
Report To:	Policy & Resources Executive Sub-Committee	Date:	7 April 2020
Report By:	Chief Executive	Report No:	LP/047/20
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 This report ensures, at the earliest opportunity, there is Elected Member oversight and scrutiny of all actions implemented by officers to ensure in the COVID-19 emergency. Officers took 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 seeks to ensure 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 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 1 April 2020 and Members will appreciate this is a constantly evolving situation.
- 2.4 It is the intention to report regularly with updates in this format to the Executive Sub-Committee.

3.0 RECOMMENDATION

That the Sub-Committee note:

- 3.1 the actions taken to date to mitigate the effects of the COVID-19 emergency in Inverclyde; and
- 3.2 that further reports will be submitted regularly for Members' scrutiny and review.

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 In terms of the rapidly changing situation that developed in the first critical days of the emergency, Officers required to take many key operational decisions that were reflective of the concerns and safety of the workforce and the availability of remaining staff and other resources. In many cases, operational decisions required to be taken in order to secure the continuity of critical public services and options for decision were set firmly against a background of unprecedented pressure and health fears within the community and within the Council's workforce. All decisions that involved a service impact were rigorously assessed within these constraints by the CMT and relevant decisions were often time-critical. Often the options available to the CMT were constrained by the staff resources which were then available but, nevertheless, detailed options were considered and implemented daily through the CMT meetings that were necessitated by the emergency.
- 5.2 The attached Operational Log (Appendix 1) provides the Executive Sub-Committee with a list of critical decisions that were taken: (a) in situations of business urgency; and, (b) after decision on the best ways to plan for and to maintain, where possible, essential public services. In some instances of service provision in the emergency, guidance on change has been recommended by Government (as noted in the Appendix).
- 5.3 The decisions noted in Appendix 1 were 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 rapidly 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.
- 5.4 In addition to the daily briefings which were immediately implemented by the CMT to ensure that all Members of the Council had advance notice of any service impact decisions, there continued to be constant dialogue and contact with relevant Conveners and, where appropriate, Minority Group spokespersons/contacts on key issues. In view of the circumstances, the CMT also immediately introduced the process of logging the operational decisions with a view to ensuring that the Executive Sub-Committee receive a report at the earliest opportunity on the range of actions that were necessitated.
- 5.5 As the Executive Sub-Committee Members will know, it was the decision of the Policy & Resources Committee at its meeting on 24 March 2020 (i.e. at the earliest stage of the

emergency circumstances developing) to constitute the Executive Sub-Committee as an emergency business committee with all powers of the Council's Standing Committees and to otherwise cancel all Council, Committee and Sub-Committee meetings (with the exception of any necessary Board or regulatory meetings that may be identified). The decisions that were made by the CMT in the ensuing days of the emergency last week and early this week are all reported in the Appendix.

- 5.6 It has to be noted that we remain in the early days 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).
- 5.7 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

- 5.8 PPE and Testing:- Inverclyde Council and the HSCP is following Health Protection Scotland guidance on Personal Protective Equipment including when face masks should be worn and who should wear these across all services. Current guidance is that staff should wear masks when visiting a house where the service user has symptoms and guidance has been issued to staff on this. Inverclyde has adequate stock of masks and they have been available to staff for wearing in these circumstances for some time. Eye protection is also available and will be issued where a risk assessment identifies it is required. There may be circumstances where through risk assessment, vulnerable service users such as those shielding are identified and PPE worn proactively.
- 5.9 A central social care PPE hub is already established and we have processes in place to support all care providers who require access to PPE whilst waiting for stock to arrive. We have identified service users where additional measures due to Aerosol Generating Procedures may require to be taken, these service users predominantly have Self Directed Support packages of care with family and personal assistants involved. This list is in the process of being reviewed today by our HSCP Clinical Director and additional advice/equipment will be provided as required to these service users and carers.
- 5.10 In line with national guidance NHSGGC is prioritising testing of symptomatic household contacts of staff who are having to self-isolate for 14 days to enable key frontline staff to return to work. The number of tests in these circumstances is being increased and we are planning to have a facility in Inverclyde for this type of testing. There is finite capacity for laboratory testing but we agree that frontline staff such as home care staff should be identified as a priority group.
- 5.11 Mobilisation Plan:- Health and Social Care partnerships have been asked to submit cost estimates for the local Covid-19 mobilisation plans through their Health Boards to Scottish Government. These estimates will be reviewed and updated weekly across Scotland.
- 5.12 Across GG&C the 6 IJBs together with the Health Board have been working together to agree a consistent basis for estimating and reporting these include health and social care costs. As part of the mobilisation plan the HSCP have purchased additional care home placements in Inverclyde to ensure we maintain the flow from people leaving hospital back to a more homely setting. This will involve, for some people moving to short term admission to intermediate care home placements. They will then go home with a package of care when there is capacity in the care at home service to facilitate a move back home. This essential capacity within care homes will ease the severe pressure on care at home services and ensure people do not need to wait in Hospital. This is already delivering results in terms of delayed discharge. We only have 1 person delayed at Inverclyde Royal Hospital waiting to go home currently (02/04/20).

Education and Communities

- 5.13 Food insecurity:- As well as the continued provision of free school meals, other aspects of food insecurities are being supported. Hot meals are being cooked in school kitchens for HSCP homecare and it is expected that this will rise to approximately 300 meals per day. This provision will be 7 days a week. Community groups who provide support for food insecurities will also be supported. The current overview of all support offered for food insecurities is attached as **Appendix 2**. It should be noted that this may well be subject to change as more information on funding becomes available and that costings are approximate at this stage.
- 5.14 Childcare hubs:- A survey was sent out to parents of key workers to ascertain childcare provision. 11 childcare hubs have been established across Inverclyde and have been in operation since the 25th of March 2020. This will be condensed to 9 after the Easter break. Initial uptake was low and therefore further places were opened to those who may have initially been refused. On average 100 pupils are attending on a daily basis, made up of the children of key workers and places offered to vulnerable pupils. Pupils are provided with a packed lunch each day and where transport is needed for the most vulnerable this is also provided. Teaching, early years and support staff are running the hubs and they are managed by Heads of Establishments in localities. Staff are working on a rota basis. Hubs are open 9am – 3pm. Hubs provide childcare and not education.

Environment, Regeneration and Resources

- 5.15 The CMT has been considering proposals regarding the level of funding to certain partners/suppliers who are not delivering the contracted service levels. Advice from the Scottish Government, Cosla and the Directors of Finance has been developed to strike the balance between supporting partners/businesses through this difficult time and reducing duplicate funding from the public purse. **Appendix 3** provides the current position.
- 5.16 In addition the Revenues & Benefits Team have expanded capacity to meet the expectations arising from the Support for Businesses Grants and increased demand for the Scottish Welfare Fund Payments. The first Business Grants will be issued this week and the Scottish Government have paid the Council £10.5million to meet expected demand.
- 5.17 The Council and partners have a Humanitarian Assistance Centre working group meeting regularly to refine processes
- 5.18 Humanitarian Assistance Centre:- The Council and partners have a Humanitarian Assistance Centre working group meeting regularly to refine processes for receiving requests for aid from the extremely vulnerable “Shielding” group. At the time of writing we are awaiting a full list of those in this group which, when received, will allow us to contact recipients of the NHS Shielding letter directly to establish their needs in a number of areas. These include help with food, prescriptions, other goods, utilities and repairs and psychosocial support. The Scottish Government is also arranging contracts for food deliveries to this group and again we are awaiting details on how this will work and the level of input required from the Council and partners.
- 5.19 Once the needs of the Shielding group have been established, and processes put in place for ongoing support where required, the intention is to develop an enhanced service which can provide support and signposting for the wider vulnerable community in Inverclyde.

6.0 HORIZON SCANNING

- 6.1 There are continuing issues that require to be dealt with at the present time.
- 6.2 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.

- 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. The table below provides approximate absence levels across the council as at 1 April 2020.
- 6.4 A summarised table of workforce attendance figures for the Council is as follows:-

Council	
Historic average absence rate (%) (Pre Covid-19 to give a baseline comparator.)	4.3%
Absence rate on 1 April 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.	19%

- 6.5 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.
- 6.6 There will be significant pressure on Council resources relative to the administration of the governmental grant schemes that are in place in order to address the impacts on the local economy. These steps have been reported, to the extent of detail available, to the meeting of the Policy & Resources Committee in March 2020. Further work on the qualifying criteria will be developed with the governmental agencies in early course. There is a significant issue in terms of timescale and maintaining public confidence and trust in this grant system. From
- 6.7 Additionally, key decisions for the future will require to be considered by the CMT. For example, in terms of any lessening of impact, it may be possible to take cost-effective action relative to grounds maintenance of e.g. Council football pitches and weed kill in high amenity locations so that the Council's landscaping assets are maintained with minimum irretrievable impact. At this stage, it is too early to set programmes in motion, but Members should be confident that Officers are identifying any early steps of intervention that will assist recovery when the situation does change.

7.0 IMPLICATIONS

7.1 Finance

The 24 March Policy & Resources Committee received a detailed update on potential pressures/costs and a note of other funding supports which the Council are expected to administer in whole or in part. It would be intended that future reports will include an update on actual extra costs and deliverables.

It should be noted that the indication is that many of the costs incurred by Social Care will now be funded via the IJB which will reduce the extra costs on the General Fund.

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					

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?

<input type="checkbox"/>	YES (see attached appendix)
<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.
--------------------------	---

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

HSCP -Operational Log

Service Impact	Reason	Reported to CMT	Supporting report Yes – N/A	Implemented	Officer
1. Suspend Day Services at Hillend (Internal) Murshiel and Crown Care(External Providers) Alzheimers	Staffing required for Priority 1 service Care at Home. Social distancing also being followed.	Yes	Yes	Yes	Allen Stevenson
2. Suspend placement at Hillend Respite Service	Staffing required for Priority 1 service, care at home. Social distancing also being followed.	Yes	Yes	Yes	Allen Stevenson
3. Increasing intermediate care bed capacity in community. Linked to NHS DD Mobilisation Plan	Purchased 50 additional care home beds to ensure flow from Inverclyde Royal Hospital for older people until care at home capacity improves.	Yes	Yes	Yes	Allen Stevenson
4. Suspend Learning Disability day services at Fitzgerald Centre Greenock	Staffing required to provide outreach to vulnerable adults. Social distancing also being followed.	Yes	Yes	Yes	Allen Stevenson
5. Changes to billing CM2000 External Providers in relation to Care at home services.	To ensure external providers stay in business and provide services to older people at home. Prevent external care packages returning to Internal care at home service.	Yes	Yes	Yes	Allen Stevenson
6. Increase temporary flats for Homeless Centre.	Reduce the number living in the Inverclyde Centre on public health advice.	Yes	Yes	Yes	Sharon McAlees
7. Move to 6 Hub based services	Reduce service delivery across the HSCP to deliver core services within Mental Health, Alcohol/Drugs, Adults, Children's and Homelessness, COVID 19 response.	Yes	Yes	Yes	Louise Long
8. Initial discussion with Blackwood	To determine viability if hospitals are over run and if we require additional capacity to keep flow through hospital	Yes	Yes	Pending	Allen Stevenson
9. Scope the use of McPherson as residential	To determine viability if hospitals are over run and if we require additional capacity to keep flow through hospital.	Yes	Yes	Pending	Gerard Malone

Pending In Progress					
10. Changes to billing Supported Living Providers in relation to LD, MH service users	To ensure external providers stay in business and provide services to adults across LD, MH Physical Disability. Prevent collapse of support packages and these being passed back to HSCP who have no staff available to provide these services	Item under consideration	Pending	Pending	Allen Stevenson
11. Commission 20 intermediate care home beds at former Blackwood site	Ensure flow from Inverclyde Royal Hospital as per Delayed Discharge Mobilisation plan	Item under consideration	Pending	Pending	Allen Stevenson
12. Purchase 100 beds at Hotels across Inverclyde	Ensure flow from Inverclyde Royal Hospital as per Delayed Discharge mobilisation Plan	Item under consideration	Pending	Pending	Allen Stevenson

Education and Communities Operational Log

Service Impact	Reason	Reported to CMT	Supporting report	Implemented	Officer
1. Trips and Events	School Trips and Events to be cancelled until further notice following Scottish Government guidance	16.03.20	N/A	Immediately	RB/MR
2. School Closure	Following the Scottish Government announcement buildings to be closed to pupils. Childcare hubs to be opened to offer childcare for key workers. Survey sent out to parents.	19.03.20	Supporting guidance and documentation given to schools	20.3.20 / 25.3.20	RB/MR
3. ALEOs	Because of emerging Scottish government guidance on social distancing, facilities closing to the public. This was reported to boards for the Beacon and Inverclyde Leisure.	19.03.20	N/A	Immediately	TM
4. Free School Meals – phase 1	Because of school closure and the expectation that free school meals would be provided a decision was taken to try to continue to provide food where practically possible. A provision of packed lunch style lunch for free school meals was set up in community hubs. This was for ease of access across Inverclyde. Limited resources meant that this could not be offered across universal provision, although in practice no child or family was turned away. Deliveries were made to the most vulnerable to ensure that the children at most risk received food.	19.03.20	N/A	23.3.20	RB/TM
5. Free School Meals – phase 2	The provision of sandwiches through community hubs was becoming difficult to sustain and families were reluctant to leave	25.03.20 (26.03.20)	N/A	27.3.20	RB/TM

	houses under the most recent SG guidance. Foodbags for a fortnight were made up for those who were entitled to free school meals and a clothing grant. There was not the capacity to make up bags for more than those who were entitled to. The bags were delivered direct to homes to ensure pupils, their parents or carers do not have to leave the house in line with the latest health and safety rules from the authorities to help reduce the spread of Covid-19 (coronavirus).				
6. Easter Holidays Hubs	Because of the need to support key workers throughout the holiday, a decision was taken to keep Childcare Hubs open over Easter Holidays	25.03.20	N/A	From 3.4.20.	RB/MR
7. Cleaning Staff	Because of reduction in facilities staff there was a requirement to start closing buildings/limit rooms in use to reduce foot print because of lack of cleaning staff.	26.03.20	N/A	26.03.20	RB/TM
8. Goggles for NHS	Because of a lack of goggles for NHS schools to donate goggles from science and technology to NHS	30.03.20	N/A	30.03.20	RB/TM
9. Free school meals - phase 3	<p>Paper taken to CMT about plans for free school meals from after the Easter weekend. Because of difficulties in reliably sustaining deliveries for the bags the following decisions were made:</p> <ul style="list-style-type: none"> • Money to be put into bank accounts at £25 per fortnight for those entitled to clothing grants • Money to be given over the Easter Holidays starting after Easter Monday • System for early years to be set up • Back up food bags for the most vulnerable 	31.3.20/1.4.20	Yes		

	<ul style="list-style-type: none">Any child in P1-4 who would like to have a meal can contact education services and a packed lunch can be arranged.				
--	--	--	--	--	--

HR, OD, Policy & Communications - Operational Log

Service Impact	Reason	Reported to CMT	Supporting report Yes – N/A	Implemented	Officer
1. All pregnant employees should now self-isolate and work from home or stay at home after advising their manager.	Protecting health and wellbeing of employees	19.03.20	Yes	Yes	SMcN/All
2. All employees with specific underlining health condition outlined in SJC Circular should now self-isolate and work from home or stay at home after advising their manager.	Protecting health and wellbeing of employees	19.03.20	Yes	Yes	SMcN/All
3. Maximise home working across the Council where possible. Even where Aventail may not be required.	Protecting health and wellbeing of employees and maximise social distancing and prevent the spread of Covid-19	19.03.20	Yes	Yes	SMcN/All
4. Casual/Sessional Workers Pay - If it could be deemed contractual then continue to pay (13 week rule)	To ensure financial stability and no detriment to employees	19.03.20	Yes	Yes	SMcN
5. Additional Hours/Multi Posts - If it could be deemed contractual then continue to pay (13 week rule)	To ensure financial stability and no detriment to employees	19.03.20	Yes	Yes	SMcN
6. Temporary staff and Acting up arrangements including Supply Teachers. Honour existing contract. If COVID-19 hadn't happened, would they still be employed? If so continue to pay?	To ensure financial stability and no detriment to employees	19.03.20	Yes	Yes	SMcN
7. Payroll procedures & Audit processes – Move to electronic process (rather than paper) where required and ensure Chief Auditor and Chief	With staff working from home it may not be possible to provide usual signed off paper authorisation.	19.03.20	Yes	Yes	SMc

Financial Officer comfortable with any temporary arrangements in place.					
8. Following school closures school based staff should report for duty as normal.	To ensure sufficient staffing resources in place to organise childcare hubs	19.03.20	Yes	Yes	SMcN
9. Where no alternative care leave maybe granted to employees to look after their children and working from home arrangements implemented where possible. Decision will be kept under review.	Supporting staff with caring responsibilities	19.03.20	Yes	Yes	SMcN
10. Only those employees delivering essential services should come to work. Anyone who can work from home and/or managers do not require should be asked to go home and follow health advice	Ensuring the delivery of essential services and protecting health and wellbeing of employees	23.03.20	N/A	Yes	SMcN/All
11. All new recruitment suspended for a 4 week period with the exception of those needed in HSCP.	Ensuring the delivery of essential services	24.03.20	N/A	Yes	SMcN
12. Volunteers to be sought from the existing workforce and the wider community. A process being put in place to achieve this via Myjobscotland.	Ensuring the delivery of essential services	26.03.20	N/A	Yes	SMcN
13. Councillor enquiries to be directed to the media team.	To allow managers to respond effectively to COVID-19 and to help co-ordinate effective communication	26.03.20	N/A	Yes	SMcN
14. Advert for emergency support workers	Ensuring the delivery of essential services	27.03.20	N/A	Yes	SMcN
15. Arrangements for employee Annual Leave to be discussed with the trade unions covering: employees booked annual leave, employees working from home, paid special leave, term time etc.	To ensure annual leave is managed effectively over the year.	Item under consideration	Pending	Pending	SMc

16. Initiate Daily Briefing	Daily briefings where required to be published and distributed to members, MO, MSP (Constituency & Regional), Council staff with Service Changes updated at www.inverclyde.gov.uk/coronavirus	16.03.20	Yes	SMcN	
17. Event cancellations	All events managed by or supported by the council cancelled to comply with Government guidance on public gatherings and public health. It is expected that no events will be delivered before June/July but kept under review based on Government guidance. Potential financial implications reported to Policy and Resources Committee 24.04.20.	16.03.20	Yes	SMcN	

**Operational Log
Environment, Regeneration & Resources Directorate**

Service Impact	Reason	Reported to CMT	Supporting Report Yes – N/A	Implemented	Officer
<u>Regeneration & Planning</u>					
1. Building Standards – relaxation on completion certificates	Scottish Government Guidance	No	N/A	23.03.20	SJ
2. Building Standards – relaxation on SER certification	Scottish Government Guidance	No	N/A	31.03.20	SJ
3. Support through lease rental interventions – commercial and industrial portfolios	To support local businesses and assist cash flow pressures on a case by case basis to a max 24 month period	Yes	Yes	23.03.20	SJ
<u>Finance</u>					
4. CSC closed to the public	Employee H&S plus reducing employee numbers	Yes	Yes	23.3.20	AML
5. Birth Registrations stopped / stopped booking weddings	NRS Guidance and stopping face to face registrations	Yes	N/A	25.3.20	AML
6. Death Registrations moved to on line process	Change in legislation and to stop face to face registrations	Yes	N/A	27.3.20	AML
7. Stop Debt Follow Up	National commitment/sensitivity to changes in customer services/not a key worker task	Yes (P&R)	Yes	23.3.20	TB
8. Delay NDR Billing	To reduce confusion and lack of resources in revenues team	Yes (P&R)	Yes	24.3.20	TB
9. Budget Monitoring- P11- No formal reporting	Inability to meet Budget Holders/no Committees	Yes	N/A	1.4.20	AP
10. Reduced operating hours - CSC	Reduced employee numbers/rotating staff	Yes	Yes	3.4.20	AML

Service Impact	Reason	Reported to CMT	Supporting Report Yes – N/A	Implemented	Officer
11. Increased SWF payments by 20%	To meet increased requirement and demand. SG guide awards all increased by 20%	No	E mails	27.3.20	AP
<u>Roads & Transportation</u>					
12. Roads – suspended road and footway capital resurfacing works, emergency defect repair only	Scottish Government Guidance in relation to social distancing and essential works	Yes	N/A	23.03.20	GLM
13. Suspend parking enforcement and charges to 20.04.20	To assist essential workers access places of work	20/03/20	N/A	23/03/20	MMcN
<u>Environmental & Public Protection</u>					
14. Civic Amenity Sites closed	Lack of available staff / resources and social distancing guidance.	24/03/20	N/A	24/03/20	MMcN
15. Suspension of recycling. Only residual waste to be uplifted weekly (with brown bin waste included where a permit is displayed).	Lack of available staff resources and focus on essential service.	27/03/20	Yes	30/03/20	KL/MM
16. Grounds maintenance – suspension of grounds maintenance tasks including grass cutting etc.	Service initially reduced and then ceased as employees moved to support waste. Ground maintenance not an essential function in the short term.	25/03/20	N/A	Fully from 24/03/20	KL/MM
17. Street Cleaning / Litter Bins	As above reduced to town centres & bin emptying	25/03/20	N/A	24/03/20	KL/MM
18. Decision to close car parks at Lunderston Bay, Greenock Cut, Overton & car parks at public parks including Battery Park & Parklea.	Large number of people driving to these raising issues of ability to socially isolate etc. Issues raised by Police & Clyde Muirshiel.	31/03/20	N/A	From 1/04/20	KL/SW/MM
19. Closure of Public Conveniences	Lack of resources to open and clean	25/03/20	N/A	25/03/20	McMcN

Service Impact	Reason	Reported to CMT	Supporting Report Yes – N/A	Implemented	Officer
20. Suspend programmed inspection of food premises/ other regulatory visits	Implemented on a phased basis by service as businesses closed. Staff then working from home. Service still available if required for reactive work in businesses still operating. General policy has now been agreed nationally by FSS. Other regulatory services operating on reactive basis.	No	N/A	Gradual from early March	MM/RD
21. Delay cut of playing fields until late May	To protect playing fields from requiring reseeding and discussions ongoing with TUs	01/04/20	N/A	May 2020	MMcN
<u>Legal Services</u>					
22. Members Briefings suspended	To comply with social distancing	17/03/20 (P & R on 24/03/20)	N/A	17/03/20	GM
23. Council Governance revised to reflect emergency operating environment	Requirement to deliver on social distancing, home working and protection of vulnerable people.	23/03/20 (P & R on 24/03/20)	Yes	24/03/20	GM
24. Civic and Alcohol Licensing – renewal extensions	In line with Government guidance and legislation.	No	N/A	25/03/20	GM

Organisation	Provision	Funding request	Criteria	Cost
Belville Community Gardens	Providing food parcels to people in need within the community who are self isolating. Food is being delivered to the front door of their houses. The food provision is increasing to additional client groups (e.g. young carers)	Belville have estimated they will be delivering approximately 50 food parcels per day, 5 days a week at a cost of approximately £10 per box. For a 3 month supply of this, they require £30,000. Bags contain eggs, bread, milk, cheese, pasta, rice, any fruit and veg they have in the centre, frozen bags. Homemade soup and surplus food from supermarkets although this has been reduced.	People and vulnerable adults who are self isolating, young carers, elderly and families who are self isolating but do not have credit to purchase food online.	£ 30,000.00
Foodbank I58	Providing food parcels for people who are referred for food.	The food bank require funding of £20,000 for 3 months additional stock including for increased demand.		£ 20,000.00
Free school meals	Provide families entitled to Free School Meals with a food bag to mid-April and thereafter, £25 per fortnight .	£25 per fortnight per child to end of June equates to £25x3000x6 = £450,000. In addition it is estimated that foodbags costing £50,000 will be required over the period from 20.3.20 to end of June	Children who would be entitled to a clothing grant including those attending early years establishments.	Estimated £5000,000 less £90,000 materials = £410,000
Fareshare	in January of this year, Scottish Government in conjunction with Fareshare provided Inverclyde with 4.2 tonnes of food which was distributed to people in need within Inverclyde. Currently Inverclyde Council are not members of Fareshare.	Membership would cost £30,000 but it is assumed that Fairshare will be funded by the Scottsih Government to provide support to the Council		Nil. Assumed this is funded from £10million set aside by the Scottish Government for National providers
HSCP Hot Food Provision for the Elderly	Education Catering will supply cooked meals for HSCP homecare services and deliver where possible when people are self isolating.	£2.00 per day	Older and vulnerable adults who are supported by HSCP Homecare services	£600 per dayx 100 days = £60,000 inc boxes
TOTAL				£520,000

COVID 19 – Supplier/Community/Provider Support

<u>Organisation/Sector</u>	<u>Request</u>	<u>CMT Decision/Position – 2,4,20</u>	<u>Cost £000</u>	<u>Contained in budget £000 Y/N</u>
School Transport Providers	Continue payments to the end of the summer term	SPT asking for councils to confirm and letter from Cosla asking Councils to consider this subject to local review. March payment due mid April & April payment is due mid May. Agreed to pay 100% payment for March and 33% thereafter. Awaiting response from SPT.	£200k (based on 33%)	Yes
Early Years Providers	Continue with SLA payments	Clarity fully awaited from SG and Cosla . Agreed to pay 100% of April payment and request financial estimates from providers for next quarter based on Providers accessing available support from UK/Scottish Governments	£70-80k/month if 100% paid	Yes Government Ring Fenced Funding
Beacon	Continue with SLA payments	Agreed by CMT 23.3.20. BAC also investigating other supports (80% wage subsidy etc) Creative Scotland have confirmed they will pay their contracted £50k in April. Currently unlikely extra funding will be needed.	£50k/quarter	As things stand Yes
Inverclyde Leisure	Continue Management Fee including Free Swimming subsidy	Agreed by CMT 23.3.20, IL pursuing a range of areas to mitigate the £400-450k a month income loss and have around £600k in reserves	£120k/month for Management Fee	No as income loss will not be fully offset by other supports

		Work on going to quantify net extra cost to the Council	Up to £400k/month for loss of income	
Elderly Care Day Centres: Muirshiel and Crown Care	Continue SLA payments whilst service delivery is redirected to support overall HSCP response	Agreed by CMT 9.3.20	TBC	Yes
Home Care Providers	Continue to honour contracted visits and potentially meet extra agency costs	Agreed to bring all payments up to date as some providers are behind with their billing. Agreed to pay based on Planned hours rather than actual. This adds about £50k/month to the cost.	Extra cost of £50k/month	No.
E4i PPP Schools	Continue to pay monthly UC	Service/Legal comfortable that e4i are continuing to make schools available and will be delivering other parts of their contract whilst the schools are closed and as such payments should continue.	Approx £1 million / month	Yes
Ind & Commercial Tenants	Rent Holidays/Deferrals	Based on a comprehensive round robin of Councils the position nationally is to treat each case on its merits and to be sympathetic re time to pay but no rent holidays. Many businesses will receive support from the SG Business Grants, have no or limited NDR liability in 20/21 and could access the UK 80% wage subsidy fund.	3 month Holiday would cost £150k	Deferrals yes, holidays No

Supported Living Service	Treat the same as Home Care Providers ie pay on planned rather than actual hours	Different market as involves some very big organisations. Proposing to pay average of last few months.	£600k/month	Yes based on proposal
Self-Managed Community Centres	No request received but it is expected	Agreed that given the support being delivered from many of these centres, the loss of normal income for the centres and that it would be expected that employees would be paid if the facility is closed then usual levels of support should continue.	TBC	Yes