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<b>Report To:</b>	<b>Policy &amp; Resources Executive Sub-Committee</b>	<b>Date:</b>	<b>2 June 2020</b>
<b>Report By:</b>	<b>Chief Executive</b>	<b>Report No:</b>	<b>LP/063/20</b>
<b>Contact Officer:</b>	<b>Aubrey Fawcett</b>	<b>Contact No:</b>	<b>01475 712701</b>
<b>Subject:</b>	<b>COVID-19 (Coronavirus): Scrutiny Report</b>		

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## 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 27 May 2020.
- 2.4 Reports in this format with relevant updates are being made to each meeting of the Executive Sub-Committee.

## 3.0 RECOMMENDATIONS

That the Sub-Committee:

- 3.1 notes the actions taken to date to mitigate the effects of the COVID-19 emergency in Inverclyde;
- 3.2 notes that further reports will be submitted regularly for Members' scrutiny and review
- 3.3 approves the extension of the amended Long Term Empty Council Tax Policy for a further period to 31 August;
- 3.4 approves the allocation of £100,000 for necessary property costs to prepare for the phased return to work of employees and the sums expended for this to be comprised within the Council's accounting for COVID-19 related costs; and
- 3.5 approves the time limits on street and in car parks, and charges in car parks to remain suspended until the 30 June 2020, at which point these will again be reviewed.

**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 **Personal Protective Equipment:** 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.

The HSCP in line with National guidance has established a PPE Supply Hub 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. This allows services to maintain their support to service users whilst protecting care staff and services users as per Public Health Scotland infection control advice.

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.

Through an online national stock control system the HSCP receives a weekly top up delivery of PPE based on the previous week's usage.

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.

- 5.6 **Covid Assessment Centre**: The Inverclyde HSCP COVID19 Assessment centre opened on Monday 30<sup>th</sup> 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 2<sup>nd</sup> centre to open after GGC Barr Street HUB.

Inverclyde CAC 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.

On site Pharmacy allows patients to be assessed and receive prescription treatment packages for continued home isolation.

All Greater Glasgow & Clyde CACs are being reviewed for continued operational continuation during the predicted reduction in community transmission.

### **Education and Communities**

- 5.7 **Engaging with Stakeholders and Schools Re-opening Programme**: On 21 May 2020 the Scottish Government and Local Government, with support from key partners across the education system jointly developed a strategic framework for the phased reopening of schools. This is considered in a separate report to this committee. A meeting with the chairs of parent councils was held on the 28 May 2020 and a meeting with the Youth Council members was also held on 28 May 2020. The agenda for both meetings was to consult on potential recovery plans. The parent representative from the Education Committee has been invited to join the Education recovery group and will attend the next meeting on 4<sup>th</sup> June.

- 5.8 **Childcare hubs**: Attendance at the childcare hubs continues to increase and attendance is attached as **Appendix 2**. A hub for secondary aged young people based at the I-Youth Zone in Port Glasgow and staffed by CLD youth workers is now open. The hub can cater for 8 young people.

### **Environment, Regeneration and Resources**

- 5.9 **Financial Implications**: A report elsewhere on the agenda provides an update in respect on the extra costs being incurred by the Council, how the Council is utilising specific extra funding from the Scottish Government and provides an update on payment to suppliers where contract delivery has been impacted by COVID-19.
- 5.10 **Registrars**: As was reported to the last meeting of the Sub-Committee the weekly number of deaths from COVID-19 within Inverclyde has slowed significantly compared to mid-April with an average of 3 deaths per week over the 3 weeks period ending 24 May. Total deaths where COVID is mentioned on the death certificate was 109 on the 24 May. Inverclyde remains as having the highest number of COVID-19 deaths per 10,000 population albeit the gap between Inverclyde and some other Councils has narrowed considerably.
- 5.11 Members had asked for a report to this meeting setting out the reasons why Inverclyde has been so adversely impacted by COVID-19. Public Health are working on the report but there has been a slight delay and as such it is proposed to provide an all member Briefing in June which will also involve the IJB Board prior to a report coming back to Members.

- 5.12 **Long Term Empty Council Tax Levy:** The Sub-Committee were previously advised of changes to the LTE Levy whereby no new properties were having LTE Levy applied from 17 March due to the lockdown of the housing market for a 3 month period. In addition, where an existing LTE Levy recipient believed the lockdown was preventing them from removing themselves from the levy, this would be sympathetically reviewed by officers.
- 5.13 Given the recent Route Map issued by the Scottish Government indicates that it will be Phase 2 at the earliest that matters can begin moving in the housing market then it is proposed that the current changes to the policy be extended to 31 August, 2020. The estimated cost of this will be a further £30,000 on top of the £40,000 for the initial period.
- 5.14 **Space Study:** Officers have been preparing for the future phases of recovery involving the return to the workplace for employees. Whilst respecting the guidance on home working, plans required to be made for the phased return to work by employees that is anticipated through the phasing of the Scottish Government's Route Map. There has been a detailed review of the Council's operational property to ensure compliance with the governmental guidance and to ensure a safe environment for employees and customers.

At appropriate locations, building alterations will be required and this will include installation of hand sanitisers, signage, floor markings, and screens to protect customers and staff. Room lay-outs and capacities for safe working will change and officers have been reviewing these details. These alterations will affect all of the Council's main public buildings, libraries and museum, educational estate, offices and depots and have been considered by the Corporate Management Team. At this stage of estimates, it is noted that orders for equipment, signage and screens have to be made to secure necessary items for this phase of recovery. The CMT recommends that a sum of £100,000 be allocated to these key property costs and will be comprised with the accounting for COVID-19 necessary expenditure.

- 5.15 **Parking:** The current suspension of parking enforcement is due to be reviewed at this meeting. The current situation does not warrant any fundamental changes and it is recommended that the suspension of waiting time enforcement and car park charges is continued for a further 4 weeks. The incidence of poor parking in areas with no-waiting restrictions in central Greenock has increased in recent weeks however and the need for enforcement in this area must be kept under review. The Corporate Management Team will monitor this situation and require the resumption of enforcement should this become necessary at any point in the future.

## 6.0 COVID-19 TESTING

- 6.1 **Covid 19 Testing:** At the Policy & Resources Exec Sub Committee meeting on the 19 May it was requested that an update on key issues relating to testing be submitted to each future meeting of the Executive Sub-Committee.
- 6.2 **Mobile Testing Units:** On 19 May 2020 Scottish Government COVID19 Testing capacity was expanded to anyone in Scotland aged 5 or over, who is self-isolating because they are showing symptoms can be tested. Priority for testing appointments will be maintained for key workers and their household members to support them returning to work where it is safe to do so.

The mobilisation of a COVID19 Mobile Testing Unit (MTU) managed by the Army located initially at the Waterfront Leisure Car Park Greenock from Friday 22 May 2020 which will remain in situ until stood down. Monday to Sunday 10am-6pm.

- 6.3 Testing is accessed via the government website:

- Citizen Portal <https://www.nhs.uk/ask-for-a-coronavirus-test>
- Essential Workers self referral <https://www.gov.uk/apply-coronavirus-test-essential-workers>
- Employers Portal <https://coronavirus-invite-testing.service.gov.uk/DaraTestDemand/Login>

6.4 **Health & Social Care Staff Testing:** A COVID19 drive-through testing centre has been established at Port Glasgow Health Centre 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. There have now been in excess of 600 staff tested here and whilst the centre is currently running at about half capacity, this spare capacity has been used for care home staff mass testing allowing for a further 120 tests to take place on site.

6.5 **COVID19 Care Home Testing for Residents & Staff:** 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 the 7<sup>th</sup> of May 2020 testing of non- symptomatic staff and residents has taken 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.

As from the 25<sup>th</sup> May all adult residential care homes have had all residents and staff tested who have agreed to the test.

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.

6.6 **Testing for Council Employees and the Wider Community:** The Council are continuing to publicise and promote testing amongst staff and the community, and have updated its guidance to include:

- Information on the new symptom of loss of taste or smell.
- The availability of testing for those over the age of 5 who are symptomatic, previously testing was only available for keyworkers, over 65s and those who could not work from home.

Since the 1<sup>st</sup> of May the Council have referred 5 employees and one household member for testing. Of the 5 results received so far all have been negative. Four of the tests have been related to staff working in the childcare hubs for Education. Two have been for staff in Regeneration and Planning.

## 7.0 WORKFORCE ISSUES

7.1 **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.

7.2 **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.

7.3 The table below provides approximate absence levels council wide and within some of our key essential service areas, as at 26<sup>th</sup> May 2020:-.

<b><u>Council</u></b>	
<b>Historic average absence rate (%) (Pre Covid-19 to give a baseline comparator.)</b>	4.3%

<b>Absence rate on 28 April 2020 (%)</b> (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). <b>Please note that this excludes employees working from home.</b>	Council Wide	17.6%
	<b>Essential Services Breakdown (% of Service Area)</b>	
	Home Care	20.2%
	Other HSCP	17.3%
	Waste Management	24.0%
	Facilities	22.2%

7.4 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 1<sup>st</sup> and 14<sup>th</sup> April dates):

	<b>01.04.20</b>	<b>14.04.20</b>	<b>28.04.20</b>	<b>12.05.20</b>	<b>26.05.20</b>
<b>Council</b>	19.0%	19.3%	18.5%	17.5%	17.6%
<b>Home Care</b>	N/A	N/A	27.3%	19.2%	20.2%
<b>Other HSCP</b>	N/A	N/A	21.87%	14.2%	17.3%
<b>Waste Mgt</b>	N/A	N/A	29.5%	24.3%	24.0%
<b>Facilities</b>	N/A	N/A	23.0%	26.1%	22.2%

7.5 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.

7.6 **Recovery plans:** Recovery groups have been set up Council wide to plan how we resume services and support employees back into the workplace. A Checklist for Managers has been developed which will support recovery plans and will cover areas such as: communication and consultation, continuation of homeworking, returning employees to work on a phased basis, workforce planning, and health and wellbeing. The Health & Safety team continue to provide risk assessments, advice on appropriate PPE, are working in close liaison with property services to ensure buildings are ready so that employees and visitors can safely undertake the correct social distancing and hygiene behaviours. All work to date and in the future will involve full engagement with our trade union colleagues.

## 8.0 IMPLICATIONS

### 8.1 Finance

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
Council Tax LTE Levy	Income	20/21	£30,000		Cost of extending the Levy Policy changes to 31.8.20
COVID	Property Costs	20/21	£100,000		Allowance for implementing the Space Strategy

Annually Recurring Costs/ (Savings)

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

**8.2 Legal**

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

**8.3 Human Resources**

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

**8.4 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?

X

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

NO

**8.5 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.

**9.0 CONSULTATIONS**

9.1 The Corporate Management Team endorses this report.

**10.0 BACKGROUND PAPERS**

10.1 None



**Policy & Resources Executive Sub-Committee**  
**Weekly Update on Operational Decision Log**  
**From Thursday 14 May 2020 to Wednesday 20 May 2020**

**Head of Legal & Property Services**  
**GM/KB**  
**21 May 2020**

Service Impact	Reason	Reported to CMT	Supporting Report Yes – N/A	Implemented	Officer
<b>ALL DIRECTORATES</b>					
<u><b>NIL REPORT</b></u>					

**Policy & Resources Executive Sub-Committee**  
**Weekly Update on Operational Decision Log**  
**From Thursday 21 May 2020 to Wednesday 27 May 2020**

**Head of Legal & Property Services**  
**GM/KB**  
**28 May 2020**

Service Impact	Reason	Reported to CMT	Supporting Report Yes – N/A	Implemented	Officer
<b>Environment, Regeneration &amp; Resources Directorate</b>					
<b><u>Environmental &amp; Public Protection</u></b>					
54. Steps to resume Recycling (Blue Bin) Waste collection.	Actions undertaken to restore service provision at the earliest opportunity to implement recycling strategy-continued dialogue with contractor on its capacity, haulage and employee resource issues; progressing alternative interim appointment for 3 months on intended suspension of existing contractor; recommencement of service to be advised by press and social media as soon as situation allows.	Yes	Yes	21.05.20	GMacF
55. Re-opening programme for the Household Waste Recycling Centres	To restore service provision for public and implement recycling strategy by planning for Route Map phased removal of heath restrictions as from 01.06.20- Pottery Street (01.06.20); Kirn Drive (15.06.20); implement Operational and traffic Plans for public access and site and staff safety; resume Bulk Uplift services on a restricted basis.	Yes	Yes	21.05.20	GMacF
56. To be in a position to re-open car parks at Lunderston Bay, Greenock Cut, Overton, and all public parks including Battery Park and Parklea, subject to Scottish Government guidance.	As part of phased approach in terms of Scottish Government Route Map and to restore service provision to the Inverclyde public as soon as situation allows.	Yes	N/A	On date to be determined, subject to Scottish Government guidance.	GMacF
57. (a) Recommend continuation of suspension of parking enforcement and charges to the P&R Executive and (b) keep the enforcement of parking restrictions in No-Waiting zones under review and to instruct the resumption of enforcement with suitable public notice should this become necessary at any stage.	(a) To assist essential workers in their access to places of work and (b) to ensure any problems with obstruction or inconsiderate parking can be dealt with as the circumstances require	Yes	Yes	27.05.20	MM

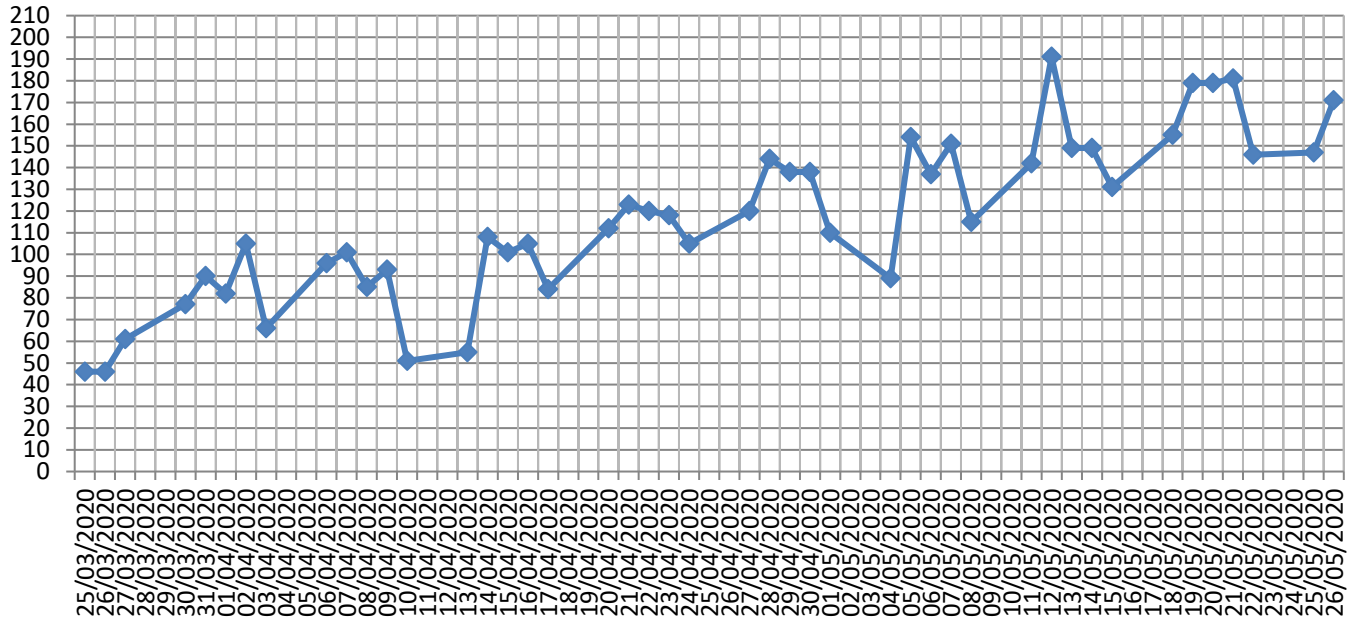
Service Impact	Reason	Reported to CMT	Supporting Report Yes – N/A	Implemented	Officer
58. Re- open Whinhill Golf Course with online booking system and club members have been advised of revised protocols on the course. (It is not possible at this stage to open the clubhouse and players will not be able to access lockers or toilets at this time. This will be reviewed on an ongoing basis).	As part of phased approach in terms of Scottish Government Route Map and to restore access to Sports, Culture and Leisure activities.	Yes	Yes	29.05.20 subject to confirmation by First Minister at end-of –cycle review	SA

**Legal & Property Services**

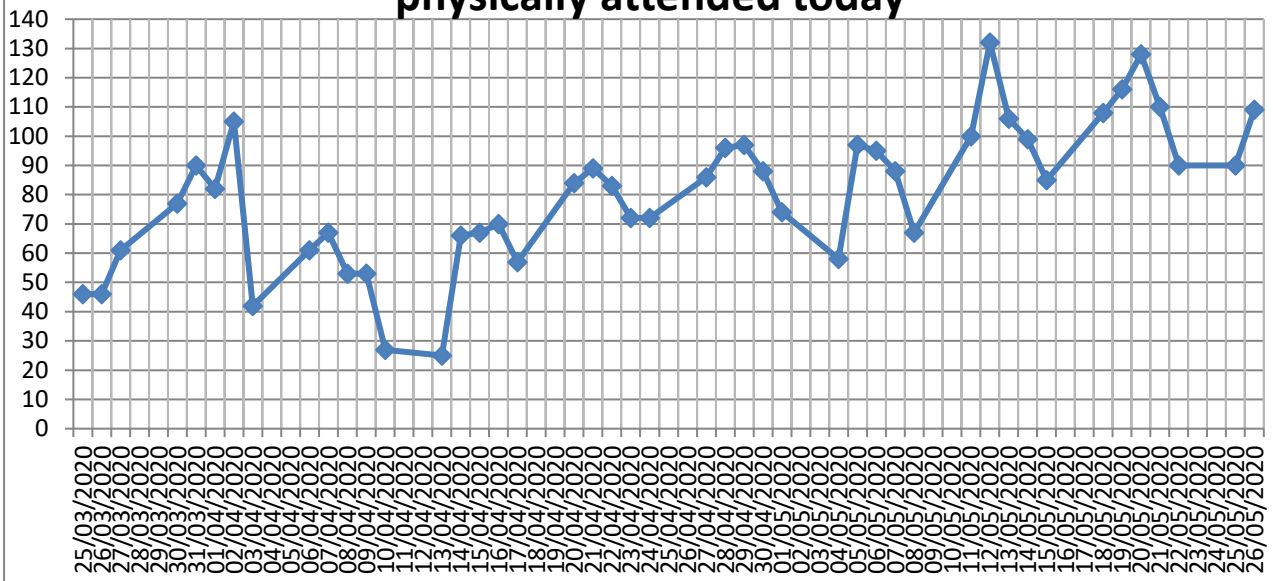
59. Implement Office and Depot Recovery Plan with work-space strategy to support and prepare for the Route Map's phased return to work by employees.	To implement the alterations (sanitisers, screens, signage etc.) needed for the Council's operational portfolio of Offices and Depots to ensure a safe environment for employees in the resumption of Council services and to set out guidance and space requirements; Building Services Unit to be commissioned to undertake necessary work as a key priority; subject to P&R executive approval, £100k to be allocated from Reserves to meet immediate costs. Further report on day cleaning impact and proposed cleaning regimes of operational and school premises to follow	Yes	Yes	21.05.20	GM
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**APPENDIX 2** – Numbers attending Childcare Hubs

**Total number of children and young people who physically attended today (excluding those that only attended for a free school meal)**



**Number whom were children of key workers who physically attended today**



## Number of vulnerable children and young people who physically attended today

