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<b>Report To:</b>	<b>Policy &amp; Resources Executive Sub-Committee</b>	<b>Date:</b>	<b>30 June 2020</b>
<b>Report By:</b>	<b>Chief Executive</b>	<b>Report No:</b>	<b>LP/072/20</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 This report identifies key issues for Member decision and scrutiny. The items identified in **Appendix 1** are updates of any actions taken since the previous meeting in response to the emergency. These items, if any, are identified to Members 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 24 June 2020 and reflects the changing circumstances and decreased need, at this point, for urgent business decisions.
- 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 that authority be granted to the Head of Legal & Property Services to accept the most economically advantageous tender for the Provision of School Age Counselling tender notwithstanding the terms and in variation of paragraph 17.3(ii) of the Standing Orders relating to Contracts;
- 3.4 approves the time limits on street and in car parks, and charges in car parks to remain suspended until 11 August 2020, at which point these will again be reviewed;
- 3.5 notes the Regeneration Capital Grants Fund repayment conditions relative to the Council's support of the Craighend Resource Centre project;
- 3.6 notes the response of the Scottish Government relative to the Newly Self Employed Hardship Fund;
- 3.7 confirms that its regular schedule of meetings will cease as at 30 June 2020 pending resumption of the ordinary cycle of Committees on 11 August 2020, subject to any emergency re-convening of the Sub Committee, if determined necessary in consultation with the Convener; and
- 3.8 agrees that £80,000 is allocated from the COVID-19 budget to assist with the additional costs associated with home and flexible working.

**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 emergency. 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 Any 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. The log of actions is indicative of the position on Wednesday 24 June 2020 and reflects the changing circumstances and decreased need, at this point, for urgent business decisions.
- 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.
- 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 Inverclyde HSCP services continue to deliver via our Hubs a blended support model with more face to face contacts taking place, alongside telephone and the use of technology. Reviews of care packages for people are being considered in line with the need for social distancing. All buildings have been assessed and plans are in place to increase the number of staff guided by the Scottish Government's Road Map.
- 5.6 **COVID Assessment Centre (CAC):** This was established and opened on 23 March 2020. This was in response to the pandemic and to provide a locality based service to support rapid community clinical patient assessment of respiratory COVID-19 symptoms. This has been monitored via the Local LMRT group and the NHS GGC Assessment Group. The demand for this service has been reducing over the past few weeks and review across the board area has resulted in reduction in CACs as part of the recovery response.

The Board Tactical/SEG has decided that from 15 June 2020 the centre will reduce from 100 weekly slots to 50 slots providing a community assessment centre in the afternoons. The location at Greenock Heath Centre will remain the same and the clinical pathways are being reviewed to support this phase.

- 5.7 **COVID-19 Care Home Resilience Huddle:** As part of Scottish Government guidance on Clinical Oversight of all care homes, the HSCP undertakes a daily safety huddle for care homes. The huddle has been established within the HSCP chaired by the Health & Community Care Head of Service with a remit to review any urgent issues within Inverclyde Care Homes in relation to Infection Control, Staffing, Personal Protective Equipment, Standards of Care and COVID rates within service users/staff.
- 5.8 The huddle coordinates the inspection/audit of all older people residential care homes as per GGC's inspection template and any actions are followed through with individual care homes. An exception report is produced and reported back to GG&C Chief Nurse for onward reporting to the Scottish Government.
- 5.9 One care home is classed as amber due to Non-COVID issues identified via the audit. As of the 18<sup>th</sup> June this process will now be undertaken within seven adult residential care homes for people with a learning disability or mental health issues.

### **Education and Communities**

- 5.10 **Schools re-opening in August:** The Depute First Minister made an announcement in parliament about the re-opening of schools in August 2020. The original guidance for re-opening schools on 21 May can now be revised and will take into account recent scientific advice. It is now expected that schools will return for 100% of pupils in August and that the planning undertaken for blended learning by the Council will be a contingency plan. The Council's contingency plan is outlined in **Appendix 2**. The approximate costs for the contingency plan are in the region of between £2m and £2.5m. The approved costs for extra cleaning and ICT will still be needed for recovery.
- 5.11 **Provision of School Age Counselling:** Delegated approval to award the Provision of the School Age Counselling Tender is requested. The total value of this tender exercise is £1,198,000 and 7 bids have been received and are currently being evaluated. In order to progress this necessary tender award, delegated powers are sought so that the contract may be formally awarded in time for the intended start date of 1 August 2020. In view of there being no other scheduled meetings prior to the contract start date, it is requested that the Head of Legal and Property Services be authorised to accept the most economically advantageous tender on behalf of the Council.

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

- 5.12 **Business Grants:** The closure of the Business Grants scheme is 10 July with the intention that all outstanding claims and appeals will be cleared before the end of July. At 23 June the Council had paid 876 grants at a cost of £9.7million. Discussions are taking place at a national level via CoSLA as to possible use of any funding left.
- 5.13 **Finance:** A separate report on the agenda covers a number of strategic financial matters for the Sub-Committee to consider.
- 5.14 **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 to 11 August 2020, being the date of the next Policy and Resources Committee. 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.
- 5.15 **Craigend Resource Centre (CRC):** - Detailed reports on the Council's support of the project to build the new centre have already been considered by both the Environment and Regeneration Committee and the Education & Communities Committee. CRC has secured funding from:

- Regeneration Capital Grants Fund (RCGF) - £1,187,129
- Big Lottery - £1,045,000
- The Robertson Trust - £180,000.

On 12 March 2019, the Education & Communities Committee agreed to the Council accepting the RCGF grant offer, above, and also approved a recurring cost of £119,000 per annum to support the running costs of CRC.

- 5.16 In terms of the RCGF grant, there are certain circumstances where Scottish Ministers may require repayment of grant (or make deductions) and these are noted fully in **Appendix 3**. The summary of issues for Members is that for a period of five years there may be a risk to the Council for repayment of grant if, for example, there were a breach of condition by or the insolvency of CRC.
- 5.17 The Council and CRC will enter into a Funding Agreement which will have conditions to safeguard the Council and a standard security over the land will be granted to the Council by CRC. The Big Lottery will also have a standard security in respect of its grant funding.
- 5.18 The likely future value of the security subjects, based on their community use, will not provide sufficient sums fully to repay all grant liability in the event of breach of condition or insolvency.
- 5.19 By condition of the Funding Agreement CRC would require to repay to the Council any sums owing to the RCGF. However, if CRC were not to have the financial means available to repay sums, the Council would be liable for any shortfall up to the total amount of grant (£1,187,129) and the value of the security will not cover all of that liability.
- 5.20 This risk of repayment of RCGF grant, if such a situation were to arise, must be identified to Members and there will be actions taken continuously by officers to mitigate these risks by close liaison with and financial monitoring of CRC.
- 5.21 **Newly Self Employed Hardship Fund:** Following a remit from the Policy and Resources Executive Sub-Committee on 2 June 2020 the Head of Regeneration and Planning wrote to the senior officer in the Scottish Government responsible for the administration of the NSEHF highlighting the points raised at the Sub-Committee. The Officer acknowledged that the cases highlighted did demonstrate that some people may fall into cracks however evidence demonstrates that the scheme, which is designed to support initiatives from the Westminster Government, did capture a large number of affected individuals and whilst the schemes remain under review, at this stage there was no intention to amend the current scheme.
- 5.22 **Committee cycle:** It was the decision of the Executive Sub Committee at its 2 June 2020 meeting to approve the resumption of the meetings of the Council's committees as from 11 August 2020 on a remote online- only basis for that whole cycle.
- 5.23 The Executive Sub-Committee has been meeting fortnightly since lockdown and it is for the Executive Sub-Committee to determine whether its 30 June meeting will conclude its emergency meeting schedule pending the intended Policy and Resources Committee meeting on 11 August 2020, and this can be subject to any emergency re-convening of the Executive Sub-Committee, if determined necessary in consultation with the Convener.
- 5.24 **Cruise Ships - Peel Ports Ltd:** At the Executive Sub-Committee's meeting on 16 June 2020, it was reported that any updates or responses to the correspondence of the local MP and MSP would be circulated to Members and a copy of the letter dated 16 June 2020 from the Minister for Aviation, Maritime and Security to Mr Ronnie Cowan M.P. is attached as **Appendix 4**.

## **6.0 MEETING 19 JUNE 2020 WITH JEANE FREEMAN, CABINET SECRETARY**

- 6.1 The Chief Executive and Corporate Director HSCP had a teleconference meeting with the Cabinet Secretary for Health and Sport on 19<sup>th</sup> June 2020. The Chief Executive raised Members' concern regarding the number of deaths related to COVID and excess deaths in Inverclyde with COVID deaths currently averaging around twice the national average.

- 6.2 The issue of level of COVID related deaths in the community was a significant concern. The Chief Executive advised the Cabinet Secretary that Members wanted this matter to be fully investigated in order that it would not happen again and Inverclyde would be prepared if there was a second peak of virus infection.
- 6.3 The Chief Executive requested that Public Health Scotland should undertake appropriate research to inform the reasons for the level of COVID deaths and how these came about to help understand why Inverclyde had such a large outbreak early. It is important that it needs to be data driven to aid understanding to help Inverclyde teams to deal with any future outbreak.
- 6.4 The Chief Executive reiterated the need to have work undertaken to determine what happened in Inverclyde and that it would be beneficial to have a Public Health team located in Inverclyde to carry out the necessary research. The Cabinet Secretary advised that Public Health Scotland is currently progressing research in collaboration with the University of Glasgow, which may be helpful to Inverclyde to understand why it was significantly impacted, and advised that this matter would be followed up.
- 6.5 The Chief Executive requested widening out testing to the wider community and specific client groups e.g. care at home staff and people affected by homelessness and alcohol/drugs. The issue of testing asymptomatic individuals was also raised. The Cabinet Secretary indicated that further expansion of testing was being considered including visitors to care homes. In addition, she advised that a major piece of work was being done in relation to wider surveillance.
- 6.6 The Chief Executive raised the issues highlighted by Care Home sectors with Inverclyde about the need for a structured, clear approach to communication so that appropriate plans could be put in place in a timely manner. Also raised was the significant burden felt by Care Homes with ongoing demands placed on self-testing and issues with Social Care Portal. The Cabinet Secretary acknowledged the Social Care Portal was new and that Scottish Government would work with the HSCP to understand and address issues. The Cabinet Secretary explained that she recognised the challenges and was working hard to making processes as straightforward as possible but it was important to understand that it is a global new virus which is changing across time and as they know more new guidance was being developed but appreciated the need to simplify guidance.

## 7.0 COVID-19 TESTING

- 7.1 **COVID-19 Testing:** At the Policy & Resources Executive 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.
- 7.2 **Mobile Testing Units:** Testing is now available for anyone in Scotland aged 5 or over, who is self-isolating because they are showing symptoms. 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 COVID-19 Mobile Testing Unit (MTU) from 8 June 2020 has been operating from St Andrews, Church, Auchmead Road. On 20 June, the MTU will relocate to Port Glasgow Health Centre Car Park (previous site of HSCP COVID testing centre) and will remain in situ until stood down. Operating times remain Monday to Sunday 10am-6pm.

- 7.3 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>

- 7.4 **Health & Social Care Staff Testing:** From 15 June staff testing for Health & Social Care Staff will be at Greenock Health Centre weekdays 9am-12pm with an availability of 50 slots per week. Staff access through a GG&C web link which is available to all Inverclyde HSCP staff.

- 7.5 **COVID-19 Care Home Testing for Residents & Staff:** Weekly staff testing for all 14 residential older peoples care homes is now through a Social Care Portal. Inverclyde HSCP will be responsible for a

rolling testing program of resident surveillance of a 10% sample in an average of four care homes a week. This process is a self-test procedure.

Care home liaison nurses from the HSCP will assist in any training requirements or support with the self-testing.

- 7.6 **Testing for Council Employees and the Wider Community:** The Council is continuing to publicise and promote testing amongst staff and the community. Testing referrals can be made more than once daily and will be accepted between 8am and 6pm. This has assisted in speeding up the referral process.

Since the 1<sup>st</sup> of May there have been thirteen referrals for Council staff and one for a household member for testing. Of the 13 results received so far all have been negative. Three of the referrals were self-referrals, two of which were inconclusive and resulted in another referral via the Council. Seven of the tests have been related to staff working in Education. Five have been for staff in Regeneration and Planning, one for Environmental and Protective Services one for HSCP.

## 8.0 WORKFORCE ISSUES

- 8.1 **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.
- 8.2 **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.
- 8.3 The table below provides approximate absence levels council wide and within some of our key essential service areas, as at 23 June 2020:

<b>Council</b>	
<b>Historic average absence rate (%) (Pre COVID-19 to give a baseline comparator.)</b>	4.3%
<b>Absence rate on 23 June 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>	<p>Council Wide 13.9%</p> <p><u>Essential Services Breakdown (% of Service Area)</u></p> <p>Home Care 18.1%</p> <p>Other HSCP 6.9%</p> <p>Waste Management 19.0%</p> <p>Facilities 4.5%</p>

- 8.4 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):

	01.04.20	14.04.20	28.04.20	12.05.20	26.05.20	09.06.20	23.06.20
<b>Council</b>	19.0%	19.3%	18.5%	17.5%	17.6%	16.9%	13.9%
<b>Home Care</b>	N/A	N/A	27.3%	19.2%	20.2%	18.5%	18.1%
<b>Other HSCP</b>	N/A	N/A	21.87%	14.2%	17.3%	11.22%	6.9%
<b>Waste Mgt</b>	N/A	N/A	29.5%	24.3%	24.0%	23.9%	19.0%
<b>Facilities</b>	N/A	N/A	23.0%	26.1%	22.2%	14.6%	4.5%

There has been a significant reduction in absence levels in some areas as schools reopen and employees are supported back to work following periods of self-isolation.

- 8.5 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.
- 8.6 **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, as well as developing guidance on 'social distancing in offices'. HR Policies around home and flexible working will be reviewed in light of the ongoing crisis and lessons learned. All work to date and in the future will involve full engagement with our trade union colleagues.
- 8.7 Since 16 March 2020 and the Government announcement that employees should work from home where possible, this has resulted a significant number of staff transferring from office to home working. This was deemed a temporary arrangement and guidance was issued to staff to ensure that they could work as safely as possible in less than ideal conditions. As arrangements for homeworking extend, staff will require access to sufficient equipment to enable compliance with the minimum requirements of the Display Screen Equipment regulations and to maintain staff health and safety. The key items required by staff are likely to be: monitor, keyboard, mouse, office chair and a lockable filing cabinet. It is proposed that the Sub-Committee agrees that £80k is allocated from the COVID budget to assist with the additional costs associated with home and flexible working.
- 8.8 An announcement was made by the First Minister on 24 June giving indicative dates for the re-opening of museums, galleries, libraries and other non-essential offices following implementation of relevant guidance. Officers are currently planning on re-opening relevant Council facilities and offices in consultation with employees and the trade unions.

## 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
COVID-19	Home/Flexible working	220/21	£80,000		Para 8.7 refers

##### 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

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

## 9.3 Human Resources

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

## 9.4 Equalities

### Equalities

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

X

YES (see attached appendix)

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?

X

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?

X

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

NO

## 9.5 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.

## 10.0 CONSULTATIONS

10.1 The Corporate Management Team endorses this report.

## 11.0 BACKGROUND PAPERS

11.1 None

**Policy & Resources Executive Sub-Committee**  
**Weekly Update on Operational Decision Log**  
**From Thursday 11 June 2020 to Wednesday 17 June 2020**

**Head of Legal & Property Services**  
**GM/KB**  
**12 June 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 18 June 2020 to Wednesday 24 June 2020**

**Head of Legal & Property Services**

**GM/KB**

**25 June 2020**

Service Impact	Reason	Reported to CMT	Supporting Report Yes – N/A	Implemented	Officer
<b>Education, Communities and Organisational Development</b>					
<b><u>Organisational Development, Policy and Communications</u></b>					
61. Casual/Sessional Employment: restore normal sessional employment terms and conditions and cease compensation payments subject to TU liaison	To support service recovery plans now that sessional working arrangements are now being regularised	Yes	Yes	23.06.20	SMcN
62. Recruitment processes: restore normal recruitment approval processes.	To support service recovery plans and ensure an effective, streamlined recruitment process is in place	Yes	Yes	23.06.20	SMcN
<b>Environment, Regeneration &amp; Resources Directorate</b>					
<b><u>Environmental &amp; Public Protection</u></b> <b><u>Regeneration and Planning</u></b> <b><u>Legal and Property Services</u></b>					
63. Outdoor seating for licensed premises: create a one-stop shop for progressing and facilitating applications for consents for outdoor seating.	To assist the local economy and the licensed trade in outdoor trading in the summer months whilst having regard to the safety of the public and neighbours	Yes	Yes	23.06.20	SA
<b><u>Finance Services- Registrars</u></b>					
64. Resume Registrar services for birth and marriage registrations on appointment basis whilst minimising face to face contact	To restore service provision and services to the public and address the 13 week backlog in Birth Registrations	Yes	Yes	23.06.20	AP

**APPENDIX 2**



Inverclyde Council

**Education, Communities and Organisational Development  
COVID-19 School Recovery Plan**

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## Foreword from the Corporate Director of Education, Communities and Organisational Development

This is the plan for Inverclyde for Education, Sport and Culture as we move towards the recovery stage of services in the context of COVID-19. Every member of the community will have their own journey through these extraordinary times and many will have felt the loss of close families and friends. We cannot underestimate the human and emotional impact that COVID-19 has had on our communities and will continue to have for years to come. Firstly I would like to thank everyone involved in their outstanding achievements over the past months and to praise the compassion, commitment and co-operation that has taken place over the weeks and months to get us here.

Recent SIMD data has shown that Inverclyde has the most disadvantaged communities in Scotland and therefore, due to significant health inequalities, it comes as no great surprise that it has suffered one of the highest levels of deaths during COVID-19. This gives the communities in Inverclyde extra challenges that need to be taken into consideration. Whole communities will be apprehensive about what recovery may look like and the

pace at which recovery should take place. Having said this, with some of the highest deprivation in Scotland, and the known links between attainment and deprivation, it is particularly important that education services continue with their highly effective work to ensure high attainment and achievement and to close the poverty related attainment gap.

This recovery plan aims to link the operational groups (those designed to take forward the pragmatics of recovery) with the voice and aspirations of the community. Each group will have links to the wider community – including parents, young people and service users. The chairperson of each group will ensure engagement with relevant trade union representatives, particularly around workforce issues.

It is the dynamic planning and not the plan which is the most important aspect of our recovery process. This means that this plan will constantly be updated as the guidance changes and as the country begins its journey towards its recovery from COVID-19

*"If you want to build trust, share information transparently, **involve and include communities** directly (including excluded groups), listen to them and understand perceptions, social norms and beliefs to avoid the spread of rumours and misinformation."*

Sphere (27 March 2020) *Applying humanitarian standards to fight COVID-19*. <https://spherestandards.org/coronavirus>

**Community resilience** encompasses the following four themes:

- (1) Build community and enhance social connectedness as a foundation for recovery by strengthening the system of social support, coalition building, and information and resource sharing.
- (2) Participate in collective storytelling and validation of the trauma and response, with the emerging story broad enough to en-compass the many varying experiences.
- (3) Re-establish the rhythms and routines of life and engage in collective healing rituals.
- (4) Arrive at a positive vision of the future with renewed hope. "

Landau, J., & Saul, J. (2004). Facilitating Family and Community Resilience in Response to Major Disaster. In F. Walsh & M. McGoldrick (Eds.), *Living beyond loss: Death in the family* (p. 285–309). W W Norton & Co.



**Inverclyde Educational  
Psychology Service**

22.04.20, Inverclyde EPS

**"Stakeholders need to be involved** in identifying needs, planning and support for the delivery of recovery measures, thereby ensuring a sustainable recovery and reconstruction process."

GFDRR, World Bank. (Jan 2019) *Disaster Recovery Guidance Series: Education Sector Recovery*: <https://www.gfdr.org/en/publication/education-sector-recovery>

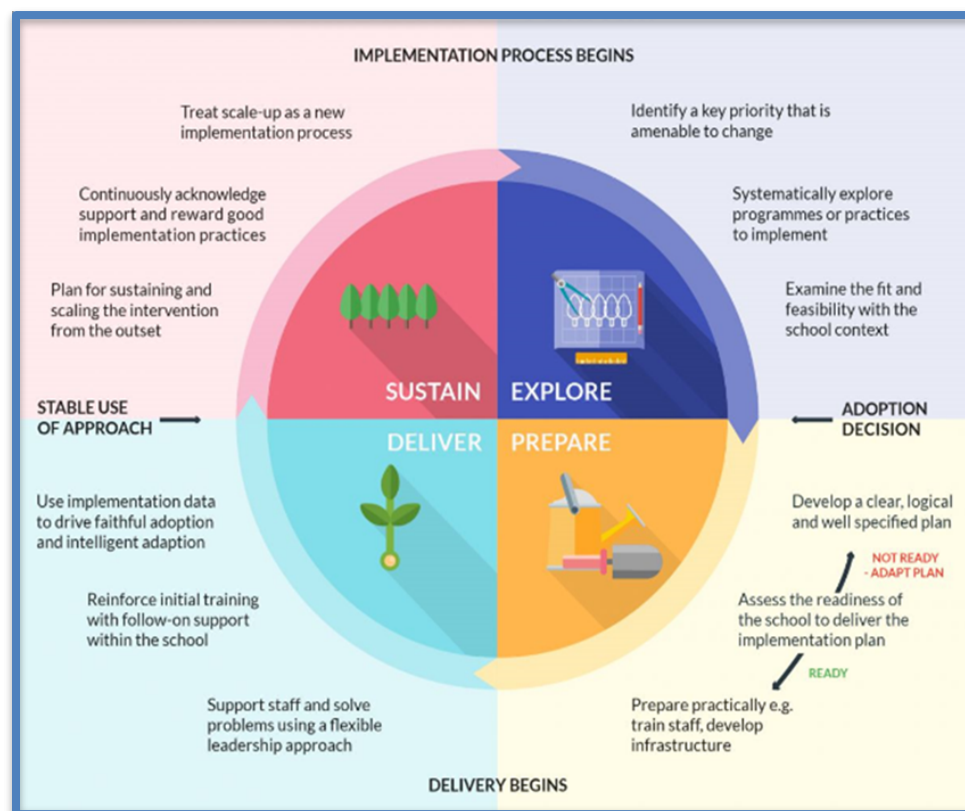
*"One among the many factors that contributes to success in sustainable disaster recovery is dependent on " **how effectively many different sets of organizational relationships are able to be coordinated and managed**"*

Davis, I. (2006); *Guidance for Decision Makers. Learning from Disaster Recovery; International Recovery Platform (IRP)*

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The planning process for recovery will not be linear. External events may overtake any plans and we simply cannot foresee what the future holds. We can however, work together in a systematic way to move things forward at a pace that achieves the best outcomes for our community, the community can manage and makes the best use of the resources available to us. Our Educational Psychology Service is supporting our schools to consider what needs to be in place to aid recovery. The diagram below identifies the approaches that need to be in place for any organisation as we take the next steps towards recover



Education Endowment Foundation (2018), 'Putting Evidence to Work: A School's Guide Implementation'.



Inverclyde Educational Psychology Service

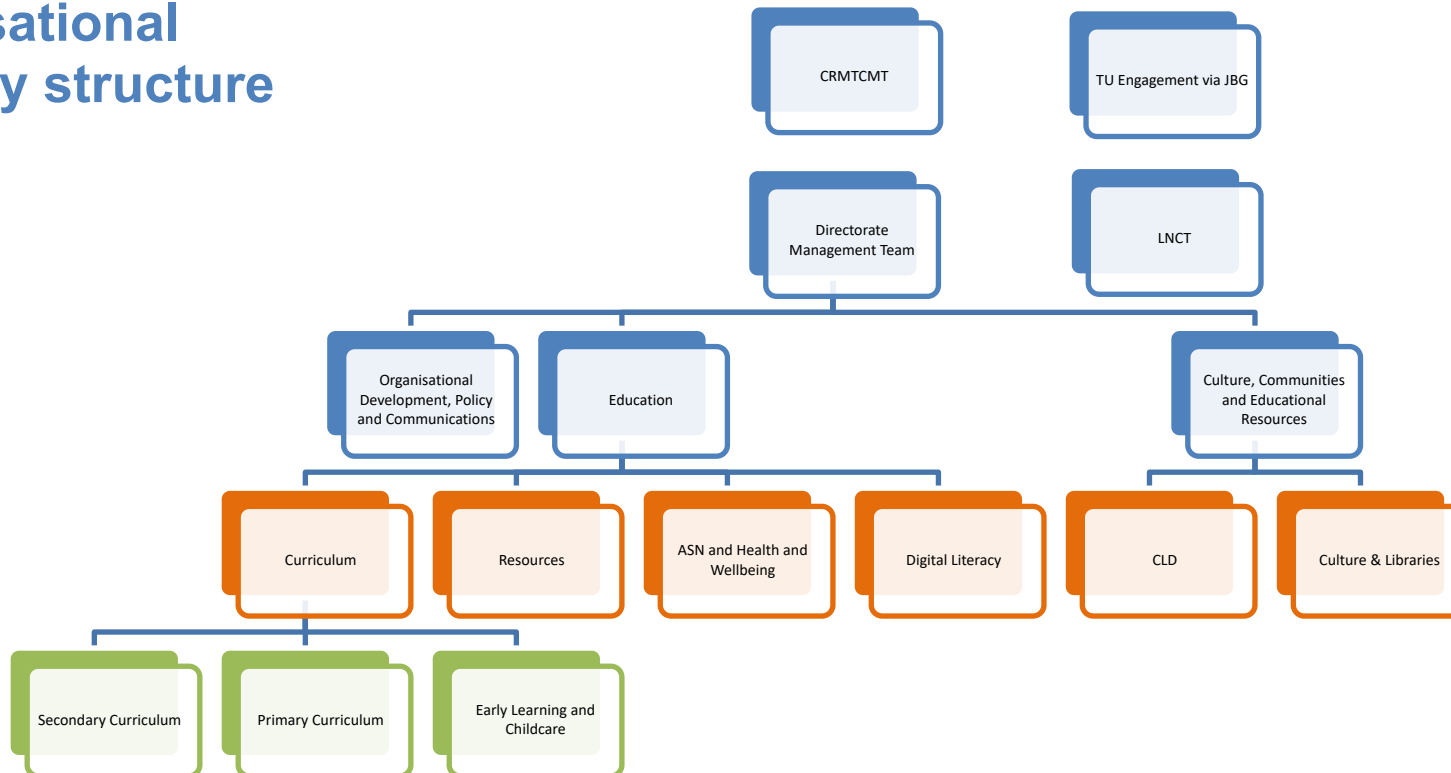
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## Community recovery structure

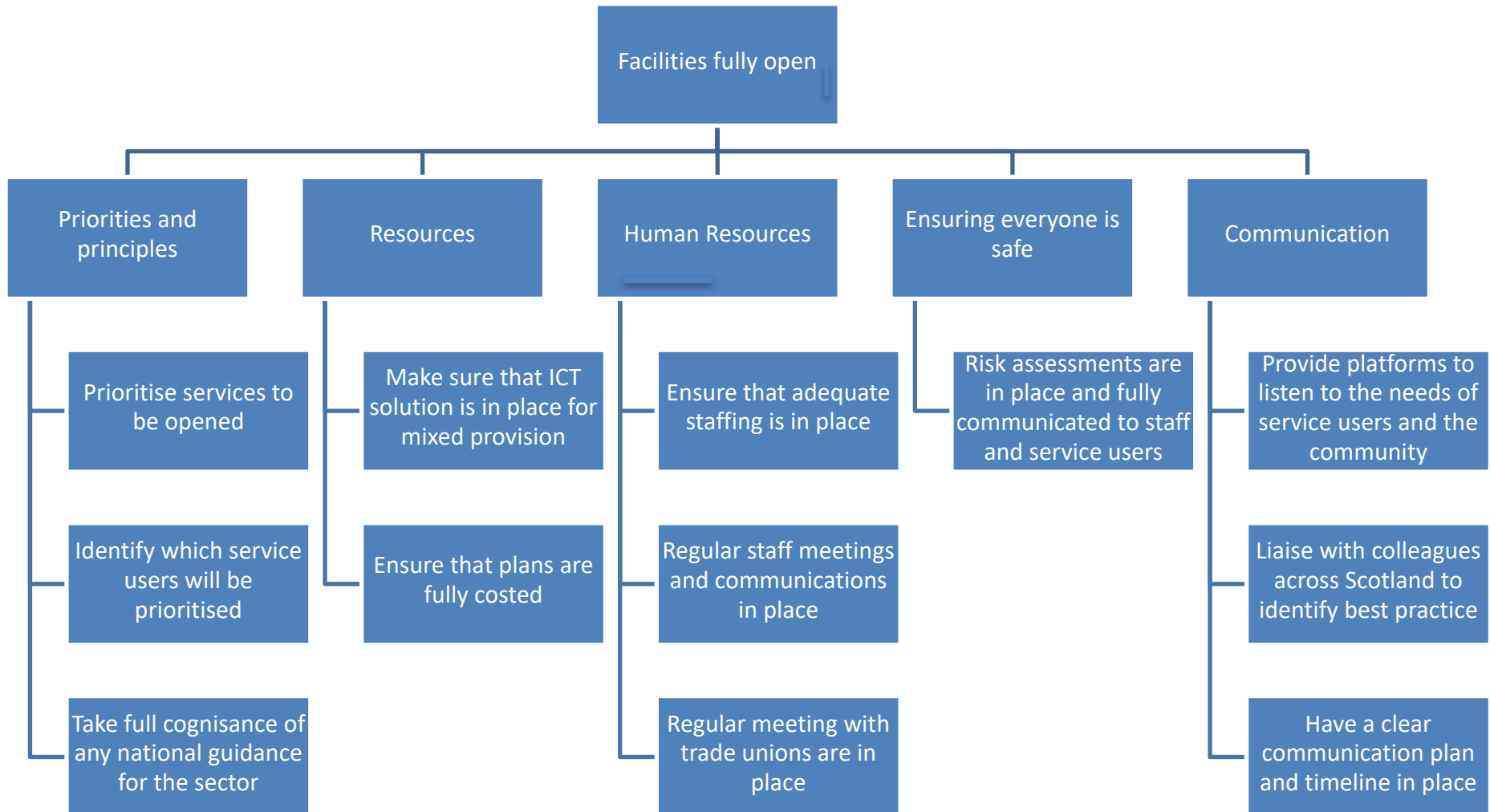
Culture, Communities and Sport Recovery Group

Education Recovery Group

## Organisational recovery structure



## Plan on a page



## Priorities and principles

Inverclyde's plan is informed by the Strategic Framework for Reopening Schools, Early Learning and Childcare Provision in Scotland issued by the Scottish Government. Our plan is underpinned by the five key guiding principles outlined in this document. These guiding principles are outlined below:

### Safe

- 1 Protects the physical, emotional and mental health and wellbeing of children and young people (this includes indirect harms through societal and economic effects) as well as all staff.

### Fair and ethical

- 2 Ensuring every child has the same opportunity to succeed through their blend of in-school and in-home learning, with a particular focus on closing the poverty related attainment gap.
- 3 Ability to prioritise learners at key points and/or with specific needs.

### Clear

- 4 Is easy to interpret and understand, and has the confidence of parents, staff and young people so that they can plan ahead.

### Realistic

- 5 The options are both viable and effective at the level they're applied.

## Models for re-opening schools

Six recovery working groups have been created to take forward the priorities and principles for our recovery curriculum. The groups have met at least weekly and each group has a recovery action plan. The chairs of the groups liaise with the unions and attend the recovery. management team which is meeting daily.

### Secondary schools

All secondary schools will open to 50% of pupils in August. The timetable will be as close to the phase 4 (schools open as normal) timetable as possible. We have kept column choices as consistent as possible to enable consortium arrangements to remain the same. We feel that this gives as consistent experience as possible for our learners, especially in the senior phase. We have maximised all teaching opportunities to make the most efficient use of our staffing. All space has been used and this will have some impact on the delivery of the curriculum e.g. practical classes and gym halls. We will still run Advanced Higher's where possible but will make enhanced use of digital platforms and self-directed learning to allocate only 4 teaching periods.

The timetable for teaching will be as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Group A	Group B	Group A	Group B	Group A
Week 2	Group B	Group A	Group B	Group A	Group B

Siblings will be in the same group and secondary schools will provide their own childcare hubs. Pupils in the senior phase will be given priority for any extra teaching periods as will pupils who require additional support.

Schools will be open approximately an hour before the teaching day begins and will remain open approximately an hour after the teaching time stops.

## Primary schools

The primary model has been developed to maximise the use of available space, try to get consistency of teachers and to maximise the use of teaching and support staff. Although the normal pupil week is 25 hours, teachers only teach for 22.5. The remainder of the teaching time is taken by a reduced class contact teacher. This model gives all reduced class contact time on the same day and gives an efficiency of staffing. It also allows schools to extend the opening times to help with essential childcare and transport arrangements by giving a slightly longer day. Each school will open an hour before teaching starts and close an hour after teaching finishes. This will be for additional childcare for those requiring it and to allow a staggered start rather than formal teaching. There will be no breakfast offered initially because the staff required to make the food will be used for supervision.

All of our primary schools will offer the same model of face to face learning. This provides equity for pupils across Inverclyde. If a school has additional physical space available then these spaces will be used for childcare for key workers and the most vulnerable.

The model is based on 2 groups Group A and Group B. On a Monday and Tuesday group A will attend school and on a Thursday and Friday for Group B will attend. This is 40% of learning time for 100% of pupils over the school each week. This model allocates an additional 10 hours for critical childcare and transport arrangements before and after the school day.

Monday	Tuesday	Wednesday	Thursday	Friday
Group A	Group A	Time for remote teaching/ extra support/RCC	Group B	Group B

## ASN

Craigmarloch and Lomond View Academy will each have a bespoke opening schedule which meets the particular needs of their community. The ASN provisions of All Saints Communication and Language Base, Stella Maris Communication and Language Base in Notre Dame High School, Garvel Hearing Impairment provisions in Moorfoot Primary School and Clydeview Academy will also each develop their opening schedule dependent upon needs. Each provision intends to provide 50% face to face teaching time. There will be a few pupils from the Inverclyde school community who are on the shielding list and they will have a 100% remote curriculum offer

## Early Learning and Childcare (ELC) settings

Scottish Government guidance for ELC was published on 15 June 2020. The significant difference is that social distancing is not required for children but must be adhered to for staff. Physical space remains a challenge as staff:child ratios in ELC are 1:3, 1:5 or 1:8 dependant on the age group.

Childcare within ELC settings is a core part of delivery and there will be no challenge in delivering this. The model adopted within ELC would be in line with the Primary model. This will ensure that siblings across ELC and Primary can have the same pattern of attendance. If required priority will be given to pre-school children, deferred entry, vulnerable children and entitled 2 year olds.

Although Scottish Government has removed the legislation for Local Authorities to deliver the increased entitlement to ELC from August 2020 Inverclyde Council will be in a position to offer the increased entitlement. 1140 hours ELC placements will be allocated to all eligible children for session 2020 / 2021; however children will not access their full entitlement until all the COVID-19 restrictions for early learning and childcare settings are lifted.

ELC model is Group A and Group B. Group A attend Monday and Tuesday. Group B attend Thursday and Friday for first 4 weeks of term. This is 40% of learning time for 100% of the setting. After 4 weeks or as soon as all new children are admitted children will be allocated a place on a Wednesday on alternative weeks. This will increase the learning time to 50%.

Consideration will need to be given to the offer and sustainability of funded providers.

Monday	Tuesday	Wednesday (after a month)	Thursday	Friday
Group A	Group A	Group A	Group B	Group B
Group A	Group A	Group B	Group B	Group B

## Blended learning

Going forward, education will not be delivered solely by face to face teaching. The curriculum recovery groups have been considering aspects of the curriculum using a model of blended learning. There will be a strong focus on literacy, numeracy and health and wellbeing. The digital learning and access recovery group has been considering how ICT can best be supported as we move forward. In order to get consistency of access to ICT in the senior phase the council is purchasing laptops for all pupils in the senior phase who are eligible for free school meals.

The digital learning and access group are taking forward the following as part of the recovery plan:

- Developing a clear strategy for ICT to support blended learning
- Providing increased and improved access and connectivity for families and teachers
- Ensuring access to full GLOW suite and Teams
- Identifying suitable platforms and software that might support the ICT strategy
- Providing more hardware and access to staff and pupils
- Allocate digital champions for each school
- Developing guidance, protocols and risk assessments for the roll out of devices
- Training to support staff with developing blended learning from the Attainment Challenge, including resources

## Support for parents

Education Scotland has advised that it will ensure learning materials are available on a national basis both to support in-home learning and to augment and support schools' own arrangements for children and young people. This will include the development of education, community and family capacity to enable this work and to achieve effective learning.

## Recovery curriculum

There will be a strong focus on literacy, numeracy and health and wellbeing in our recovery curriculum. Guidance has been issued to schools through a recovery toolkit. This has included guidance on aspects of a recovery curriculum.



## Resources and costings

It is very difficult at this stage to put exact costings against arrangements put in place. Below is a table of the anticipated resources and costings.

Resource	Commentary	Approximate cost
Additional staff to cover absence/those shielding	<p>Our model maximises the efficiency of teachers. This, and also using teachers allocated through Attainment Challenge money should give some flexibility in the system. If the 2m social distancing is relaxed then the staffing models become more efficient. We have been imaginative and flexible in the use of teachers in our model, however we anticipate that under current guidelines there will approximately 20 teachers who cannot return to work.</p> <p>Funding for additional staffing has been included in the proposal for the ELC underspend for 2019 / 20.</p>	<p>£640K (based on the requirement for 20 extra teachers for 7 months)</p> <p>£165,000 to support childcare</p>
Cleaning	A full report has been taken to committee to identify extra cleaning costs and money for resources and materials. This gives enhanced cleaning in each school and also a day cleaner.	£340K based on 7 months - approved
Transport	<p>The models for opening schools mean that 50% of pupils would be anticipated to access transport at any one time. The following options for transport are being explored:</p> <ul style="list-style-type: none"> <li>• The possibility of a bus undertaking 2 journeys (a double run)</li> <li>• Providing extra buses (this may well prove to be difficult)</li> <li>• Offering a parental mileage payment for pupils with ASN who may need an escort</li> </ul> <p>Secondary pupils who from August were being asked to use a bus pass and public transport will now not be expected to do so and a bus will be provided. This affects many pupils at the Community campus in Port Glasgow.</p> <p>The arrangements in place for St. Columba's buses will go ahead – although with social distancing on the bus this will need extra council subsidy. The cost will not be passed on to parents.</p>	£350K based on 7 months (25% extra)

Resource	Commentary	Approximate cost
ICT	A paper and spend has been approved by the policy and resources executive sub-committee. The committee agreed to increase the infrastructure for schools to support learning, to purchase additional laptops to ensure access for all pupils who are entitled to free school meals in the senior phase and to purchase a platform for remote lessons.	£514K - approved
Childcare	<p>The national expectation is that childcare is provided for workers who are critical to the COVID-19 response. There are currently 3 categories of workers and, as recovery begins, demand is expected to increase. Whilst during lockdown it was possible to provide childcare for all 3 categories of workers who required it, moving forward this will be increasingly difficult. Private providers and childminders will be available for parents who require additional childcare. Funding for this has been included in the proposal for the ELC underspend for 2019 / 20.</p> <p>A survey is currently out with parents to identify need and this is yet to be fully costed.</p>	<p>£45 per day per pupil Loss of wraparound income £210K</p>
School meals	<p>On days pupils attend school they will be given a meal if they require. The logistics of providing the meals whilst maintain social distancing is very complex. The best option is to offer a “grab and go” option already bagged up in the secondary or delivered to classrooms in the primary. The meals offered, while still healthy and nutritious, may not fully meet the requirements of the national standards. If free school meals are to be reimbursed for the times pupils are not in school then this would be the equivalent of £26 every 4 weeks for secondary pupils and £30 every 4 weeks for primary pupils.</p> <p>Surplus catering staff will be used to support the provision of ‘grab and go’ and additional cleaning of extended lunch areas.</p>	<p>Reduction to income £330K (offset by £150K less provisions)</p> <p>Cost approximately £480K</p>
Physical space	All space has been maximised to deliver our model. This has included the use of school libraries, gym halls etc. as classrooms. There are 2/3 schools where schools do not have the physical capacity to allocate any childcare places. In these cases we are exploring the use of the nearest community facilities e.g. community halls etc.	

## Human resources

As schools open the intention is to use as many staff as possible to support the delivery of education and childcare. This will include Active Schools, CLD, attainment challenge staff and childcare workers.

Weekly meetings are taking place with the different unions and there are regular LNCT meetings. Whilst different terms and conditions are in place, joint meetings have been helpful to keep everyone fully informed. Joint communications have been issued to employees to explain expectations and the phased approach to return before the summer. The national body for agreeing teachers' terms and conditions (SNCT) are also meeting regularly and provide regular updates as guidance changes. The staffing exercise for this year is complete and probationer places have been allocated. Inverclyde has been allocated the highest number of probationary teachers ever. Because of COVID -19 the arrangements for probationer training will change slightly in that probationers will be offered twilight sessions for professional development rather than the usual Friday. This will also help with efficiency of staffing. Probationers can only teach 18 hours in the classroom, this means that the additional 2 hours will need to be covered by another teacher.

Guidance has been updated for those who should and shouldn't attend work and risk assessments will be put in place for those who require them. Teaching staff who are on the shielding list will still be able to offer support to pupils and other staff from home as part of the remote learning offer. All staff and pupils will have access to testing if they show symptoms. The isolation period required after somebody has tested positive will inevitably mean that there will be some shortages of staffing at some point but the exact impact of this cannot be known.

## Health and safety

Education based risk assessments have been issued to all schools as a guide. The risk assessments have been adapted for each setting and these have had union involvement. The risk assessments will remain dynamic. The school estates management team have been working with schools to identify how social distancing measures can be maintained in the building and additional hygiene requirements. Signage, PPE where required and hand sanitisers will be available in each building.

## Communication

The education recovery group has been divided into several workstreams to consider all aspects of schools returning. The structure is shown at the beginning of this plan.

The Directorate Management Team is meeting daily to consider all aspects of recovery and the team meet with the wider Education Recovery Group which includes West College Scotland, SDS, parent and pupil representatives, and a representative of private childcare providers. All of the sub groups include representatives from schools and an action plan is in place for each sub-group. Fortnightly meetings are taking place with the chairs of parent councils and also the youth council. A recent questionnaire was sent out to parents to find out childcare requirements going forward.

Regular updates are being taken to elected members, either through all members' briefings or updates to the emergency policy and resources committee.

The main communication channels will be between the schools and parents. Going forward schools will be in regular contact with parents to explain the allocation of groups etc. Transport will be co-ordinated through the central team (with close working with schools).

**Appendix 1** - example of action planning for each group.

	Facilities reopening					
	Actions	Responsible	Timescale	RAG Status	Comments	Date Complete
Priorities and principles						
Resources						
Human resources						
Health and safety						
Communications						

## Appendix 3

### Craigend Resource Centre

- 1 Craigend Resource Centre (CRC) currently leases premises at McLeod Street. CRC has secured funding from the following sources to replace the existing community centre:
  - Regeneration Capital Grants Fund (RCGF) - £1,187,129
  - Big Lottery - £1,045,000
  - The Robertson Trust - £180,000.
- 2 As a condition of the Big Lottery funding, the Council committed to transferring the land upon which the new facility will be built to CRC.
- 3 The Council's Education and Communities Committee has approved a recurring contribution of £119,000 per annum to support the running costs of CRC.
- 5 The Council has been liaising with CRC's solicitors in respect of the various legal agreements which require to be put in place to effect the transfer. The Council and CRC will enter into a Funding Agreement. This Agreement obliges CRC to comply with the terms of the RCGF grant and sets out the terms upon which the Council will release the RCGF to CRC. Funding will be released in staged payments as the build progresses.
- 6 In terms of the RCGF grant, the RCGF may make a deduction from, withhold or require the Council to repay up to the whole of the RCGF grant in the following circumstances:
  1. As a result of a Default, which is defined as:
    - a breach, failure to perform or negligent performance of any grant obligation;
    - a breach of any undertaking or warranty given;
    - any breach of law;
    - any negligent or fraudulent mis-statement or misappropriation of the grant;
  2. If there is a change or departure from the purpose;
  3. If the project is not carried out;
  4. If the Scottish Ministers are not satisfied with the progress of the project;
  5. If the Scottish Ministers consider the future of the project is in jeopardy; and
  6. On winding up or insolvency of CRC.

The liabilities set out above will exist for a period of 5 years from the end of the financial year in which the final instalment of the grant is paid. Items 2 to 4 inclusive will apply during the build period when the Council will hold the grant money on a reducing basis as the build progresses. As stated within the report, the same conditions have been imposed upon CRC in terms of the Funding Agreement between the Council and CRC.

- 7 For a period of 15 years, the terms of the RCGF grant also prohibit the disposal of the asset funded by the grant without the consent of the Scottish Ministers. During the 15 year period, if the asset is sold, the Scottish Ministers are entitled to the proceeds of sale or a relevant proportion thereof. CRC is subject to the same obligation in terms of the Funding Agreement therefore, the Council's consent would be required to effect any sale.

G Malone  
22 June 2020



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Our Ref: MC/288955

16 June 2020

Dear Ronnie,

Thank you for your email of 6 May, about the berthing of cruise ships in the Clyde.

I always appreciate being made aware of the possible issues being faced at UK ports and by UK seafarers, and of course would want to do what I can to improve the situation wherever possible and offer reassurance that no one would be put unnecessarily in harm's way.

The issue you raise is one faced widely and that has needed consideration since shortly after COVID-19 started to impact the shipping industry. As you may know, in normal circumstances it's expected that at any one time nearly all of these vessels would be in service and berthing would be prearranged in accordance with the ships' schedules. Finding safe berthing on the scale currently needed has created significant issues, such as the one raised by Peel Ports.

The concerns which were raised by Peel Ports, specifically regarding the possible berthing of cruise ships in the Clyde estuary and the disembarkation of crew, have been looked into and I can report that there are no vessels heading to their port. I hope this has given you the reassurances you and Peel Ports were seeking and will be welcome news.

These issues are dealt with individually, on a case-by-case basis, so specific circumstances can be considered in the formation of plans. It is always a top priority that everything we do is with the safety of people in mind.

The safety and security of crew, their onward travel in the UK and their repatriation to the country where they reside is the responsibility of the vessel operator. However the health and wellbeing of seafarers is an area which I and the department of course take very seriously.

I reiterated the UK's position on this to the International Labour Organisation (ILO) and International Maritime Organisation (IMO) at the start of this crisis, confirming that the UK will continue to meet its international obligations related to the transit and transfer of seafarers. This includes ensuring our ports remain open to disembark crew who require access to medical facilities, as well as allowing UK nationals to return home safely having completed their employment at sea. The Department and I have also worked closely with the FCO and Industry to help facilitate the safe repatriation of crew from the UK to their home nations.

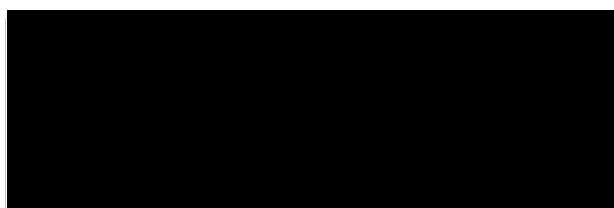
As I am sure you can appreciate, there are however Port Health Authority requirements that must be upheld to ensure we protect both crew onboard vessels, and the wider public, and to reduce any transmission risks for potential COVID-19 cases. The guidelines for this have been provided by Public Health England (PHE) and are available on the UK government website. Any disembarkation of crew is closely managed by the operator, port authorities and our Maritime Coastguard Agency (MCA) in line with Port Health Authority requirements.

As the Home Secretary announced on Friday 22 May, the requirement for international arrivals to be subject to mandatory 14-day self-isolation/quarantine upon arrival will come into force on 08 June 2020.

Those travellers will be required to show where they plan to self-isolate. If they are unable to demonstrate this, they will be required to quarantine in accommodation. We have established a list of exemptions; including arrivals from the Common Travel Area (Ireland, the Isle of Man and the Channel Islands), as well as occupational exemptions, such as crew.

Operators across all transport modes will be required to increase communications regarding social distancing and public health measures, including on-board announcements to all passengers to help us communicate the new requirements.

Yours sincerely,



**KELLY TOLHURST MP**  
**MINISTER FOR AVIATION, MARITIME AND SECURITY**