive setting out the Council's position. A copy is attached to this report for information.
- 4.6 There has been no further feedback in response to this letter at this time. If a cruise ship was allowed to be berthed in the Clyde, the Council in partnership with Greater Glasgow & Clyde Health Board, as Public Health Authority, would ensure that appropriate health and safety measures are in place with regard to servicing of vessels, embarkation and disembarkation. Measures would be appropriate to protect both the crew on the ship as well as the local population.
- 4.7 The situation however may now be influenced by the recent statement from central government concerning a 14 day quarantine for all people entering the UK from non-exempt countries. Initially this statement was in respect of air travel but appeared to be extended to all 'points of entry' during the Prime Minister question time in Parliament. Clearly officers will need to review guidance on this when it is issued and thereafter provide advice in respect of the port in Greenock.
- 4.8 It remains the case that until the risk from Covid has substantially subsided, the best protection is for cruise ships not to come at this time. We consider there are alternatives for cruise ships where the Port infrastructure and access to health services have more resilience than this area at this time.

Scott Allan
Corporate Director
Environment, Regeneration and Resources

Aubrey Fawcett
BSc(Hons), DAAS, DipTP, RIBA, ARIAS, MRTPI
Chief Executive
Municipal Buildings
Clyde Square
Greenock
PA15 1LY
Tel: 01475 712701
Chief.executive@inverclyde.gov.uk

Our Ref: AF/JM

Date: 06 May 2020

Mark Whitworth
Chief Executive Officer
Peel Ports Group
Maritime Centre
Port of Liverpool
L21 1LA

Dear Mark

Proposal to lay up cruise ships in the Clyde

Andrew Hemphill has very helpfully shared with us the proposal to bid for cruise ship lay ups in the Clyde serviced through the Port of Greenock. As a Council we have concerns over this, our health services have been severely stretched due to Covid. You may have seen the news that at present Inverclyde has significantly more Covid cases than any other part of Scotland.

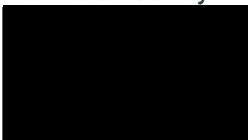
The issue was discussed in private yesterday at our Policy and Resources Executive Sub Committee. The Committee has asked that I write to you to express the formal position of the Council.

At this time Inverclyde Council cannot support a proposal to lay up cruise ships in the Clyde. During this time of pandemic it wouldn't be appropriate to put a significant number of people into one location which has the potential to put strain on our public health services.

We continue to support cruise operations and we want people to visit Inverclyde and Scotland to experience our wide culture, outstanding scenery and world class attractions. Hopefully that time will come soon but at the moment we are in an unprecedented situation and we need to protect our public health services.

Scott Allan, Corporate Director of Environment, Regeneration and Resources would be happy to discuss any issues with you.

Yours sincerely



Aubrey Fawcett
Chief Executive