

**A meeting of the Policy & Resources Executive Sub-Committee will be held on Tuesday 2 June 2020 at 3.00pm within the Municipal Buildings, Greenock.**

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

GERARD MALONE  
Head of Legal & Property Services

## **BUSINESS**

1. **Apologies, Substitutions and Declarations of Interest**
2. **COVID-19 (Coronavirus): Scrutiny Report**  
Report by Chief Executive
3. **COVID-19 Financial Update**  
Report by Chief Financial Officer
4. **COVID-19 Shielding and Humanitarian Assistance Centre**  
Report by Corporate Director Environment, Regeneration & Resources  
***NB: Appendix 2 circulated separately***
5. **Emergency Package to Prevent Child Poverty Crisis – Notice of Motion by Councillor Jackson**  
Report by Head of Legal & Property Services
6. **Support to Care Homes COVID-19**  
Report by Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership
7. **Inverclyde Mental Health and Wellbeing Update**  
Report by Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership
8. **Proposals for the Administrative Arrangements in the light of COVID-19: Cycle of Council, Committee, Sub-Committee and Board Meetings to June 2021**  
Report by Head of Legal & Property Services
9. **Reopening Schools, Early Learning and Childcare Provision After COVID-19**  
Report by Corporate Director Education, Communities & Organisational Development

10. **Enhanced Cleaning in Establishments: COVID-19 Recovery**  
Report by Corporate Director Education, Communities & Organisational Development
11. **COVID-19 Recovery Update**  
Report by Corporate Director Environment, Regeneration & Resources
12. **National Records of Scotland (NRS) Mid-Year Population Estimates (2019) and Population Projections (2018 based) for Scottish Council Areas**  
Report by Head of Organisational Development, Policy and Communications
13. **Proposed Temporary Lay-Up of Cruise Ships: Peel Ports Update**  
Report by Corporate Director Environment, Regeneration & Resources

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

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

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

Enquiries to – <b>Rona McGhee</b> – Tel 01475 712113
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<b>Report To:</b>	<b>Policy &amp; Resources Executive Sub-Committee</b>	<b>Date:</b>	<b>2 June 2020</b>
<b>Report By:</b>	<b>Chief Executive</b>	<b>Report No:</b>	<b>LP/063/20</b>
<b>Contact Officer:</b>	<b>Aubrey Fawcett</b>	<b>Contact No:</b>	<b>01475 712701</b>
<b>Subject:</b>	<b>COVID-19 (Coronavirus): Scrutiny Report</b>		

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## 1.0 PURPOSE

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

## 2.0 SUMMARY

- 2.1 As approved at the Executive Sub-Committee's previous meeting, this report ensures there is Elected Member oversight and scrutiny of all actions implemented by officers in the COVID-19 emergency. Officers have taken actions based upon the principles that essential services continue to be delivered to the public, wherever possible, and the core business of the Council is maintained with key regard to the safety of its workforce.
- 2.2 The Policy & Resources Committee at its meeting on 24 March 2020 authorised the suspension of all Council, Committee and Sub-Committee meetings for the duration of the emergency and delegated full powers in the emergency to this Executive Sub-Committee. This report ensures that Members have clear oversight of all actions taken by relevant officers and with particular regard to service impact.
- 2.3 The items in the **Appendix 1** are updates of actions taken since the previous meeting and are detailed for Member scrutiny. The Executive Sub-Committee will wish to review the appendix for the strategic direction taken in response to the emergency and also for their assessment of how the operational aims of maintaining crucial public services whilst safeguarding the workforce were achieved. The log of actions is indicative of the position on Wednesday 27 May 2020.
- 2.4 Reports in this format with relevant updates are being made to each meeting of the Executive Sub-Committee.

## 3.0 RECOMMENDATIONS

That the Sub-Committee:

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

**Aubrey Fawcett**  
**Chief Executive**

## 4.0 BACKGROUND

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

## 5.0 CURRENT ISSUES

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

### **HSCP**

- 5.5 **Personal Protective Equipment:** Inverclyde HSCP has been in the fortunate position in maintaining a robust supply of fluid resistant masks, disposable gloves, disposable aprons and eye protection as advised by Public Health Scotland for managing COVID19 with community health & social care settings.

The HSCP in line with National guidance has established a PPE Supply Hub for social care providers, commissioned services, care homes, carers and personal assistants where they locally obtain a supply of PPE when their normal supply chain has been unable to deliver PPE to them. This allows services to maintain their support to service users whilst protecting care staff and services users as per Public Health Scotland infection control advice.

The HSCP sources PPE through two main supply chains, NHS Greater Glasgow & Clyde NHS supplies for health care as well as National Services Scotland for social care provision.

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

Where there has been pressure on deliveries on individual items of PPE, the HSCP has been proactive in sourcing this directly from the supplier/stores.

- 5.6 **Covid Assessment Centre**: The Inverclyde HSCP COVID19 Assessment centre opened on Monday 30<sup>th</sup> March 2020. This is based at Wing H and I of the Greenock Health centre. This was in response to the National UK / Scotland wide COVID19 assessment requirements and was part of the Greater Glasgow and Clyde response. Inverclyde was the 2<sup>nd</sup> centre to open after GGC Barr Street HUB.

Inverclyde CAC centre is open Monday to Friday 9-5pm with capacity to see 20 symptomatic patients per day. Patient transport is available for the afternoon slots.

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

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

### **Education and Communities**

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

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

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

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

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

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

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

## 6.0 COVID-19 TESTING

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

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

- 6.3 Testing is accessed via the government website:

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

6.4 **Health & Social Care Staff Testing:** A COVID19 drive-through testing centre has been established at Port Glasgow Health Centre for Health & Social care staff and commissioned social care providers process which allows staff members to self refer for testing or members of their family where they are self isolating. There have now been in excess of 600 staff tested here and whilst the centre is currently running at about half capacity, this spare capacity has been used for care home staff mass testing allowing for a further 120 tests to take place on site.

6.5 **COVID19 Care Home Testing for Residents & Staff:** As per Scottish Government guidelines COVID19 testing for Residential and Nursing Care Homes has been established to test symptomatic residents via their GP and via Port Glasgow test centre for symptomatic staff. In addition to this from the 7<sup>th</sup> of May 2020 testing of non- symptomatic staff and residents has taken place within individual residential and nursing care homes and will be undertaken by the outreach testing service. This will be coordinated from the Port Glasgow testing site.

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

Care homes who do not wish for large numbers of staff to enter the premises and have been carrying out their own tests with support from the HSCP Care Home Liaison Nurses where requested.

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

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

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

## 7.0 WORKFORCE ISSUES

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

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

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

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

<b>Absence rate on 28 April 2020 (%)</b> (This includes all those employees reporting sick, those isolating, those absent with caring responsibilities and those non-essential employees at home unable to work from home). <b>Please note that this excludes employees working from home.</b>	Council Wide	17.6%
	<b>Essential Services Breakdown (% of Service Area)</b>	
	Home Care	20.2%
	Other HSCP	17.3%
	Waste Management	24.0%
	Facilities	22.2%

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

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

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

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

## 8.0 IMPLICATIONS

### 8.1 Finance



Financial Implications:

One off Costs

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

Annually Recurring Costs/ (Savings)

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

**8.2 Legal**

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

**8.3 Human Resources**

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

**8.4 Equalities**

Equalities

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

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

(b) Fairer Scotland Duty

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

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

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

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

X

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

NO

**8.5 Repopulation**

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

**9.0 CONSULTATIONS**

9.1 The Corporate Management Team endorses this report.

**10.0 BACKGROUND PAPERS**

10.1 None

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

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

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

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

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

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

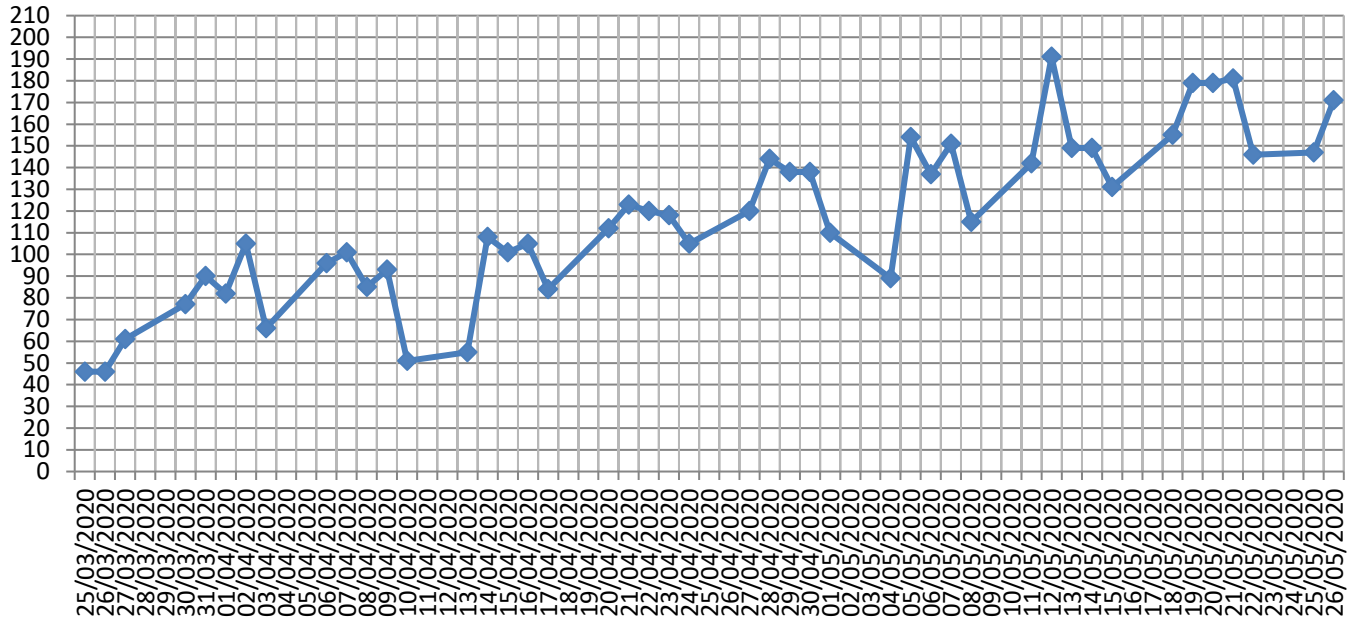
Service Impact	Reason	Reported to CMT	Supporting Report Yes – N/A	Implemented	Officer
58. Re- open Whinhill Golf Course with online booking system and club members have been advised of revised protocols on the course. (It is not possible at this stage to open the clubhouse and players will not be able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

**Legal & Property Services**

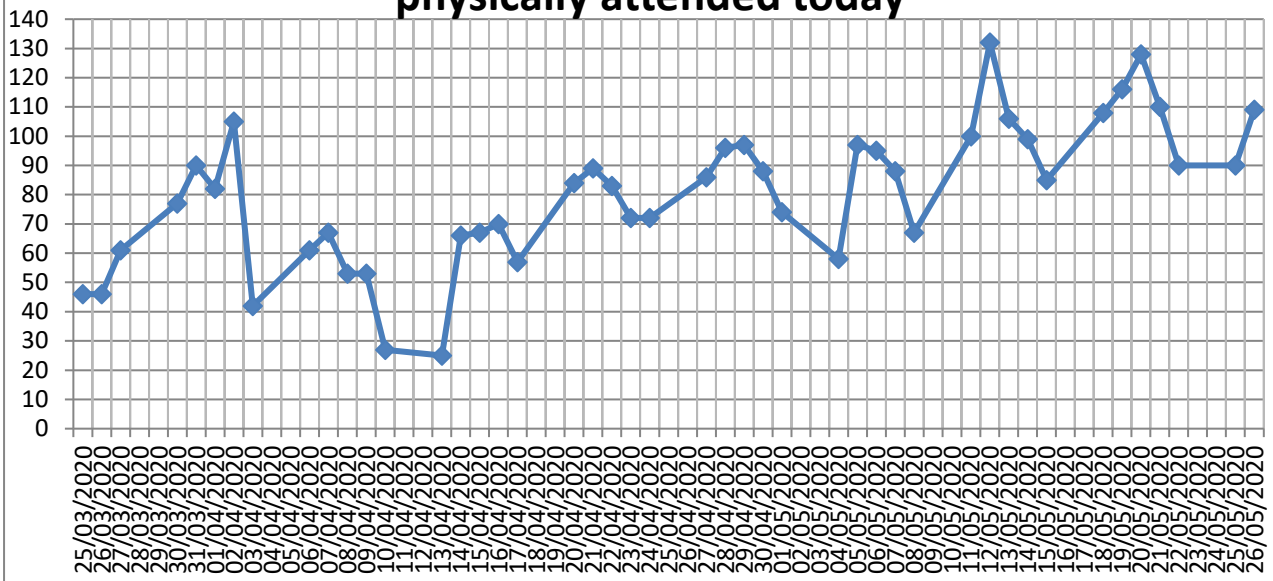
59. Implement Office and Depot Recovery Plan with work-space strategy to support and prepare for the Route Map's phased return to work by employees.	To implement the alterations (sanitisers, screens, signage etc.) needed for the Council's operational portfolio of Offices and Depots to ensure a safe environment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

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

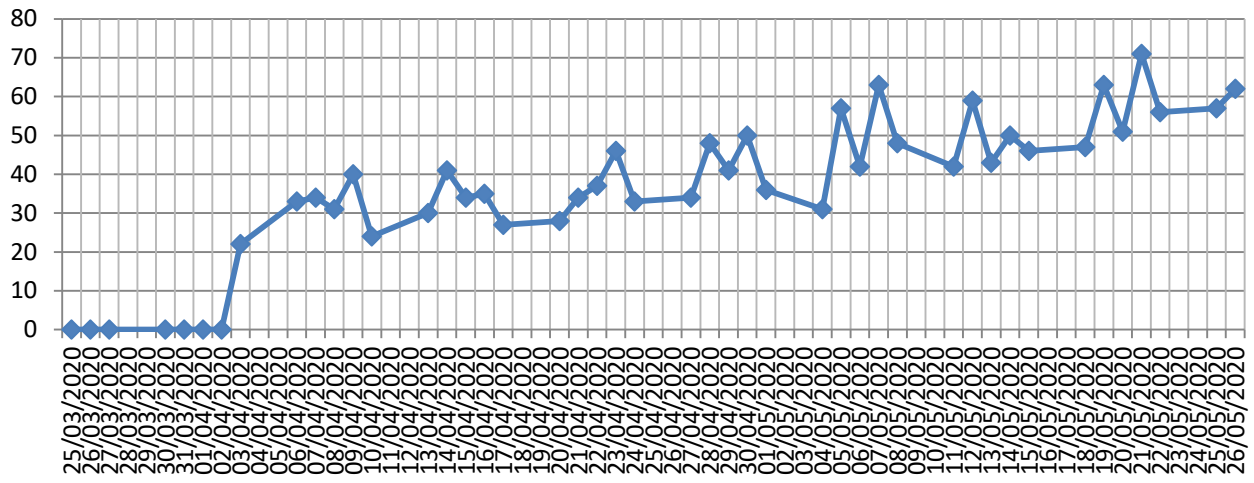


**Number whom were children of key workers who physically attended today**





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



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<b>Report To:</b>	<b>Policy &amp; Resources Sub Committee</b>	<b>Date:</b>	<b>2 June 2020</b>
<b>Report By:</b>	<b>Chief Financial Officer</b>	<b>Report No:</b>	<b>FIN/48/20/AP/LA</b>
<b>Contact Officer:</b>	<b>Alan Puckrin</b>	<b>Contact No:</b>	<b>01475 712223</b>
<b>Subject:</b>	<b>COVID-19 Financial Update</b>		

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to update the Sub Committee in respect of various finance matters arising from the COVID-19 Pandemic emergency.

## 2.0 SUMMARY

- 2.1 The Sub Committee have been receiving regular updates in respect of the emerging financial implications of the COVID-19 Pandemic. Officers have been identifying costs attributable to the emergency as well as identifying reductions in income. A regular return has been submitted to Cosla in respect of non IJB services whilst financial information has been submitted by the IJB to the Health Directorate of the Scottish Government.
- 2.2 Appendix 1 summarises the latest estimated position in respect of one off/time limited costs associated with COVID-19. The Sub Committee are asked to note that these costs are evolving and will continue to do so over coming weeks/months. It can be seen that the latest estimated net financial impact after taking into account the Scottish Government funding announced for Inverclyde Council is currently £3.5 million.
- 2.3 Appendix 2 is the letter received from the Cabinet Secretary for Finance confirming the distribution of the £155million consequentials funding from the UK Government. The letter also indicates the challenges in any further funding being allocated to meet the costs of COVID. It would therefore be prudent for the Council to plan on the basis that no further non-ring fenced funding will be forthcoming and therefore a report will be presented to the Sub Committee in the next 2 months or so to get decisions on how the net costs are to be funded and to link this to the 2021/23 Budget plans.
- 2.4 Appendix 3 provides an update in respect of the various funding streams announced by the Scottish Government. Members are asked to note that in line with other Councils, the Council will exhaust the Food Insecurity funding by the end of June. Given the recent announcement about continuing the support to vulnerable families over the summer holidays, Cosla are lobbying the Scottish Government to provide further funding to Councils.
- 2.5 The Sub Committee have also been receiving regular updates on payments to key partners/suppliers who service delivery to the Council has been affected during the COVID-19 Pandemic. Appendix 4 provides a summary update. Specifically the Sub Committee had requested an update on proposals in respect of school transport contractors and this is contained in the body of the report.
- 2.6 It is the intention to present 2 other key financial documents to Sub Committee in coming weeks namely the 2019/20 Unaudited Annual Accounts and an updated Financial Strategy. Work on both these documents is progressing to timetable.

### **3.0 RECOMMENDATIONS**

- 3.1 It is recommended that the Sub Committee note the latest short term financial impact on the Councils finances of the COVID-19 Pandemic and note the intention to present a further report to the Sub Committee regarding how these extra costs are to be funded.
- 3.2 It is recommended that the Committee agree that the Council's share of the Hardship Fund and UK Government consequentials be placed in a COVID-19 Earmarked Reserve.
- 3.3 It is recommended that the Sub Committee agree the proposed payment of 60% of contracted sums to school transport providers for the period 1<sup>st</sup> April 2020 to the 30<sup>th</sup> June 2020.
- 3.4 It is recommended that the Sub Committee note that a report on the 2019/20 Early Years Specific Grant underspend and delivery of 1140 hours will be presented to the next meeting of the Sub Committee.
- 3.5 It is recommended that the Sub Committee note that further reports will be presented in the next month in respect of the 2019/20 Unaudited Financial Accounts and the 2020/29 Financial Strategy.

Alan Puckrin  
Chief Financial Officer

## **4.0 BACKGROUND**

- 4.1 The Sub Committee have received various updates since late March in respect of the emerging financial implications from the COVID-19 pandemic.
- 4.2 Officers have been supplying regular updates to Cosla of estimated costs and these have been collated and presented to the Scottish Government in support of requests for increased funding. This resulted in £155million consequentials from the UK Government being allocated to Councils. Inverclyde's share of this is £2.321million.
- 4.3 The IJB have been separately submitting costs in respect of their budgets to the Health Directorate. It is currently assumed by the Chief Financial Officer that all the IJB increased costs will be fully funded by the Scottish Government and that there will be no request to the Council for increased funding. If this changes, Members will be advised.
- 4.4 The Sub Committee have been receiving regular updates in respect of increases in Scottish Government funding announced to combat a number of the expenditure pressures experienced by Councils and also updates in respect of payments being made to key partners and suppliers where service delivery to the Council has been adversely impacted by the COVID-19 pandemic.

## **5.0 LATEST POSITION**

- 5.1 Appendix 1 captures the latest summarised position in respect of short term/one off costs incurred by Council Services due to COVID-19. This includes a sizeable reduction in certain income streams. It can be seen from Appendix 1 that the latest gross financial impact (excluding IJB) is just over £7.6 million which reduces to £3.5 million once the Councils share of Scottish Government funding, ring fenced Education funding flexibilities and UK Government consequentials are netted off.
- 5.2 It would be proposed that a further report be presented to the Sub Committee in August as a precursor to the consideration of the 2021/23 Revenue Budget Strategy to confirm how these net costs are to be funded and the impact on the Council's Reserves Strategy.
- 5.3 Appendix 3 provides an update in respect of the various extra Scottish Government funding streams announced as part of the response to the COVID-19 Pandemic. From Appendix 2 it can be seen that the vast majority of funding to date has been allocated to support the business community in respect of one off reductions in non-domestic rates and Business Grants/Self Employed Grants. These sums are in addition to the unprecedented sums allocated to support the UK Furlough Schemes.
- 5.4 Members are asked to note that in line with other Councils, the Council will exhaust the Food Insecurity funding by the end of June. Given the recent announcement about continuing the support to vulnerable families over the summer holidays, Cosla are lobbying the Scottish Government to provide further funding to Councils.
- 5.5 Appendix 4 provides an update in respect of payments to those providers where service delivery to the Council has been adversely impacted by the COVID-19 emergency. Specifically Members agreed that they would take the decision on the level of payments to School Transport providers and the recommendation for this is detailed in section 6 below.
- 5.6 The Accountancy Team are on target to finalise the unaudited accounts for consideration by Members by the end of June and it would be the intention that these are presented to the Policy & Resources Executive Sub Committee on the 30<sup>th</sup> June.
- 5.7 As part of the accounts closure work a significant reduction in actual spend on Early Years grant has been identified. The unused grant is being carried forward and officers are seeking clarification from the Scottish Government as to how this underspend can be utilised to support the delivery of the 1140hours Policy. A report on this matter will be presented to the next meeting of the Sub Committee.

5.8 The financial impact on the Council arising from COVID-19 are without precedent in recent times and certainly since the commencement of the Financial Strategy in 2008. An update of the Financial Strategy is being prepared with an intention to present that to Members during the summer. This will form the base document for the development of the 2021/23 Revenue Budget.

## 6.0 RECOMMENDED PAYMENT TO SCHOOL TRANSPORT PROVIDERS

6.1 School transport contracts ceased being delivered on the 20 March and since that time there has been on going work at a national, SPT and Council level as to how much to pay Transport providers for the non-provision of contracts.

6.2 Some Councils took immediate decisions on payment levels before the UK Furlough Scheme and other supports for businesses and guidance were announced and this created an expectation in the sector as to the likely level of payments. The CMT originally proposed a 33% payment level based on access to the furlough scheme and savings in variable costs, Members asked that the final proposed payment levels be reported to the Sub-Committee for approval.

6.3 As previously agreed by Sub Committee, 100% of the April contract payments were paid in the 3<sup>rd</sup> week in May to all providers on the proviso that some basic financial information was provided. All providers supplied the information and payments were made.

6.4 The different types of the companies involved in School Transport provision and the proportion of income generated from these contracts has made consistent analysis of the information challenging. After having reviewed the previous years performance, planned profitability for the April – June Quarter pre and post COVID and factoring the proportion of turnover attributable to School Transport contracts, then officers would recommend a payment level of 60% of the contracted sum to all providers for the period April- June. Agreeing a consistent percentage payment to all providers is viewed as being the only practical solution and is in line with how other payments by the Council for the non-provision of service have been made.

6.5 In the event that the 60% payment level is agreed then a letter will be sent to all Providers from the Director of Education, Communities and OD seeking acceptance of this payment level and assurances around employee/sub-contractor payments.

## 7.0 IMPLICATIONS

### 7.1 Finance

#### Financial Implications:

#### One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
Schools	Transport	20/21	£360,000		Contain in existing 20/21 Education budget

#### 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 specific legal implications arising from this report.

## 7.3 Human Resources

There are no HR implications arising from this report

## 7.4 Equalities

### Equalities

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

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

(b) Fairer Scotland Duty

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

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

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

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

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

## 7.5 Repopulation

There are no repopulation issues arising from this report.

## 8.0 CONSULTATIONS

8.1 The contents of this report have been considered and supported by the Corporate Management Team.

## 9.0 BACKGROUND PAPERS

9.1 None

**COVID 19 - Main Area Of Expenditure**

Proposal	Estimate £'000
<b>Health &amp; Social Care Partnership - IJB Return (See note 1)</b>	
Fitzgerald Centre - Suspend Day Service. Loss of income	81
Homecare Commissioned Services	300
Homelessness Service - Security Costs	54
43 TFA's	608
Bed & Breakfast Support	128
50 Care Home Beds	1,976
Additional Staffing Costs across Directorate	1,243
3.3% Living Wage uplift on Care at Home Provision	135
Criminal Justice Early Release - Rent and Set up costs 18 Flats	66
RCH Disrepair Costs	63
Other Expenditure Areas	45
Initial Scottish Government payment to IJB via Health	(785)
<b>Gross Expenditure - Integrated Joint Board</b>	<b>3,914</b>
<b>Education, Communities &amp; ODHR - Local Authority Return</b>	
Inverclyde Leisure	500
Payment of School Meal Grant - Provide families who are entitled to a free School meal with £25 per fortnight.	530
Belville Community Gardens - Provide food parcels	30
Foodbank I58	20
HSCP Hot Food Provision for the Elderly	60
Loss of School Meal Income	245
Lower provision of School Meals	(200)
Loss of Wraparound income	100
Council Liability for cancelled School Trips.	115
Funding for Community Centres	191
Other Expenditure Areas	19
Supply Teachers additional costs	249
Increased cleaning costs - all buildings	500
<b>Environment, Regeneration &amp; Resources - Local Authority Return</b>	
<b>Building Services:</b>	
Reduction in Supplies and Services	(37)
Reduction in Rev/ Capital income	171
<b>Property Services:</b>	
Recovery Plans - Office Works	100
Planning income - reduction in demand	348
Clyde Muirshiel Park - Loss of Income	25
Humanitarian Aid Centres	
Software Costs	15
Overtime	20
Suspension of Parking Charges, primarily to assist NHS/Key workers	
- Parking Charges	70
- Penalty Notices	70

Assumptions	Comments
<b>Note 1</b>	<b>Costs reflect Government assumptions of length of extra cost period.</b>
6 months	Loss of income due to suspension of all day services
6 months	Paying providers on planned hours, anticipated additional cost.
6 months	Additional security at Inverclyde Centre
12 months	Net cost of additional 43 flats, an increase of 20 flats since last update.
6 months	Based on an extra 7 B&B rooms each night
12 months	Purchase of 50 extra beds at gross cost of £39,500 per year.
6 months	Based on 10% across all services per Government advice. Officers reviewing
12 months	£135k is additional cost of 1.1% above what was built into budget.
6 months	Rental (offset by HB), furniture and minor costs for 18 flats
One off	Cost by RCH to carry out repairs to TFA's before lease.
6 months	Loss of income and delivery costs.
One Off	IJB Share of £50million grant
	<b>Assumed to be funded by Health Directorate and IJB</b>
3 months	Based on net income loss for Inverclyde Leisure after the furlough scheme.
3 months	Largely funded from additional Scottish Government COVID funding.
3 months	Largely funded from additional Scottish Government COVID funding.
3 months	Largely funded from additional Scottish Government COVID funding.
3 months	Largely funded from additional Scottish Government COVID funding.
3 months	Figures based to the end of School term.
3 months	Figures based to the end of School term. Based on a 66% reduction.
3 months	Figures based to the end of School term.
3 months	This is based on the estimate of being liable for 40% of the total £287k potential liability
3 months	Early release of GTVO grant
3 months	Loss of Library/Museum Income
3 months	Based on April's figure of £83k for the 3 months.
6 months	Allowance based n report to P&R Exec Sub
One off	1 month emergency only, 2 month restricted work Capital only
One off	£66k 2019/20 impact, Capital only 20/21
One Off	Minor works, hand sanitising units, furniture removal
6 months	Estimate 6 months with no income
6 months	Based on 30% share of £84k
One off	£5k/month software costs
3 months	minimum 622hrs
3.5 months	
3.5 months	

**COVID 19 - Main Area Of Expenditure**

Proposal	Estimate £'000
Suspension of normal Waste Collection procedures - all waste to be collected via Residual Waste.	
- Additional Cost of Landfill	208
- Loss of external income	228
- Reduced cost of landfill from reduced external income	(116)
<b>Roads Client:</b>	
Reduction in income - Sales Fees and Charges	55
<b>Roads Ops Unit:</b>	
Reduction in Supplies and Services	(263)
Reduction in Rev/ Capital and NCI income	380
Vehicle Charges	(51)
ICT: Additional licences and equipment to support mobile working, staff overtime	260
Statutory Additions	118
Prior Years Council Tax	140
Scottish Welfare Fund	
- Crisis Grants	372
Technical Services Fees - shortfall due to suspension of Capital Programme	225
Other Expenditure Areas	30
<b>Corporate Expenditure - Local Authority Return</b>	
Cashflow: NDR Income	20
Cashflow: Council Tax Income	45
Council Tax, Loss of Income due to reduced collection levels	630
Reduction in Internal Resources Income due to low interest rates	180
Council Tax Reduction – Unfunded extra support	200
Council Tax - Long Term Empty Income Reduction	20
Utility Costs -	(58)
Capital - cost of inflation due to delays to Contracts, increases to insurance and contingencies.	
- Additional cost of projects currently under construction	956
- Expected cost increases of projects in development	858
<b>Gross Expenditure -</b>	<b>7,578</b>
Government Grant - Food Insecurity	(565)
Government Grant - Scottish Welfare Fund	(447)
Government Grant - Hardship Fund	(749)
Government Grant - Consequentials £155m	(2,321)
Education Flexibilities	Tbc
<b>Net Expenditure</b>	<b>3,496</b>

Assumptions	Comments
3 months	
3 months	
3 months	
3 months	Inability to earn full Capital fees for 3 month period
3 months	Emergency work only for 3 month period.
3 months	Capital only
3 months	Capital only
3 months	Reduction in Fuel and Non routine Maintenance for 3 months
One Off	£44k licences committed to date, up to £12k on additional licences and assumed overtime over the public holidays. £200k laptops.
3 months	40% reduction
3 months	£140k, 40% reduction
12 months	Funded by increased Scottish Government Grant.
3 months	Staff "offline" for over one month plus unable to do any on site work, inability to effectively earn full fees for 3 months. 30%reduction.
3 months	Loss of income/overtime and other sundry costs.
	Based on delays to annual billing.
	Downturn in Council Tax receipts.
	2% reduction in collection in 2020/21.
	50% reduction due to low interest rates and poorer cashflow.
	10% increase in CTR expenditure would cost £630k but assume anything over £200k will be funded by the Government.
	Mainly due to savings in electricity in Schools.
	Based on restricted working practices, increased length of contract and allowing for additional fees.
	Estimate based on anticipated increases as a result of restricted work practices and other cost increases from tenderers.
	Current projected spend is £640,000
	Projected spend is £372,000.
	Share of £50million Grant
	Share of £155m
	Awaiting confirmation on use for ELC Capital cost increases



Rùnaire a' Chaibineit airson Ionmhas  
Ceit Fhoirbheis BPA  
Cabinet Secretary for Finance  
Kate Forbes MSP



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## APPENDIX 2

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Councillor Alison Evison  
COSLA President  
Verity House  
19 Haymarket Yards  
Edinburgh  
EH12 5BH

Copy to Local Authority Leaders

26 May 2020

### COVID-19 – ADDITIONAL FUNDING SUPPORT FOR LOCAL GOVERNMENT

Dear Cllr Evison,

I refer to Cllr Macgregor's letter of 19 May, and thank you for confirming Leaders' view that the allocation of the consequential funding for local government should be based on the normal formula distribution for the local government finance settlement.

As I have recognised previously, and I am very happy to say again, I am in great admiration of the way in which local government has mobilised to support their local communities and businesses in the crisis. I am sure that as we move forward into the recovery phase we can build on that continued support at a local level. I also hope that we can focus on working constructively together as we seek to address the significant challenges ahead.

I have made clear on a number of occasions the Scottish Government is committed to deploying the additional funding in a way that is helpful to supporting local government and the COVID-19 response. Now that the cost collection exercise has concluded, I am therefore pleased to confirm that, in line with Leaders' views, the allocation of the remaining local government consequentials will be based on the normal distribution formula Grant Aided Expenditure (GAE) plus Special Islands Needs Allowance (SINA). Details of the allocations, which will be added to the General Revenue Grants payments to local authorities as soon as possible, are set out in the Annex to this letter.

In addition to the funding and package of measures set out in my letter of 5 May that we have already committed I am sure you will recognise that this amounts to over £300 million and is a significant overall package of financial support for local government in Scotland. This package is now also supplemented by the initial funding confirmed by Ms Freeman on 12 May of £50 million to support the immediate challenges in the social care sector, which will be provided through Integration Authorities, with further work being undertaken across Partnerships to fully understand the financial implications of responding to COVID-19.

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Maireannach fo chumhachan Achd Coiteachaidh (Alba) 2016. Faicibh [www.lobbying.scot](http://www.lobbying.scot)

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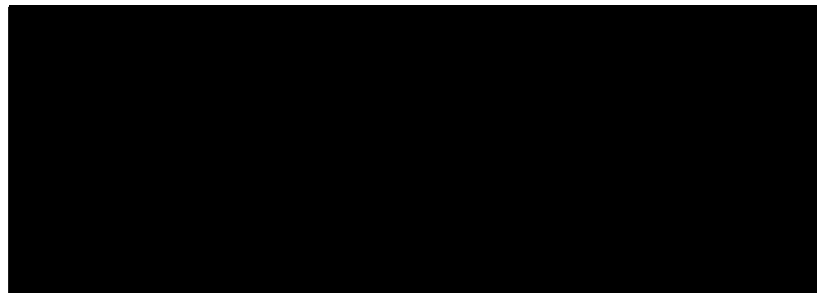


I note that COSLA view the cost collection exercise as an ongoing process. While having a full picture of the overall costs to local government will undoubtedly be helpful, I would stress again the points I made to Cllr Macgregor in our meeting on 7th May, that, we have now allocated all the additional consequentials at our disposal and more.

We will of course make further representation to UKG on the need for further funding and flexibility and would welcome any support COSLA can provide in this respect, however my sense is that the provision of further resources will be limited. Indeed UKG have already said that the current consequentials are estimates and may be revisited and that they will seek savings from Departments to offset some of the costs of the COVID response, which could result in negative consequentials for the Scottish Government.

I am of course willing to work with you going forward on how we can address any further funding pressures, this includes any costs associated with the strategic framework for the reopening of schools and early learning and childcare provision that has been developed jointly with the Scottish Government and local government. However, if there is not further funding made available to the Scottish Government from the UK Government, it will be extremely challenging to offer further funding to local government.

I will be happy to prioritise any request for a further meeting and look forward to working constructively with you in those further discussions.



**KATE FORBES**

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## COVID-19 – ADDITIONAL FUNDING SUPPORT FOR LOCAL GOVERNMENT

(£ million)

Local Authority	Allocation
Aberdeen City	5.448
Aberdeenshire	7.451
Angus	3.371
Argyll & Bute	2.776
Clackmannanshire	1.442
Dumfries & Galloway	4.588
Dundee City	4.307
East Ayrshire	3.532
East Dunbartonshire	3.229
East Lothian	2.991
East Renfrewshire	3.059
Edinburgh, City of	12.122
Eilean Siar	1.189
Falkirk	4.485
Fife	10.563
Glasgow City	17.347
Highland	7.357
Inverclyde	2.321
Midlothian	2.606
Moray	2.644
North Ayrshire	4.104
North Lanarkshire	9.863
Orkney Islands	1.085
Perth & Kinross	4.272
Renfrewshire	5.059
Scottish Borders	3.409
Shetland Islands	1.204
South Ayrshire	3.265
South Lanarkshire	9.234
Stirling	2.720
West Dunbartonshire	2.729
West Lothian	5.228
<b>Scotland total</b>	<b>155.000</b>

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COVID 19 – SCOTTISH GOVERNMENT FINANCIAL SUPPORT TO COUNCILS

	<u>Measure</u>	<u>Current Position- 27.5.20</u>	<u>Council position/impact</u>
1/	Non Domestic Rates (Cost £0.972 Billion)		
a)	1 Year rates holiday for all retail, hospitality and leisure properties from 1.4.20.	Government have approved a funding change reducing the Council NDR target by £6.8million and replacing this with Revenue Grant.	Cash flow impact due to delayed billing but GRG re-profiled so minimal net effect at present.
b)	1.6% relief on all properties from 1.4.20.	Relief to be applied to 2020/21 NDR Bills. Letters sent to all Ratepayers advising that Annual Billing will be delayed. Billing scheduled for late June.	The Council as a Ratepayer will have a one off saving of around £70,000 from the 1.6% relief
2/	Grants to Businesses –Ph1 (Cost £1.188 Billion)		
a)	£10,000 grant for all SBBS qualifying businesses including those which qualify for rural & Early Years relief.	Guidance finalised 30.3.20. Councils has a dedicated team removed from other duties of 8 individuals working on processing claims.  As at 26.5.20, 905 applications received and 712 grants totalling £7.9 million paid.	The Revenues team are processing claims in line with the guidance which continues to be refined weekly.
b)	£25,000 grant for all businesses in retail, leisure and hospitality sector for RVs between £18,000 and £51,000.	Government paid Council £10.6 million on 1.4.20 to fund the estimated payments.  Scheme expanded to include Charities in receipt of SBBS. Cost of £31million to be contained in original sum.  Further expansion being considered by the Government.	Internal Audit providing support and networks flagging up any potential fraud attempts.

<p>3/  a)          b)</p>	<p><b>Business Support- Ph2 (£220million)</b></p> <p>£120million to extend the current Business Grant Scheme for multiple property owners/rate payers</p> <p>£100million to protect newly self –employed and viable micro/SME Businesses</p>	<p>Scheme provides 75% funding to all subsequent eligible applications above those covered by Point 2 above.</p> <p>As at 26.5.20 58 applications received and 13 grants paid totalling £0.199million.</p> <p>Government advised that they are not intending to allocate any of the £120million to Councils due to the large sum left in Phase 1.</p> <p>Councils to administer the self-employed element at an estimated cost of £34million on the basis of a simple application form. Implemented from end of April.</p> <p>As at 25.5.20 52 applications received and 38 grants paid totalling £76k.</p> <p>SE to administer SME funding (£66million)</p>	<p>Web Site and Forms updated.</p> <p>Being managed by the Business Development Team. Form on the website and applications being processed.</p>
<p>4/</p>	<p><b>Hardship Fund (£50 million)</b></p> <p>Flexible funding for Councils to meet extra costs not covered in other UK or SG supports.</p>	<p>Letter confirming Council funding received 20/3/20.</p>	<p>Council receiving £749,000 towards costs in Appendix 1 which greatly exceeds to sum allocated.</p>

5/	<p>Scottish Welfare Fund (£45 million)</p> <p>Funding on top of the annual £35 million SWF funding.</p>	<p>Government have advised that £22million is being distributed at this time and £23million to be allocated where need is demonstrated.</p> <p>Council currently increasing awards by 20% and have increased the SWF team to meet demand.</p>	<p>Council share is £447k giving a total SWF grant budget of £1.278million for 20/21.</p> <p>Crisis Grant claims up by around 100% in the first 7 weeks but demand now reduced to 2019 levels.</p>
6/	<p>SSSA Benefits &amp; Council Tax Reduction (£50 million)</p> <p>Split to be confirmed.</p>	<p>Have moved to phone based application process.</p> <p>Government have advised that the first £10million of increased CTR costs should be met by Councils as CTR is currently “over funded” in the settlement.</p> <p>No details on SSSA Benefits as this will not be administered by the Council.</p>	<p>Increased workload for Benefits &amp; Customer Services. Backlog in CTR processing greatly reduced.</p> <p>Estimated share of the £10million cost is £200k and included in Appendix 1.</p>
7/	<p>Supporting Communities Fund (£40 million)</p> <p>To address social isolation, distancing and to go to Community Groups.</p>	<p>£10million released in mid-April to Community Anchor organisations. Cosla lobbying for Councils to have a role in distributing the remaining £30million.</p> <p>Stage 1 Community Wellbeing grant awards announced. £149k for Inverclyde</p>	<p>Officers liaising with CVS.</p>

8/	<p><b>Food Fund (£70 million)</b></p> <p>For organisations to address food insecurity, especially older people and families who may not be able to rely on free school meals. To be partly administered by Councils.</p>	<p>Government have advised that £30million is to go to Councils at this time for FSM/Holiday Hunger plus support for the vulnerable. Cosla raising funding pressure with the Government given recent announcement re continuing support until schools return</p> <p>£30million for food to Shielded Group being administered by Government and £10million for national organisations eg Fareshare.</p>	<p>Council share of the £30million in £565k.</p> <p>FSM payment numbers have increased for Early Years/ASN.</p> <p>Approx 3300 direct payments to bank accounts, operating smoothly.</p>
9/	<p><u>3<sup>rd</sup> Sector Partners Fund (£50 million)</u></p>	<p>These will not be administered by the Council</p>	<p>No role for Council but may reduce requests from 3<sup>rd</sup> sector for support.</p>
10/	<p><u>Scottish Crown Estates (£7.2million)</u></p>	<p>Government announced that 2019/20 funding could be used flexibly to support communities impacted by COVID.</p> <p>Cosla pushing for early clarification of 2020/21 funding.</p>	<p>Negligible impact in Inverclyde as the Council received under £3.5k in 2019/20.</p>
11/	<p><u>Consequential -20 April (£155million)</u></p>	<p>Funding derived from £1.6billion support for English Councils announced on the 20 April.</p> <p>Letter received 26.5.20 allocating funding to Councils but indicating little scope for further funding.</p>	<p>The Council received £2.321million. Letter attached as Appendix 2.</p>

**COVID 19 – Supplier/Community/Provider Support**

**Appendix 4**

<u>Organisation/Sector</u>	<u>Request from Supplier/Sector</u>	<u>Position – 25.5.20</u>	<u>Cost £000</u>	<u>Contained in budget £000 Y/N</u>
School Transport Providers	<b>Continue payments to the end of the summer term</b>	<p><b>Councils requested to consider paying providers subject to local review.</b></p> <p><b>Payment for April (paid mid May) were at 100% of contract rate whilst officers reviewed financial information provided. Following review the officer proposal is that payments to April-June are 60% of the contracted level.</b></p> <p><b>Reported to Sub-Committee 2.6.20</b></p>	April- June quarter £360k	Yes
Early Years Providers	<b>Continue with SLA payments</b>	<p><b>Scottish Government guidance issued asking Councils to consider paying contracted payments in full to Providers.</b></p> <p><b>Officers have paid 100% for April/June to all Partner providers and Child Minders.</b></p> <p><b>HMRC advice is that it expects that public funded payments will continue and furlough payments can only be applied for privately funded income.</b></p>	£70-80k/month	Yes Government Ring Fenced Funding
Beacon	<b>Continue with SLA payments</b>	<p><b>Beacon closed. BAC have applied for other supports (80% furlough scheme etc)</b></p> <p><b>Creative Scotland have confirmed payment of their contracted £50k whilst the facility is closed.</b></p>	£50k/quarter	As things stand Yes



		<b>Cashflow position reported to the Beacon Board and currently able to manage in this way until September provided 80% furlough scheme continues.</b>		
Inverclyde Leisure	<b>Extra support above Management Fee &amp; Free Swimming subsidy</b>	<p><b>SLA payments continuing.</b></p> <p><b>IL partly mitigating the £400-450k a month income loss and have applied to the furlough scheme. A funding gap of around £150k/month remains.</b></p> <p><b>Currently deferring IL reimbursing Council for 2 months payroll costs pending an open book review of the impact once it is clearer when IL will be able to commence operating.</b></p>	<p>£120k/month in the budget</p> <p>Up to £150k/month for loss of income</p>	<p>Yes</p> <p>£150k/month, No</p>
Elderly Care Day Centres: Muirshiel and Crown Care	<b>Continue SLA payments whilst service delivery is redirected to support HSCP COVID response</b>	<b>Agreed by CMT 9.3.20</b>	No net extra cost	Yes
Home Care Providers	<b>Continue to honour contracted visits and potentially meet extra agency costs</b>	<p><b>Agreed to pay based on Planned hours rather than actual. This adds about £50k/month to the cost.</b></p> <p><b>3.3% Living Wage cost increase to Providers will add a further cost to the IJB but will be included in Local Mobilisation Plan costs it is hoped will be met by Government</b></p>	Extra cost of £50k/month excluding the Living Wage uplift	No.

E4i PPP Schools	<b>Continue to pay monthly UC</b>	<b>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.</b>	£850k / month	Yes
Ind & Commercial Tenants	<b>Rent Holidays/Deferrals</b>	<b>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.</b>  <b>Many businesses have received support from the SG Business Grants, have no or limited NDR liability in 20/21 and could access the UK 80% wage subsidy fund.</b>	No net extra cost	Yes
Supported Living Service	<b>Treat the same as Home Care Providers ie pay on planned rather than actual hours</b>	<b>Different market from Home Care as involves some very big organisations. CMT agreed to pay average of last few months.</b>	£600k/ month	Yes
Community Transport Organisations	<b>Continue current funding levels</b>	<b>IVCSS and Port Transport have been supporting the transport and delivery of meals/food and are invoicing for mileage incurred charged to the COVID budget.</b> <b>Potential for early release of 20/21 Grants to Voluntary Organisations payment if required.</b>	No net extra cost	Yes
Self-Managed Community Centres	<b>Confirm 2020/21 Grant funding level</b>	<b>Officers are requesting similar information to that sought from Early Years providers. Recognised that there has been a drop off in income but also that other funding streams may be available.</b>  <b>Payment made and position to be reviewed over the summer and reported to Sub Committee</b>	£127k/ quarter	Yes

Sheriff Officers	<b>Increase Commission per clause in the contract</b>	<b>At the request of the Council the Sheriff Officer has suspended new enforcement action and this has had a material impact on income levels.</b>  <b>No extra payments required to date.</b>	Up to £2k/month for 2 to 3 months	Yes

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<b>Report To:</b>	<b>Policy and Resources Exec Sub-Committee</b>	<b>Date:</b>	<b>2 June 2020</b>
<b>Report By:</b>	<b>Corporate Director Environment, Regeneration &amp; Resources</b>	<b>Report No:</b>	<b>PR/24/20/MM</b>
<b>Contact Officer:</b>	<b>Martin McNab</b>	<b>Contact No:</b>	<b>01475 714246</b>
<b>Subject:</b>	<b>COVID-19 Shielding &amp; Humanitarian Assistance Centre</b>		

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## 1.0 PURPOSE

- 1.1 To advise Committee on work to support the “Shielding” and other high risk groups in the course of the COVID-19 pandemic.

## 2.0 SUMMARY

- 2.1 At the onset of the COVID-19 pandemic in the UK a cohort of people with health conditions which rendered them extremely vulnerable to the infection were advised by the UK and Scottish Governments to “Shield” for a minimum of 12 weeks avoiding leaving their homes and contact with others. Since this initial advice went out the Council has run a Humanitarian Aid Centre (HAC) to offer support to this group.
- 2.2 A second, far larger, cohort of people who are more vulnerable to COVID-19 than the general population due to their age or underlying health conditions was also identified. This group was not advised to Shield but was advised to limit contact with the outside world beyond the advice and restrictions placed upon the general population. In April 2020 a national helpline was launched to provide support & advice to this group. This helpline directs Inverclyde residents to our Humanitarian Assistance Centre.
- 2.3 At the request of members a further line was set up for those who may be struggling with lockdown restrictions as a result of vulnerabilities which do not place them in the health risk groups. This helpline has been staffed by officers from Education & Communities but will be subsumed into the overall HAC provision in due course.
- 2.4 The launching of the Test & Protect strand, preciously known as Test, Trace, Isolate & Support, has placed a further demand upon the Council's humanitarian provision. Those asked to isolate as a result of infection or contact will receive appropriate support from the Council & its partners. Obviously this will not be for the same length of time as the Shielding group, being limited to 14 days, but there may be specific need for certain services including potentially accommodation.

## 3.0 RECOMMENDATIONS

- 3.1 That the committee notes the contents of this report.

## **4.0 BACKGROUND**

- 4.1 The Council's Public Protection section has now been running a Humanitarian Assistance Centre for a number of weeks. The first target group for this was the Shielding cohort who were asked to remain at home and not leave for an initial period of 12 weeks. The main tasks initially for the HAC were making direct contact with all of those on the Shielding list in Inverclyde, a number that was initially approximately 1600 but is now just short of 3000 and the development of support pipelines using Council, HSCP and third sector services. The support and assistance of CVS Inverclyde, the Council's Third Sector Interface organisation has been invaluable in this.
- 4.2 Shortly after the initial setting up of the HAC a national helpline was launched for those with additional vulnerabilities to COVID-19 as a result of age or underlying health conditions also known as Non-Shielding At Risk (NSAR). This helpline has been directed through the HAC since its outset and appropriate assistance and advice given to callers. At the request of the Committee the Council has an additional helpline for all of those requiring assistance who do not fall into either the Shielding or NSAR categories. To date this has operated in parallel with the HAC to ensure that there is sufficient capacity for the Shielding group but it will be merged into the HAC provision in due course.
- 4.3 Requests for support arising from the Test & Protect provisions being brought in to support those cases and contacts asked to self-isolate will also be directed through the HAC. Currently it is expected that most needs will be met from current partnership provision but there may be additional need for separate accommodation. Discussions on how this need might be met are ongoing at the level of the Greater Glasgow & Clyde LRP.

## **5.0 SHIELDING SUPPORT**

- 5.1 Members will be aware that support for the clinically high risk Shielding group is co-ordinated by local authorities. In Inverclyde this service is currently co-ordinated by the Public Protection Service. The delivery and development of the service through the "Humanitarian Assistance Centre" (HAC) and associated helplines is an ongoing process. This has involved direct contact, as far as has been possible, with all of those in the Shielding group to establish their needs and ensure that they are aware of the service, together with the development of a number of support pipelines for various possible support needs. For a large number of these needs we have worked closely with CVS Inverclyde who have coordinated the delivery of volunteers and groups to support the Shielding group. The initial advice to individuals to Shield was for a 12 week period. It is very likely however that this may be extended, potentially for over a year. This extended period will be a challenge for the ongoing delivery of services to the group and will undoubtedly also be very challenging for those called upon to isolate for a very long period. It is likely that the needs of this group will develop over this time with a greater need for psychological support being one likely outcome. From a local authority point of view it will also be necessary to develop this into a sustainable service over this period.
- 5.2 Those who are asked to Shield from COVID-19 are identified as those who are at the clinically highest risk from COVID-19. They were initially identified as those with one of a list of defined conditions from NHS systems. This produced an initial tranche of over 1500 for Inverclyde. Subsequent additions to the list have been made by both GPs and hospital clinicians with the result that there have been 8 tranches of additions at the time of writing this report. It should be noted that only a GP or other clinician can add anyone to the list. As might be expected the additional numbers have decreased with each tranche giving a total of 2984 in Inverclyde at the time of writing this report. Direct phone contact has been attempted with all of those on the Shielding list although there has been a small proportion whom we have not been able to contact. Appendix 1 indicates the numbers outstanding in each tranche. All reasonable efforts have been made to contact everyone on the list, and where this has not been possible to gain some confidence that they have been in contact with other services, both NHS and Council. A large number of letters have been hand delivered to those we could not contact by phone which have provoked a reasonable response. We will have to accept that there may be a small number of people who may be isolating elsewhere or for whom contact details are incorrect but members should be assured that we are

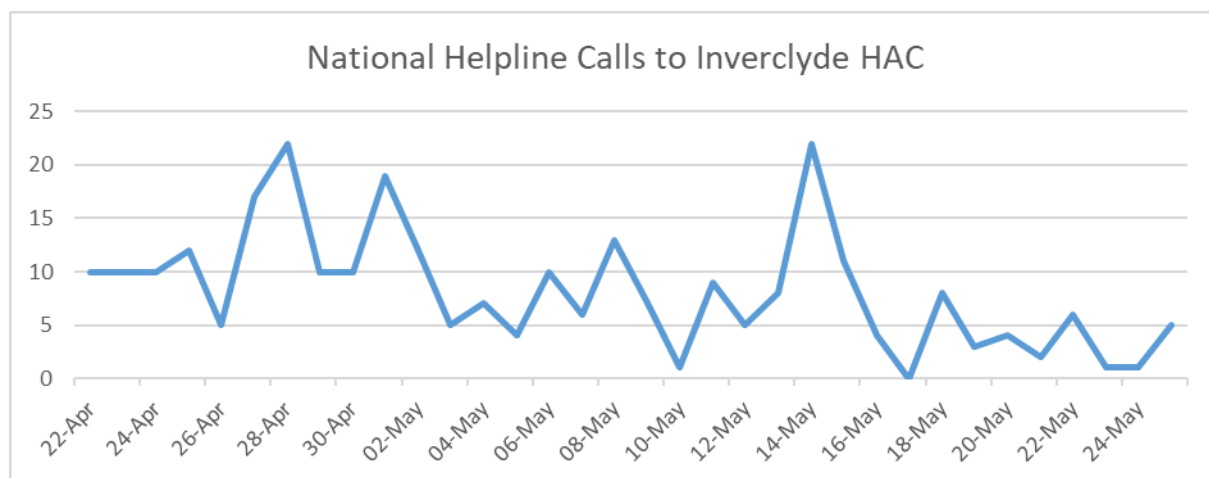
working to minimise this.

- 5.3 The current process map for supporting those who are Shielding is attached at Appendix 2. This is a live document which is being added to all of the time as new support needs are identified. Some services, such as food deliveries, are provided via national contracts and arrangements. Others are provided by volunteers co-ordinated by CVS Inverclyde and by bodies falling under CVS-Inverclyde's umbrella. A number of services are provided by the HSCP including mental health and financial advice. For emergency repairs a number of firms have undertaken to provide assistance. In each case where employees are required to enter the home of someone who is Shielding suitable training and instruction is given together with appropriate PPE to ensure that the Shielding individual is not put at risk. Coordination has also taken place with RSLs to ensure that similar precautions are in place in that sector.
- 5.4 Throughout the period that the Humanitarian Assistance Centre has been in operation there have been two major challenges to delivery of the service. The first of these has been the recurring issues experienced with delivery of food boxes. Food boxes are delivered to those requesting them by the Scottish Government's contractor on Friday each week in Inverclyde. Over the past month or so we have had consistent issues with failed deliveries resulting in staff from Public Protection and CLD having to deliver a large number of emergency food bags to those expecting deliveries. This has been at a significant cost to the Council both in terms of the cost of food and officer time in an area of service which is supposed to be fully funded and delivered by the Scottish Government and its contractors.
- 5.5 The second area which has been challenging has been the management of data. The Government Digital Office indicated that a solution for this was available and this was procured under a short term contract. Unfortunately considerable time was spent trying to implement this without success and ultimately the decision was taken not to spend any further officer time or provide the requested additional development costs to make the solution usable. For the longer term we are now looking at the feasibility of bringing the contact management into the Council's KANA CRM system which will make it easier to mainstream the service.

## **6.0 THE NATIONAL HELPLINE AND THE INVERCLYDE HELPLINE**

- 6.1 On the 22<sup>nd</sup> April the Scottish Government launched a national helpline for those identified as being more vulnerable to COVID-19 but who did not fall into the Shielding category, also known as No-Shielding at Risk (NSAR). This wider vulnerable group encompassed all of those over 70 together with those suffering from a number of conditions which would make them more vulnerable than the general population. In general the NSAR group is made up of those who would previously have been offered an influenza vaccination on health grounds and consists of around a third of the population.
- 6.2 Since its outset the national helpline has been directed to Inverclyde Council's Humanitarian Assistance Centre together with the calls to the direct Shielding line. The number of calls to the Inverclyde HAC from the national helpline is shown in Figure 1 below. It can be seen that, in general, this has declined since the launch although it should be noted that additional publicity invariably leads to a temporary upturn in calls as seen on 14<sup>th</sup> May. Callers to the HAC from the national helpline are offered appropriate assistance by the Council, HSCP and CVS Inverclyde. Two of the most obvious differences from the Shielding process are that this group does not get access to the Scottish Government's food offer and they do not need the same level of precautions to be exercised by contractors. It should also be noted that the Shielding Group are offered priority access to the main supermarkets' delivery services. This is not extended beyond the Shielding Group however as the system would not have sufficient capacity.
- 6.3 At the request of the Committee a further helpline was established in Inverclyde to offer support & assistance to those requiring it who did not qualify under either the Shielding or NSAR categories. Initially this was kept separate from the HAC as there were concerns that a large number of call would potentially result in delays for the Shielding group. As the vast majority of that group has now been contacted however it is likely that all calls will be handled by the HAC going forward. This will make it easier to manage the process in future

particularly as the HAC will require to be streamlined once all of the outgoing calls to the Shielding Group have been made. The chart below details the number of calls coming in from the national helpline. In general there has been a decline from a peak number of calls in late April with the exception of 14<sup>th</sup> May which most likely coincided with some renewed national publicity for the helpline.



## 7.0 TEST & PROTECT

- 7.1 Safe removal of the restrictions imposed to control the COVID-19 pandemic are dependent on the instigation of a system to test all possible cases, trace their contacts and isolate and support those contacts to limit the spread of the virus. This system was previously known as Test, Trace, Isolate & Support but is now referred to as Test & Protect in Scotland. The involvement of local authorities in this strategy is twofold. Environmental Health staff have been seconded to the Health Board to assist in leading teams of contact tracers. This will be for a 2-3 month period while a national system, which may be in operation for up to 2 years, is set up. Secondly local authorities will be expected to run, at least initially, support services for those in need in this group through their HACs.
- 7.2 Contact tracing is scheduled to resume in Scotland on the 28<sup>th</sup> May. From this point on people will be asked to self-isolate for 7 days if symptomatic and 14 days if they are an asymptomatic contact of a case. In extreme circumstances if someone becomes symptomatic right at the end of the 14 days they would be required to isolate for a further 7 days giving a total of 21 days. There is an expectation that there may be a need for support for a proportion of those required to self-isolate along the lines of the support given to Shielders and the NSAR group e.g. help with food, prescriptions, emotional support etc. The Scottish Government has commissioned some research into the possible demand for this but certainly in the interim the expectation is that Council HACs will be the route into such support.
- 7.3 There may also be a need in some circumstances for the provision of accommodation for those who cannot safely isolate at home. We will discuss this further with GG & C Health Board and colleagues from the other five authorities in the health Board area to see if there is a potential health board wide solution to this issue. The obvious solution would be an option to use rooms in a designated hotel as the need arises as the provision of housing with partner RSLs would not be sufficiently agile to address this need.

## 8.0 FUTURE PROVISION

- 8.1 It is likely that there will be a need for the HAC to continue for some considerable time to support the needs of both the Shielding group and the ongoing need to support those isolating under the Test & Protect strand. It is to be hoped however that the actual demands will reduce over time to updates and supporting developing needs as opposed to the initial contact required to the Shielders. With the development of established support pipelines the signposting of calls should also be simpler going forward.

8.2 Officers are currently looking at capturing the HAC processes in the Council's KANA CRM system which will allow for a greater range of options around how this service is delivered going forward. We will undoubtedly need the ongoing support of all of our partners both internal and through CVS Inverclyde over the course of this longer period.

## 9.0 IMPLICATIONS

### Finance

9.1 Extra costs to date of supporting the HAC are projected to be £35,000 and are currently reported as being met from the COVID-19 funds. There are currently no additional costs arising from this report and any subsequent costs arising from the development of KANA or for support under the Test & Protect strand will also be reported in that way. It should be noted that the UK Government announced the award of £300M to English Council's to support Test, Trace, Isolate & Support on 25<sup>th</sup> May. It remains to be seen whether any consequential will be forthcoming from the Scottish Government.

### Legal

9.2 There are no legal implications arising from this report.

### Human Resources

9.3 There are no human resources implications arising from this report.

### Equalities

9.4 Equalities

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

Yes See attached appendix

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

(b) Fairer Scotland Duty

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

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

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

NO

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

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

NO



## **Repopulation**

9.5 There are no implications for repopulation arising from this report.

## **10.0 CONSULTATIONS**

10.1 The Corporate Management Team has considered this report and approves the recommendations.

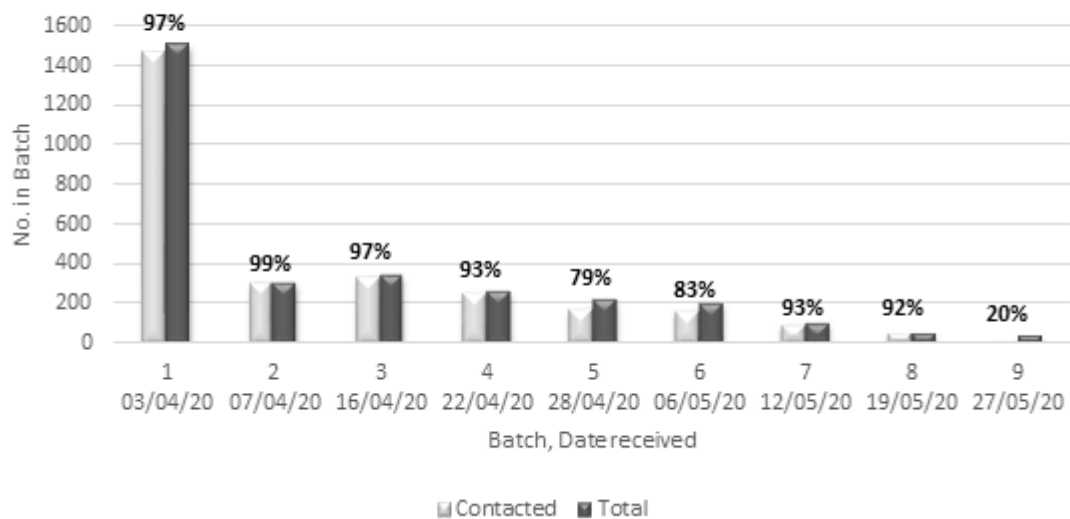
## **11.0 BACKGROUND PAPERS**

11.1 None.

**APPENDIX 1** \_ Shielding figures at 28/05/20

Shielding Batch	Total Shielding	Contacted	Letters sent	Contact as yet unsuccessful	Did not respond to letter	Letter due	Still trying by phone	Not contacted/ Health or SW contact in 2020	No. calls to Shielding Line	
									Shielding	Non-Shielding
1	1504	97%	124	43	43	0	12	24		
2	304	99%	12	4	4	0	0	2		
3	339	97%	43	11	11	0	4	8		
4	265	93%	140	19	19	0	7	14		
5	218	79%	110	45	45	0	6	2		
6	197	83%	81	34	34	0	7	0		
7	96	93%	7	7	7	0	2	1		
8	50	92%	10	4	4	0	3	1		
9	35	20%	0	28	0	0	27	2		
<b>Total</b>	<b>3008</b>	<b>94% (2813)</b>	<b>527</b>	<b>195</b>	<b>167</b>	<b>0</b>	<b>68</b>	<b>54</b>	<b>3612</b>	<b>546</b>

**Shielding Patients Contacted**



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<b>Report To:</b>	<b>Policy &amp; Resources Executive Sub-Committee</b>	<b>Date:</b>	<b>2 June 2020</b>
<b>Report By:</b>	<b>Corporate Director Environment, Regeneration &amp; Resources</b>	<b>Report No:</b>	<b>RMcG/LP/062/20</b>
<b>Contact Officer:</b>	<b>Gerard Malone</b>	<b>Contact No:</b>	<b>01475 712710</b>
<b>Subject:</b>	<b>Emergency Package to Prevent Child Poverty Crisis – Notice of Motion by Councillor Jackson</b>		

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to advise the Sub-Committee of the receipt of a Notice of Motion by Councillor Jackson, countersigned by Councillor Clocherty, submitted in terms of Standing Order 22 in the following terms:
- 1.2 “i A study by IPPR (Scotland) has reported that nearly half of families with children in Scotland are struggling to make ends meet through the current Covid-19 crisis. The report states that 300,000 households with children in Scotland (49%) are struggling to make ends meet or in serious financial difficulty, that the coronavirus pandemic is having a devastating impact on family finances.
- ii Over 100 children’s charities, faith groups, academics, think tanks, poverty campaigners and trade unions support a direct financial boost for all families living on low incomes to support them through the coronavirus crisis. Signatories include the STUC, Scottish Women’s Aid, Scottish Association for Mental Health, Joseph Rowntree Foundation, IPPR, Barnardo’s, Poverty Alliance, Child Poverty Action Group in Scotland and One Parent Families Scotland.
- iii The latest Scottish index of multiple deprivation (SIMD) ranked Greenock town centre and east central the most deprived part of the country and the latest figures from the National Records of Scotland ranked Inverclyde local authority as having the highest Covid-19 death rate in the country.
- iv Inverclyde families are at a higher risk of falling into financial hardship. Inverclyde Council ask that the Scottish Government support calls to step in to provide new payments to financially starved households, that in addition to support provided by the UK Government, that through the powers already available to the Scottish Government, the First Minister fund an emergency package to prevent a child poverty crisis, to provide a new payment of £250 to every child in families in serious financial difficulty.”

## 2.0 RECOMMENDATION

- 2.1 The Sub-Committee is asked to consider the Notice of Motion by Councillor Jackson.

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<b>Report To:</b>	<b>Policy &amp; Resources Executive Sub-Committee Committee</b>	<b>Date:</b>	<b>2<sup>nd</sup> June 2020</b>
<b>Report By:</b>	<b>Louise Long</b>	<b>Report No:</b>	<b>SW/27/2020/AS</b>
<b>Contact Officer:</b>	<b>Allen Stevenson</b>	<b>Contact No:</b>	<b>O1475 715212</b>
<b>Subject:</b>	<b>Support to Care Homes COVID19</b>		

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## 1.0 PURPOSE

- 1.1 This report is to advise the Sub-Committee of the preparation and actions taken by the HSCP to support Care Homes in Inverclyde during the COVID 19 pandemic.

## 2.0 SUMMARY

- 2.1 On 11<sup>th</sup> March 2020 the HSCP, along with the other HSCPs in GG&C, submitted a Hospital Discharge Mobilisation plan detailing the key actions required to facilitate discharge from hospital and free up capacity in the Acute Sector to help ensure that hospitals had sufficient capacity to respond to COVID 19. The mobilisation plan was based on the worst case scenario at that time.

The focus of the plan was to:

- Facilitate quick and safe discharge from the Acute Sector;
- Protect the Care at Home Service and to continue to provide a safe, albeit reduced service, and
- Sustain Care Homes for the projected loss in income.

The plan included securing additional bed capacity in the care home sector through the block purchase of 50 care home beds with outline plans for a further 20 potentially by mid-April which was not required. The anticipated costs for this were included in the mobilisation plan financial returns which have been submitted to Scottish Government on a weekly basis since late March. The additional cost of these beds will be coded against the COVID19 budget which has been set up in Health and the Council for all COVID related costs.

There has been a drop in care home placements reflecting the overall number of people who have died.

COSLA and the Scottish government are currently consulting with all partners to determine a way forward to support Care Homes in the post COVID19 recovery phase. In the interim joint guidance has been issued by COSLA and Health & Care Scotland regarding sustainability payments which are to apply until the end of June. The payment is to be based on usual Care Home occupancy levels. Officers are currently calculating the financial implications of this and an update will be provided to the next meeting.

On the 17<sup>th</sup> May 2020 the Government issued new guidance around support and governance of Care Homes. The letter emphasised the need to monitor and support Care Homes around 3 key areas;

- Ensure support around workforce to maintain safe staffing levels
- Infection control
- Supply of Personal protective Equipment. (PPE)

The Cabinet Secretary has also directed NHS Boards and Councils to ensure direct oversight of Care Home standards of care with schedule of meetings led by the Nursing Director, Chief Social Work Officer and Chief Officer.

### **3.0 RECOMMENDATIONS**

#### **3.1 Committee is asked to:**

- a) To note correspondence from the Cabinet Secretary regarding the arrangements to ensure appropriate clinical support and oversight to Care Homes
- b) To note the continued implementation of the delayed discharge mobilisation plan to address the pressures presented by COVID19 pandemic.
- c) To note that the additional 20 Care Home beds initially planned for are no longer required.
- d) To note the current arrangement to purchase 50 care home beds for 12 weeks till mid June 2020 period under the National Care Home Contract
- e) To note the current discussions between COSLA and the Scottish Government to determine how to support Care Home providers in the post COVID19 recovery phase.
- f) Note that a future report on Care Homes including analysis of impact of COVID 19 will be presented to future committees.

## **4.0 BACKGROUND**

- 4.1 On 11 March Scottish Government wrote to all NHS and local authority Chief Execs and IJB Chief Officers requesting submission of mobilisation plans.
- 4.2 A key element of these plans was to be how partnerships were scaling up general care home bed capacity and what they were doing to reduce delayed discharges to support acute services in tackling Covid19.
- 4.3 Plans were submitted through the Health Boards to Scottish Government in late March and weekly updates have been submitted since then. For Inverclyde this included the bulk purchase of 50 additional care home beds from 23rd March for 12 weeks and the provision to purchase a further 20 from mid-April at a total estimated annual cost of £3.054m for Inverclyde.
- 4.4 On 9th April the Scottish Government wrote to all Chief Officers and confirmed approval in principle for the plans submitted but asked that costing's within those plans continue to be reviewed and refined based on local positions.
- 4.5 The decision to purchase the additional 50 care home beds was to:
  - Facilitate quick and safe discharge from the Acute Sector;
  - Protect the Care at Home Service and to continue to provide a safe albeit reduced service, and
  - Sustain Care Homes for the projected loss in income.
- 4.6 Of the 14 Care Homes in Inverclyde 10 agreed to the arrangement for purchase of blocked beds, the other Care Homes declined.
- 4.7 COSLA and the Scottish Government have recognised the issues Care Home Providers will face in the post COVID19 recovery phase in particular in light of the reduced number of care home placements not only in Inverclyde but across Scotland.
- 4.8 **Other non-financial support to Care Homes**

In Inverclyde there is an existing partnership approach between providers and the HSCP. It is this good relationship that has allowed continued high level performance around discharges from Hospital.

- 4.9 Inverclyde HSCP are supporting Care Homes at present through the COVID19 situation by a variety of means. The Commissioning Team currently undertake regular calls to check on the welfare of the home and its Manager/Staff and supplies, provide information and advice on the latest guidance/information available from the Scottish Government/Public Health Scotland. Any concerns or significant events are reported to the Commissioning team daily. This allows the HSCP to "traffic light" providers and direct support to the care homes most in need.
- 4.10 A Scottish Care Representative attends the LRMT meetings which are held 3 times a week, they are the voice of care homes and relay vital information back to providers and highlight any issues. CVS is recruiting volunteers who will be available to assist staff in care homes if the situation requires. Through NES and SSSC there is access to staff they may wish to employ should they become short staffed. The Council and NHS have process to support care home with staff. In addition to this all Care Home Managers have direct access to a member of the Strategic Commissioning Team via telephone or email.
- 4.11 **Offer of Support to Care Homes**

The HSCP wants to support Local Authority, independent and Third Sector care home providers to protect their staff and residents, ensuring that each person is getting the right care in the appropriate setting for their needs. The HSCP recognises how important it is for care homes to have access to the right knowledge, staff and resources so they are equipped to deliver care at all times, but it is even more critical we do so at this challenging time. This is

why officers are working very closely with local care homes to offer any support they require including (but not limited to) the following:

- appropriate information, guidance and support to safely admit, accept discharges from hospital, and care for patients during the pandemic with direct access to the Public Health Protection team
- the right information and the right support to care for people within their care home
- ensure fair and prompt payment for existing care commitments by working with Commissioners
- ensure they have the right equipment and supplies, this includes appropriate Personal Protective Equipment (PPE) for care homes and that staff receive the right training in donning the equipment, its safe removal (doffing) and disposal so that staff can provide care safely and that they are appropriately
- psychological support to staff working in care homes
- training opportunities and support to all care homes in GGC through Webinars

In order to reduce the risk of the virus spreading within care homes the latest government guidance requires any patients being discharged from hospitals to care homes to be tested twice for the virus. Only after 2 negative tests can they be discharged to a care home.

#### 4.12 Testing of Residents in Care Homes

Scottish Government Guidance has recently agreed to test for COVID19 for all residents in Care Homes as well as key staff. This process will become an ongoing cyclical programme on a yet to be determined timescale. We have currently tested all residents and staff in 14 older people care homes.

As per Scottish Government guidelines COVID19 testing for Residential and Nursing Care Homes has been established to test symptomatic residents via their GP and via Port Glasgow test centre for symptomatic staff. In addition to this from the 7th of May 2020 testing of non-symptomatic staff and residents will take place within individual residential and nursing care homes and will be undertaken by the outreach testing service. This will be coordinated from the Port Glasgow testing site.

Care homes who do not wish for large numbers of staff to enter the premises and have been carrying out their own tests with support from the HSCP Care Home Liaison Nurses where requested.

This testing of potential service users who will be placed into care homes has also extended to admissions from the community where all service users will be tested on admission and isolated for 14 days in line with Scottish Government guidance. This will allow for more confidence on the part of care homes to take admissions in the coming weeks.

Across Scotland all HSCP and Acute Sectors have been asked to look at practical support if staffing numbers in care homes fall below safe levels. This may require deployment of staff to these settings. All Care Homes in Inverclyde have contingency plans in place to address staff shortage and this option will only be employed if necessary.

#### Oversight and Support

On the 17th May 2020 the Cabinet Secretary issued new guidance around support and clinical governance of Care Homes. The letter emphasised the need to monitor and support Care Homes around 3 key areas;

- Ensure support around workforce to maintain safe staffing levels
- Infection control
- Supply of Personal protective Equipment. (PPE)

The Cabinet Secretary has also directed NHS Boards and Councils to ensure direct oversight of Care Home performance with daily meetings led by the Chief Social Worker Officer, Nursing Director and Chief Officers.

This will include daily safety huddle to determine levels of risks within care homes around the 3 key areas. Determination of the need to escalate these concerns and put in place extra support and if required management and staffing. The Scottish Government has put into place under the COVID Act 2020 powers for Local Authority to take over responsibility of management of any care home as well as the Local Health Nurse Director taking on governance and responsibility for this care in each care home.

Inverclyde HSCP are establishing daily Safety Huddle and will submit a daily sit rep report which will inform weekly meeting chaired by the Chief Officer with Chief Social Work Officer, Lead Nurse and Head of Service Health and Community Care, Clinical Director and Public Health who will determine levels of risk and requirement to escalate support to any Care Home in Inverclyde.

#### **4.13 Current Situation**

From escalation a schedule of visits will be arranged. The purchase of extra beds began on Monday 23<sup>rd</sup> March 2020 The best worst case scenario has not as yet materialised and contingency preparations put in place have been successful in managing the demand and pressures on a reduced service.

- 4.14 Though it was never envisaged that we would use 100% of the beds this is lower than expectations. Officers are reviewing the arrangements for additional bed provision in conjunction with Care Home providers and will amend bed commitments and forecasts accordingly as the pandemic continues.
- 4.15 The recent information released by National Records of Scotland has sadly confirmed that Inverclyde has been disproportionately affected by the disease. Whilst the most recent signs are that the spread of the disease and the number of deaths arising from COVID-19 is slowing down the number of deaths being registered within Inverclyde remains higher than normal.
- 4.16 Deaths in Care Homes have increased during the pandemic In April 2019 we experienced 22 deaths compared to 74 in April this year. Over a wider period between the 18th March 2020 and 21<sup>st</sup> May 2020 (inclusive), Scottish Government Data shows here have been a total of 120 deaths in Inverclyde Care Homes. Of these deaths 29% (35) were COVID19 related.
- 4.17 It is therefore important that all partners locally work towards understanding how to minimise the number of COVID-19 cases and how best to protect those most at risk at this time.
- 4.18 As of Friday 25<sup>th</sup> March there were 50 vacant care home beds in Inverclyde the current position as of Friday 8<sup>th</sup> May this figure had increased to 111 vacant care home beds in Inverclyde, including the additional 50 purchased at the start of the pandemic i.e. excluding the 50 additional beds, vacant Care Home Beds have increased by 11.

#### **5.0 PROPOSALS**

- 5.1 Though data suggests we may have passed the peak of cases there is limited understanding about current pressures how long these will last and the medium term impact on Health and Social Care resources. It is likely that the recovery process will take many months or years.
- 5.2 The impact of this increase in vacancies will have a drastic effect on the sustainability of the care home sector and it potentially reduces the income to a number of care homes and may result in them becoming financially unsustainable and may result in care homes closing. This in turn leads to a risk of not having the necessary capacity in this sector for the needs of a growing elderly and frail population now and in future years.

A separate paper has been prepared looking at additional measures which can be put in place to provide additional financial assurance and support to the care home sector taking into account the Joint Guidance issued to Councils on 21 May.



The IHSCP are currently building on existing processes and structures to enact the Cabinet Secretary's guidance around oversight and support to Care Homes issued on 17<sup>th</sup> May 2020. Robust systems are in place to support Care Homes.

## 6.0 IMPLICATIONS

### Finance

- 6.1 The costs below reflect the full year cost of the purchase of 50 additional care home beds. If at the end of the initial 12 week contract those are not continued that anticipated cost will reduce. The cost of these beds for only the contracted 12 weeks would be £454k. COSLA is working with HSCPs to agree Scotland wide position on how we support the care home sector.

#### Financial Implications:

##### One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
IJB COVID	Care Home Beds	19/20 20/21	82 1,975		It is planned that any costs incurred will be fully funded by the Scottish Government via LMP returns.

##### Annually Recurring Costs/ (Savings)

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

### Legal

- 6.2 There are no legal implications arising from this report.

### Human Resources

- 6.3 There are no specific human resources implications arising from this report.

### Equalities

- 6.4 Equalities

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

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

- (b) Fairer Scotland Duty

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

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

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

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

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

**Repopulation**

6.5 COVID19 has impacted population in Inverclyde

**7.0 CONSULTATIONS**

7.1 The report has been prepared by the Chief Officer of Inverclyde Health and Social Care Partnership (HSCP) after due consideration with relevant senior officers in the HSCP.

**8.0 BACKGROUND PAPERS**

8.1 None

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<b>Report To:</b>	<b>Policy &amp; Resources Executive Sub-Committee</b>	<b>Date:</b>	<b>2<sup>nd</sup> June 2020</b>
<b>Report By:</b>	<b>Louise Long Corporate Director, (Chief Officer) Inverclyde HSCP</b>	<b>Report No:</b>	<b>SW/28/2020/LL</b>
<b>Contact Officer:</b>		<b>Contact No:</b>	<b>01475 712722</b>
<b>Subject:</b>	<b>Inverclyde Mental Health and Wellbeing Update</b>		

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to update the Sub Committee on actions taken to support Inverclyde Mental Health and Wellbeing during the COVID19 emergency.

## 2.0 SUMMARY

- 2.1 Services for mental health have continued to provide a service throughout the response pandemic, albeit there has been a reduction due to adhering to social distancing requirements. The increased use of technology has supported the people in a different way, with blended contact through telephone, Near Me technology, clinics and visits.
- 2.2 Inverclyde Community Action Response Group has formed a communication platform used by third sector, voluntary organisations and community groups who have come together to offer a wide range of support that helps people to feel cared for and support wellbeing.

## 3.0 RECOMMENDATIONS

- 3.1 The Sub Committee:
- a) note the actions taken to date to mitigate the effect of the COVID19 on the mental health and wellbeing of the population
  - b) note that the Mental Health Service have continued to be delivered.

**Louise Long  
Chief Officer**

## **4.0 BACKGROUND**

- 4.1 At the Policy and Resources Committee on 5<sup>th</sup> May members requested an update on Mental Health Service and support being provided within the Inverclyde community.

## **5.0 COMMUNITY**

- 5.1 Inverclyde Community Action Response Group was formed at the end of March. The HSCP Local Resilience Management Group requested that CVS lead the work to bring together services funded by HSCP and Council to look at how they could use all their collective resources to support communities.
- 5.2 Initially linked to having processes/support in place for those on the Shielded list, providers have come together to expand this and to provide extraordinary response to the communities needs.
- 5.3 A range of support is provided through Your Voice and Compassionate Inverclyde and have delivered 3533 keeping in contact calls to support people by being neighbourly and reducing social isolation. In addition Mosaic have supported keyworkers with mental health support.
- 5.4 Together Your Voice, Compassionate Inverclyde, Salvation Army and Mind Mosaic have offered support to those have experienced loss through bereavement.
- 5.5 A number of providers provide food, shopping and prescription pick-ups will have no doubt contributed to supporting peoples wellbeing, the feeling of being cared for by others.
- 5.6 A review of the providers support alongside communities feedback on responses during the pandemic will be included in Humanitarian Recovery Groups. This will also include feedback from other key providers such as Barnardos, Women Aids, Support Living Providers who have all continue to provide support to vulnerable people and their families.

### **5.7 Community Mental Health Hub**

Although the Community Mental Health Service is working in a different way, access is still available through the usual referral routes to different parts of the service: Primary Care Mental Health Team (PCMHT); the Adult Community Mental Health Team and Older People's Mental Team.

### **5.8 The Primary Care Mental Health Team**

The Primary Care Mental Health Team is for non-urgent common mental health problems such as depression, anxiety and adjustment issues. Brief psychological therapy is available to support self-help strategies in the management of these common mental health problems. Interventions such as CBT can accessed via individuals' own smart devices to maintain social distancing. GPs can refer for this and increases the overall system capacity to provide this low intensity level of intervention.

### **5.9 Adult and Older Adult Services**

Provide interventions for individuals experiencing severe/enduring mental health problems including dementia. There is a multi-disciplinary team approach to evidence based assessment, treatment and care provision. This incorporates commissioned supported living services and close collaboration with the partner agencies in review of ongoing interventions provided.

Therapeutic work is being prioritised to ensure those at most risk of deterioration and considered higher risk continue on their treatment plan via telephone or the use of technology. Attend Anywhere is a web based platform rolled out by NHS GGC to enable face to face consultations to take place by video and provide "business as usual" for day to day

operations.

For individuals who have the most severe and complex mental health needs, the service is continuing to provide essential care and treatment based on risk, vulnerability, resilience and protective factors. This includes collaboration with the Humanitarian Centre reflecting that there are service users and carers known to the service who are shielding or self-isolating.

#### **5.10 Roll out of Distress Brief Intervention (DBI)**

DBI is a national programme which offers a person-centred response to those in distress but who do not need a clinical response to a situation. Through the Inverclyde Mental Health Programme Board, Action 15 funds and resource from Primary Care have been identified for this financial year to work with a third sector provider to deliver this intervention which will enable a range of partners to directly refer. Work is underway with the National Co-ordinator to develop the timescale for roll-out in Inverclyde.

In addition, the Scottish Government have provided NHS 24 Mental Health Hub with additional resources to expand the DBI programme across the NHS GG&C area to provide a compassionate response (Level 1) and the offer of a guarantee of support within 24-hours by an identified third sector partner to provide compassionate, problem solving support, wellness and distress management planning, supported connections and signposting for a period of up to 14 days – reducing both immediate distress and empowering ability to manage future distress (Level 2) . <https://www.dbi.scot>

#### **5.11 Suicide Prevention**

A suite of resources have been developed by Health Improvement in response to the context of Covid -19 and the potential impact on the public. A range of resources to support staff across health, social care and helpline settings has been rolled out across the HSCP and partner agencies along with public information leaflets. Across the HSCP as part of recovery strategy all staff are being asked under take First Aid Mental Health training.

#### **5.12 Supporting Carers**

Inverclyde Carers Centre are responding to the Mental Health Needs of Carers at this time by contacting all registered carers on a monthly basis by email, text or telephone to offer support. Principle supports at this time are expanding the Carer Befriending Project, increasing provision of alternative Short Breaks, providing weekly online group activity and encouraging emergency planning thereby addressing isolation, alleviating continued pressure of caring, and preparing for periods of increased stress.

The above supports are a reflection of the range that are in place to support the community during this period and these are under continual review as we progress with service delivery on a day to day basis whilst planning for service recovery.

#### **5.13 Mental Health Inpatients**

The Mental Health Inpatient facility has remained opened throughout the pandemic. Initial sickness levels were high however quickly recovered. Consultants and staff have worked well to meet the needs of the patients.

#### **5.14 Strategic Planning**

The Inverclyde Mental Health Programme Board met on 20<sup>th</sup> May 2020 to consider the services response to COVID19. The programme is multi-disciplinary with representation from Police Scotland, Education, Health, HSCPs. Inverclyde Mental health providers, CVS and representation from people who use the service.

Overall feedback was positive about the use of technology to support people, clinics being run using Near Me, Police Scotland reported a reduction in people in distress. The Programme Board agreed that Your Voice should undertake a survey with the wider community and

Programme Board Reference Group will make contact with those using mental health services to ascertain their views on what has worked well and how we could improve.

Between the Humanitarian Recovery, HSCP Recovery Groups and Mental Health Programme Board the mental health and wellbeing of the population is a priority. Any recovery strategy will need to consider the impact of COVID19 and supports available.

## 6.0 IMPLICATIONS

### Finance

#### 6.1 Financial Implications:

One off Costs

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

Annually Recurring Costs/ (Savings)

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

### Legal

6.2 There are no Legal implications other than as noted within the report

### Human Resources

6.3 There are no Human Resources implications other than as noted within the report

### Equalities

#### 6.4 Equalities

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

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

(b) Fairer Scotland Duty

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

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

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
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x	NO
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(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

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

**Repopulation**

6.5 All of the steps undertaken by officers seek to support the long term interests of Inverclyde economy and support the health and wellbeing of the population

**7.0 CONSULTATIONS**

7.1 The Corporate Management Team endorses this report

**8.0 BACKGROUND PAPERS**

8.1 None





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<b>Report To:</b>	<b>Policy &amp; Resources Executive Sub-Committee</b>	<b>Date:</b>	<b>2 June 2020</b>
<b>Report By:</b>	<b>Head of Legal &amp; Property Services</b>	<b>Report No:</b>	<b>GM/SL/LP/061/20</b>
<b>Contact Officer:</b>	<b>Gerard Malone</b>	<b>Contact No:</b>	<b>01475 712710</b>
<b>Subject:</b>	<b>Proposals for the Administrative Arrangements in the light of COVID-19: Cycle of Council, Committees, Sub-Committee and Board Meetings to June 2021</b>		

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to propose the administrative arrangements and provisional cycle of Council, Committee, Sub-Committee and Board meetings to June 2021 in the light of the COVID-19 emergency arrangements and the Scottish Government Route Map – Through the Crisis.

## 2.0 SUMMARY

- 2.1 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 of all Committees to the Executive Sub-Committee, which has been meeting as an emergency business committee on a fortnightly basis since then.
- 2.2 This report plans for the re-introduction of the usual Council administrative arrangements for its Committee cycle and recognises the intended implementation of different phases in terms of the recently published Scottish Government Route Map – Through the Crisis. Given the uncertainties acknowledged within the Route Map, this report proposes flexibility in approving the future provisional timetable of meetings and requests Elected Members in the coming year to consider an extensive period of on-line or virtual meetings in the interests of public health protection.
- 2.3 The timetable thus proposed is, accordingly, provisional and is dependent on the successful public health outcomes promoted by the Route Map. The arrangements radically alter existing practices for Elected Member participation and makes provision for new ways of working for the Council's judicial tribunals.

## 3.0 RECOMMENDATION

That the Executive Sub-Committee:-

- 3.1 considers the terms of this report;
- 3.2 approves the principles of the revised administrative arrangements for the Council's Committee Cycle 2020/21 together with the provisional dates set out in the timetable (**Appendix 1**);
- 3.3 remits it to the Head of Legal & Property Services to implement the principles of the revised arrangements and to amend and edit the Council's Standing Orders in suitable terms to reflect and support on-line Member participation; and
- 3.4 Approves that until such time as all reasonable public health assurances are able to be made, all meetings of the Council, Committees, Sub-Committees and Boards will be held online only.

**Gerard Malone**  
**Head of Legal & Property Services**

## **4.0 BACKGROUND**

- 4.1 The Executive Sub-Committee has been meeting fortnightly since 7 April 2020 as an emergency business committee with the full powers of the Council's Committees. These meetings provide Elected Members with a formal opportunity for review and scrutiny of all key actions in this period of the emergency.
- 4.2 This report plans for the re-introduction of the usual cycle of Committee meetings for the Council's Committees, Sub-Committees and Boards. On 21 May 2020 the Scottish Government published its Route Map – Through the Crisis and this proposes a phased approach to the lessening of restrictions imposed for the protection of public health. This phasing in the Route Map is necessarily flexible given the uncertainties relative to progress. It remains critical to focus on the safety of the public, and including employees of the Council and Elected Members, in the resumption of "normal" working arrangements and meetings. The public health restrictions of the emergency have affected all forms of gatherings, including the meetings of the Council's Committees, Sub-Committees and Boards. These arrangements have all been held in suspension at this stage of the emergency with the Executive Sub-Committee being the only formal meeting of Elected Members in this period.

## **5.0 RESUMPTION OF COUNCIL COMMITTEE CYCLE**

- 5.1 It is proposed that the Committee, Sub-Committee and Board meetings as set out in the Committee timetable (**Appendix 1**) be approved as provisional dates for meetings. The approval of the provisional timetable will permit Elected Members, Officers and the public to plan diaries for the forthcoming year. The provisional timetable will only be made formal by decision of the Executive Sub-Committee at a time it considers the public health issues are such to justify this resumption of business. It would be intended to resume Committee meetings as from the September cycle but this is a matter that will be formally decided upon by the Executive Sub-Committee.
- 5.2 In the light of continuing uncertainties as to progress of the Route Map, it is essential for Members to reflect upon and to commit to processes of online or virtual meetings for the coming year. Until such time as all reasonable assurances are able to be made, it is proposed that all meetings of the Council, Committees, Sub-Committees and Board will be held online.
- 5.3 The above general principle is crucial for purposes of fairness and inclusivity amongst Elected Members as some are within groups in the community that cannot attend meetings because of shielding requirements. Additionally, the spatial restrictions that are necessary in order to achieve current 2 metres social distancing mean that the capacities of available meeting rooms are severely restricted. The capacity, for example, of the Council Chambers in its present configuration permits only a maximum of 8 persons in attendance if social distancing is to be guaranteed. A number of our Members require to be shielded and, in compliance with the current restrictions, are unable to attend formal meetings within the Municipal Buildings. For this purpose, and in recognition of fairness and inclusivity for all Members, it is requested that online participation at Committees be the norm through its video-conferencing platform.
- 5.4 The video-conferencing platform is available to all Elected Members and it is being trialled and used more frequently on a developing day-to-day basis within the Council in order to facilitate meetings. Further tests are in hand with all Elected Members in order to provide training and familiarity with the platform and its means of use during Committees. It is fair to observe that from experience to date Member protocols have very easily been adopted. However, there are some technical issues in respect of audio quality that are receiving attention. Certainly, a conclusion of the more recent tests is that the platform meets all of the requirements of the Council if the vast majority of participants are remote from the Council Chambers. For this reason, it is proposed that the current practice of a significant number of Elected Members attending the Council Chambers be changed so that remote access is utilised and encouraged as the norm. It is suggested that the trials to date can provide Elected Members with the assurances and confidence in the system that is needed and this

will be further supported by the developing of protocols for Member engagement in online meetings (e.g. early log-on to the video-conference, the ease and means of asking of questions and achieving participation at the meetings - by Members raising their hand to indicate onscreen and also by the messaging format - and assurances on the platform's ability to support the provision of relevant information to the meeting by officers and the taking of legal advice through the Committee's legal officer). The platform allows for the necessary privacy in the consideration and discussion of exempt or private items.

- 5.5 It is accepted that Elected Member confidence is necessary in all aspects of online meetings and there will be further trials with Member participation over the course of the summer in order to prepare for the provisional autumn cycle of meetings.

## **6.0 RESTRICTIONS ON PUBLIC ACCESS TO COMMITTEE MEETINGS**

- 6.1 Protocols will also be developed in relation to public access to or recording of meetings. Public access to Committee meetings has been restricted by the terms of the Coronavirus Act 2020.

- 6.2 With commitment to online meetings, it will not be possible to guarantee public access to the meetings set out in the provisional timetable. The health restrictions must apply for the duration of relevant guidance to ensure safety of the public, officers and Elected Members in the conduct of this business through Committees. Accordingly, the ongoing process of the Route Map will be constantly reviewed so that public access can be restored at the earliest opportunity. Pending that, and provided that there is full compliance with any developing legislative requirements, the following actions will be undertaken:-

- (1) all online meetings will be recorded and will be made available through the Inverclyde Council website for purposes of public record for all relevant items and business. The capacity of archives for retention will be monitored and reviewed in order to provide a reasonable and relevant amount of archive material but any capacity of the system will be focused on the relevant up-to-date cycle of meetings;
- (2) press representation at any scheduled meetings will be offered and made available online to local and national representatives if at all possible; and
- (3) Corporate Communications will continue with the practices adopted at the earlier stages of the emergency to summarise and make available for public access and notice the actions from the draft minutes of all Committees and in this way there will be timely reporting of key issues on the prominent Coronavirus page of the Council website.

## **7.0 QUASI-JUDICIAL TRIBUNALS – MEETINGS OF THE PLANNING BOARD, LOCAL REVIEW BODY AND GENERAL PURPOSES BOARD ETC.**

- 7.1 At the early stages of the emergency, the Policy & Resources Committee took the decision to manage the business for all Boards as far as possible but not to suspend meetings. It will be impracticable to postpone Boards further than the September 2020 cycle of meetings, although business is of course being monitored in order to ensure there is no inequity in the provision of these important functions. As the Executive Sub-Committee knows, the Coronavirus Act has made allowances for the continuation of relevant renewals and licences in order to mitigate the effects on applicants or licence holders.

- 7.2 It is proposed that where business requires, the quasi-judicial tribunals of the Council will recommence as from September 2020. These meetings will be conducted online and in compliance with the relaxations prescribed through the various legislative responses to the emergency.

- 7.3 Notwithstanding this, there is a recognition that the formal business of the quasi-judicial tribunals requires formal protocols to be in place to ensure fairness and transparency in all aspects and to minimise the risk of any challenges for any procedural irregularities. These meetings will also require to ensure there is a fairness of access by electronic means to all applicants so that no party is disadvantaged either in putting their case or in putting forward a representation (whether of support or objection).

7.4 Officers will develop these protocols in the period to September and will ensure there is provision from a private and secure location within the Municipal Buildings Complex, Greenock for any applicant (and/or legal representative) so that online participation can take place effectively for those who need it. These steps will require detailed work to be undertaken in meeting arrangements and also in the provision of a secure location within the Council buildings for those applicants who seek such assistance with participation.

## **8.0 PROPOSED PROVISIONAL TIMETABLE OF MEETINGS**

8.1 The Policy & Resources Executive Sub-Committee has been meeting fortnightly since 7 April 2020 as an emergency business committee. In the period leading up to the commencement of the provisional timetable, below, the Executive Sub-Committee will be able to review its own schedule and frequency of meetings and be able to consider the date it wishes to cease to meet as an emergency business committee and transfer relevant authority back to the Committees.

8.2 The provisional timetable is based on a cycle of five meetings of Thematic Committees, the Audit Committee, the Police & Fire Scrutiny Committee and the Council. The Planning Board and the General Purposes Board, as Regulatory Committees, have dates set aside each month for the determination of applications and associated business.

8.3 In line with previous years' arrangements, the provisional timetable has been designed to avoid, as far as is practicable, the holding of Council and Committee meetings during school holidays.

8.4 As in previous years, a number of pre-agenda meetings, the August Policy & Resources Committee and a number of Planning and General Purposes Board meetings are scheduled to take place during the school holidays and it is not proposed to make any changes to the dates of these for the following reasons:

- (a) The pre-agenda meetings are an integral part of the Committee process and cannot be altered without changing the dates of the Committee meetings themselves which would have a knock-on effect on the rest of the provisional timetable;
- (b) The additional Policy & Resources Committee held in August is arranged with the specific purpose of dealing with items arising during the recess period which cannot wait until the resumption of the Committee provisional timetable;
- (c) The Planning and General Purposes Boards have a date set aside each month for the determination of applications and associated business and it is necessary to continue to hold these meetings on the dates set out to allow the business to be disposed of.

8.5 The provisional timetable therefore runs as follows:

- (a) The Planning Board will meet on the first Wednesday and the General Purposes Board on the second Wednesday respectively of each month with the exception of July;
- (b) All ordinary meetings of the Thematic Committees (excepting the Education & Communities Committee), the Audit Committee, Local Police & Fire Committee, Planning Board and General Purposes Board will normally be held at 3pm;
- (c) The ordinary meetings of the Council will take place at 4pm.

8.6 It is not proposed this year to schedule a meeting of the Audit Committee in August as it is not anticipated that there will be sufficient business to justify the holding of a meeting at that time. However, as in previous years a meeting of the Audit Committee will be held at the end of June to review the draft annual report and accounts. There therefore remain 5 Audit Committee meetings in the Committee cycle.

8.7 The Inverclyde Integration Joint Board (IJJB) will be asked on 23 June to agree to convene six meetings of the Board and three meetings of the IJB Audit Committee in the period to June 2021 and the proposed dates are included in the provisional timetable.

8.8 The provisional timetable again also includes proposed dates for the Petitions Committee

established by the Council in October 2015 although these meetings will, of course, only be convened when there is relevant business to consider.

## 9.0 CONCLUSIONS

- 9.1 The proposals within this report require the consideration of all Elected Members and, if approved, need the commitment for online and remote access rather than attendance in person at Committee and Council meetings. This is a significant change for the Council's operating procedures.
- 9.2 The proposals provide a focus on online participation for the duration of the phased response to the emergency and reflect the phased approach of the Route Map. All steps will require to be continuously reviewed by officers to ensure compliance with legislation throughout the coming year. The provisional timetable provides a structure to reflect the return to more normal working arrangements but pending future assessments and assurances relative to the health of all likely participants whether the public, officers or Members, there will be a strong focus by the Council on online participation only. There will be detailed work undertaken for protocols and means of access for the quasi-judicial tribunals for a re-commencement of meetings at the September 2020 cycle.

## 10.0 IMPLICATIONS

### 10.1 Finance

Upgrades in the infrastructure needed for online participation will be met in the short term (until March, 2021) from Council budgets and COVID-19 earmarked reserve. Should Members decide to continue with this approach for Committee meetings there will be ongoing licensing costs. Any necessary items or improved visuals or audio performance will be met in the first instance from Council budgets as practices develop.

#### Financial Implications:

##### One off Costs

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

##### Annually Recurring Costs/ (Savings)

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

### 10.2 Legal

The relevant legal issues are addressed within this report. The phased progress of the Route Map means that officers will require to review all of the steps proposed in this report to ensure compliance with the law and any developing legislative requirements. It is a fundamental approach of all Committee meetings to ensure public access and the online participation cannot, in itself, provide that previous level of unhindered transparency and entitlement to attend. All steps will be taken to ensure openness and transparency at all the meetings set out in the provisional timetable.

### 10.3 Human Resources

There are no Human Resources implications arising from this report.

## 10.4 Equalities

There are no equalities implications arising from this report. All steps will be taken to ensure that the meetings and their decisions and minutes are available to the public just as soon as practicable.

### Equalities

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

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

- (b) Fairer Scotland Duty

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

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

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

- (c) Data Protection

Has a Data Protection Impact Assessment been carried out?

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

## 10.5 Repopulation

There are no repopulation implications arising from this report

## 11.0 CONSULTATIONS

11.1 This report has been endorsed by the Corporate Management Team.

## 12.0 BACKGROUND PAPERS

12.1 None.

	August/September 2020				October/November 2020			
Committee/Inverclyde Council	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
Policy & Resources Committee	17 July	Tues 28 July - 12 noon	31 July	11 Aug - 3pm	-	-	-	-
Audit Committee	NO MEETING				25 Sept	Mon 5 Oct - 10am	9 Oct	20 Oct - 3pm
Health & Social Care Committee	24 July	Tues 4 Aug - 3pm	7 Aug	20 Aug - 3pm	25 Sept	Tues 6 Oct - 3pm	9 Oct	22 Oct - 3pm
Environment & Regeneration Committee	31 July	Tues 11 Aug - 1pm	14 Aug	27 Aug - 3pm	2 Oct	Tues 13 Oct - 2pm	16 Oct	29 Oct - 3pm
Education & Communities Committee	7 Aug	Mon 17 Aug - 3pm	21 Aug	1 Sept - 2pm	9 Oct	Tues 20 Oct - 12 noon	23 Oct	3 Nov - 2pm
IJB Audit Committee (Date and time to be agreed by IJB)	28 Aug	Mon 7 Sept - 2.15pm	11 Sept	21 Sept - 12 noon	NO MEETING			
Inverclyde Integration Joint Board (Dates and times to be agreed by IJB)	28 Aug	Mon 7 Sept - 3pm	11 Sept	21 Sept - 2pm	9 Oct	Mon 19 Oct - 3pm	23 Oct	2 Nov - 2pm
Petitions Committee	-	-	-	10 Sept - 3pm	-	-	-	12 Nov - 3pm
Policy & Resources Committee	21 Aug	Tues 1 Sept - 12 noon	4 Sept	15 Sept - 3pm	23 Oct	Tues 3 Nov - 12 noon	6 Nov	17 Nov - 3pm
Local Police & Fire Scrutiny Committee	21 Aug	Mon 31 Aug - 10am	4 Sept	17 Sept - 3pm	23 Oct	Mon 2 Nov - 10am	6 Nov	19 Nov - 3pm
Inverclyde Council	7 Sept	Mon 14 Sept - 2pm	17 Sept	24 Sept - 4pm	16 Nov	Mon 23 Nov - 2pm	26 Nov	3 Dec - 4pm

Committee/Inverclyde Council	January/February 2021				February/March/April 2021			
	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	27 Nov	Mon 14 Dec - 10am	18 Dec	12 Jan - 3pm	29 Jan	Mon 8 Feb - 10am	12 Feb	23 Feb - 3pm
Health & Social Care Committee	27 Nov	Tues 8 Dec - 3pm	11 Dec	7 Jan - 3pm	29 Jan	Tues 9 Feb - 3pm	12 Feb	25 Feb - 3pm
Environment & Regeneration Committee	4 Dec	Tues 15 Dec - 2pm	18 Dec	14 Jan - 3pm	5 Feb	Tues 16 Feb - 2pm	19 Feb	4 Mar - 3pm
Education & Communities Committee	11 Dec	Tues 5 Jan - 12 noon	8 Jan	19 Jan - 2pm	12 Feb	Mon 22 Feb - 3pm	26 Feb	9 Mar - 2pm
IJB Audit Committee <b>(Dates and times to be agreed by IJB)</b>	18 Dec	Mon 11 Jan - 2.15pm	15 Jan	25 Jan - 1pm	19 Feb	Mon 1 Mar - 2.15pm	5 Mar	16 Mar - 1pm
Inverclyde Integration Joint Board <b>(Dates and times to be agreed by IJB)</b>	18 Dec	Mon 11 Jan - 3pm	15 Jan	25 Jan - 2pm	19 Feb	Mon 1 Mar - 3pm	5 Mar	16 Mar - 2pm
Petitions Committee	-	-	-	28 Jan - 3pm	-	-	-	18 Mar - 3pm
Policy & Resources Committee	8 Jan	Tues 19 Jan - 12 noon	22 Jan	2 Feb - 3pm	26 Feb	Tues 9 Mar - 12 noon	12 Mar	23 Mar - 3pm
Local Police & Fire Scrutiny Committee	8 Jan	Mon 18 Jan - 10am	22 Jan	4 Feb - 3pm	26 Feb	Mon 8 Mar - 10am	12 Mar	25 Mar - 3pm
Inverclyde Council	1 Feb	Mon 8 Feb - 2pm	11 Feb	18 Feb - 4pm	1 Apr	Mon 12 Apr - 2pm	15 Apr	<u>22 Apr - 4pm</u> *

**NB** As usual, the submission and pre- agenda dates for this cycle have been altered to avoid holding meetings in the week before Christmas and the week between Christmas and New Year.

\* Date altered to take account of the school holidays.



	April/May/June 2021			
Committee/Inverclyde Council	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	1 Apr	Mon 12 April - 10am	16 Apr	27 Apr - 3pm
Health & Social Care Committee	1 Apr	Tues 13 April - 3pm	16 Apr	29 Apr - 3pm
Environment & Regeneration Committee	9 Apr	Tues 20 April - 2pm	23 Apr	<u>Tues 4 May - 3pm*</u>
Education & Communities Committee	16 Apr	Mon 26 Apr - 3pm	30 Apr	11 May - 2pm
IJB Audit Committee	NO MEETING			
Inverclyde Integration Joint Board (Date and time to be agreed by IJB)	23 Apr	<u>Tues 4 May - 3pm</u>	7 May	17 May - 2pm
Petitions Committee	-	-	-	20 May - 3pm
Policy & Resources Committee	30 Apr	Tues 11 May - 12 noon	14 May	25 May - 3pm
Local Police & Fire Scrutiny Committee	30 Apr	Mon 10 May - 10am	14 May	27 May - 3pm
Inverclyde Council	24 May	Mon 31 May - 2pm	3 June	10 June - 4pm
Inverclyde Integration Joint Board (Date and time agreed by IJB)	28 May	Mon 7 June - 3pm	11 June	22 June - 2pm
Audit Committee	28 May	Mon 7 June - 10am	11 June	24 June - 3pm

\*Date changed from Thursday to avoid clash with Scottish Parliamentary elections.

**DRAFT****APPENDIX 1**

<b>PLANNING BOARD</b>			
<b>Submission Date - 9am</b>	<b>Pre- Agenda Date</b>	<b>Issue Agenda</b>	<b>Date of Meeting</b>
20 Aug	n/a	25 Aug	<b>2 Sept - 3pm</b>
24 Sept	n/a	29 Sept	<b>7 Oct - 3pm</b>
22 Oct	n/a	27 Oct	<b>4 Nov - 3pm</b>
19 Nov	n/a	24 Nov	<b>2 Dec - 3pm</b>
10 Dec	n/a	15 Dec	<b>6 Jan - 3pm</b>
21 Jan	n/a	26 Jan	<b>3 Feb - 3pm</b>
18 Feb	n/a	23 Feb	<b>3 Mar - 3pm</b>
25 Mar	n/a	30 Mar	<b>7 Apr - 3pm</b>
22 Apr	n/a	27 Apr	<b>5 May - 3pm</b>
20 May	n/a	25 May	<b>2 June - 3pm</b>

<b>GENERAL PURPOSES BOARD</b>			
<b>Submission Date - 9am</b>	<b>Pre- Agenda Date</b>	<b>Issue Agenda</b>	<b>Date of Meeting</b>
21 Aug	n/a	27 Aug	<b>9 Sept - 3pm</b>
25 Sept	n/a	1 Oct	<b>14 Oct - 3pm</b>
23 Oct	n/a	29 Oct	<b>11 Nov - 3pm</b>
20 Nov	n/a	26 Nov	<b>9 Dec - 3pm</b>
11 Dec	n/a	18 Dec	<b>13 Jan - 3pm</b>
22 Jan	n/a	28 Jan	<b>10 Feb - 3pm</b>
19 Feb	n/a	25 Feb	<b>10 Mar - 3pm</b>
26 Mar	n/a	1 April	<b>14 Apr - 3pm</b>
23 Apr	n/a	29 Apr	<b>12 May - 3pm</b>
21 May	n/a	27 May	<b>9 June - 3pm</b>

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<b>Report To:</b>	<b>Policy and Resources Executive Sub-Committee</b>	<b>Date:</b>	<b>02 June 2020</b>
<b>Report By:</b>	<b>Corporate Director Education, Communities &amp; Organisational Development</b>	<b>Report No:</b>	<b>LP/064/20</b>
<b>Contact Officer:</b>	<b>Ruth Binks</b>	<b>Contact No:</b>	<b>01475 712748</b>
<b>Subject:</b>	<b>Reopening schools, early learning and childcare provision after COVID -19</b>		

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## 1.0 PURPOSE

1.1 The purpose of this report is to update the Policy and Resources Executive Sub-Committee on the proposed local phasing delivery plan for reopening schools, early learning and childcare.

## 2.0 SUMMARY

2.1 All schools and early learning centres closed on 20 March 2020 due to COVID-19. Since then remote learning has been provided as well as childcare provision for critical workers and vulnerable children.

2.2 On 21 May 2020 the Scottish Government and Local Government, with support from key partners across the education system jointly developed a strategic framework for the phased reopening of schools. This guidance is attached as Appendix 1.

2.3 Education services have formed recovery groups to specifically consider aspects of resources management, curriculum, Additional Support Needs (ASN), health and wellbeing and digital learning. Whilst working at pace, and in a quickly changing landscape responding to scientific guidance, the groups have made good progress to establish timelines and to develop toolkits for schools to use.

2.4 The guidance produced by the Scottish Government requires schools to open on 11 August for the 2020 academic year. This is three days before the planned start date of 14 August. Negotiations are ongoing with the Local Negotiating Committee for Teachers (LNCT) and, at the time of writing, further national guidance is awaited. The assumption is that schools will start the 2020/21 academic year 3 days earlier in August 2020 and finish 3 days earlier in June 2021.

2.5 An all members' briefing will be held once more details are known.

## 3.0 RECOMMENDATIONS

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

3.2 The Policy and Resources Executive Sub-Committee is asked to agree in principle the new holiday dates pending further national advice.

**Ruth Binks**  
**Corporate Director**  
**Education, Communities & Organisational Development**

## **4.0 BACKGROUND**

- 4.1 On 19 March the Scottish Government wrote to all Education Authorities to say that following consultation with the Chief Medical Officer and Scientific Advisory Group on Emergencies and engagement with COSLA, Education Scotland, ADES, SOLACE and the teaching unions, all schools and local authority early learning and childcare settings should close to children with effect from 17:00 on Friday 20 March 2020.
- 4.2 The Scottish Government expected authorities to continue to provide childcare for children of key workers and to maintain protections and support for the most vulnerable children. All other education should be delivered remotely where possible.
- 4.3 Inverclyde schools closed on Friday 20 March and teachers have continued to teach remotely through a variety of methods since that date. Initially 11 childcare hubs were opened for children of key workers and the most vulnerable children but because of low uptake in some of the hubs this has reduced to 9. Attendance at the hubs has increased over time and during the week beginning 18 May a secondary hub opened at the I Zone in Port Glasgow.
- 4.4 On 21 May 2020 the Scottish Government and Local Government, with support from key partners across the education system jointly developed a strategic framework for the phased reopening of schools. This guidance is attached as Appendix 1.
- 4.5 Inverclyde Education Services has set up several working groups to begin planning for recovery and to engage with stakeholders. Groups have been set up to look at curriculum planning for the early years, primary school and secondary school; resources to support the reopening of schools, Additional Support Needs (ASN), digital learning and health and wellbeing. As well as weekly contact with the trade unions, there is ongoing liaison with representatives of parents and also the young people themselves. Officers are continually engaging with other authorities across Scotland and through the West partnership to share best practice and maintain as consistent approach as possible.
- 4.6 As guidance is developed and scientific advice is taken into consideration, education authorities need to work at pace to respond and react to advice and changes. This has been the case through COVID-19 and will continue to be the case as the country begins the recovery phase. There will be many questions that the community have where there is not a straightforward solution, the answer is not yet known and where the needs of every individual simply cannot be met.

## **5.0 TIMESCALE FOR PHASED OPENING OF SCHOOLS**

- 5.1 The main message in the guidance is that schools will open for almost all children in August however, subject to public health guidance, teachers and other school staff should be returning to work sometime in June. Childcare will continue throughout June and throughout the summer holiday period. There should be a particular focus on supporting children at key transition points (e.g. due to start P1 or S1) which may include some in-school experience in late June, so that they are fully supported to make the next steps in their education.
- 5.2 In Inverclyde, it is hoped that childcare hubs will revert to the home school/establishment for pupils from the week beginning 8 June until the end of the academic school term. It is very much hoped that key transition groups will have some in-school experience before the end of term and this will be communicated to parents/carers in due course.
- 5.3 The identified start date of 11 August 2020 is before the start date previously agreed for schools in Inverclyde (14 August). School holiday dates are set by the local authority after consultation and agreed by the Education and Communities Committee. The proposed new holiday dates are undergoing consultation with the LNCT and currently the LNCT is awaiting national guidance. The intention nationally is that where local authorities have an agreed start date later than 11 August, they will start the academic year earlier in August 2020 and finish the academic year earlier in June 2021. For Inverclyde this would mean starting the

term 3 days earlier on 11 August and finishing on 23 June 2021 rather than 28 June. Whilst the term will start on 11 August, in-service days need to be allocated so the schools will not necessarily open to pupils on that date.

- 5.4 The requirement to provide childcare for key workers will become more complex as schools re-open. Care must be taken to balance the educational needs of children and young people with those of critical workers requiring continuing childcare. Whilst every effort will be made to accommodate key workers requiring childcare, priority will be given to critical workers who cannot work from home. An all members' briefing will be held when further details are known.

## **6.0 ONGOING WORK OF RECOVERY GROUPS**

- 6.1 Regular meetings are being held with heads of establishment to work through toolkits to facilitate a return to school. The toolkits provide support with special guidance, health and safety, recovery curriculum and any questions that heads of establishment feel they need further support with. The recovery sub-groups have weekly meetings and are made up of heads of establishments as well as central officers.

- 6.2 Resources group: as well as considering the current response to COVID-19, particularly in relation to food provision, supporting the most vulnerable and cleaning, the resources group are working through the following:

- Working with health and safety to provide schools with risk assessments and guidance
- Supporting enhanced cleaning regimes
- Working with the school estates management teams to ensure that flow around buildings and social distancing is in place
- Working alongside the curriculum groups to identify the needs of transport and meals when a return to school is possible
- Working with HR to identify staffing available to support the return to school and staff to provide childcare

- 6.3 Curriculum groups: the curriculum recovery plans are sector specific and cover the early years, primary and secondary education. The curriculum groups are considering the same general principles which are:

- Priority groups for transition planning
- Space considerations for partial opening and numbers
- Deciding educational provision for a partial timetable
- Ensuring that direct educational provision is balanced with remote learning in a blended model
- Ensuring the curriculum in place meets learners needs and makes the best use of human and physical resources
- Ensuring that lessons learned from the remote teaching practices from COVID-19 are taken forward to enhance practice in the future

- 6.4 ASN and Health and wellbeing: this group has already provided some very helpful guidance as schools begin the recovery process, most notably the grievance and bereavement policy has been updated to take in the recent events and context of COVID -19. The group are working on the following:

- Specific guidance for ASN settings
- Ensuring that an appropriate health and wellbeing curriculum is in place as schools work through the recovery process with young people.

- 6.5 Digital Learning Group: as the events of COVID-19 have by necessity moved a lot of learning to online, this group have already made tremendous progress in ensuring digital platforms are in place to support online learning. The development of GLOW and teams for teaching has proceeded at pace over the last 3 months and online platforms and teaching opportunities will continue to be explored. The group have also worked with the third sector to maximise opportunities for funding to enable pupils to access devices. Attainment Challenge LAC funding, as well as funding through third sector organisations such as Barnardo's and

Belleville have increased the number of devices that pupils have access to at home. In light of recent announcements about further funding the group has engaged with as many families as possible to find out their ICT needs for blended learning. The group are working on the following:

- Carrying out an audit of parents and returns from schools to ascertain the numbers of devices and data dongles required to give more pupils full access to online learning
- Liaising with Inverclyde colleagues and links across Scotland to identify further solutions for providing more pupils with devices and connectivity
- Researching current practice nationally and globally to produce a guidance document to schools on best and most effective practice for digital learning, including drawing from research such as the Education Endowment Foundation
- Identifying resources to support online blended learning from August
- Producing technical guidance videos for staff to support them with the use of Microsoft Teams and to provide support with providing virtual training / resources for our new transition guidance e.g. virtual tours / maps of schools

## 7.0 IMPLICATIONS

### 7.1 Finance

There will inevitably be significant costs associated with recovery planning. COSLA are working with councils to assess the extent of these costs and have indicated to the Scottish Government that they expect financial support to address any additional costs. Updates will be provided to members as the situation develops.

#### 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

N/A.

### 7.3 Human Resources

There is ongoing work with HR to secure appropriate staffing for all aspect of recovery.

### 7.4 Equalities

#### Equalities

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

	YES
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<input 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
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(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.
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<input type="checkbox"/>	NO
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(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

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

N/A.

**8.0 CONSULTATIONS**

8.1 Consultation has been undertaken with the chairs of parent councils, young people and trade unions.

**9.0 BACKGROUND PAPERS**

9.1 N/A

# **Excellent and Equity During the COVID-19 Pandemic – A Strategic Framework for Reopening Schools, Early Learning and Childcare Provision in Scotland**



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## Summary

The framework has been jointly developed by the Scottish Government and Local Government, with support from key partners across the education system, and is an agreed strategic framework to be used at local level in conjunction with Local Phasing Delivery Plans for the reopening of schools and early learning and childcare (ELC) provision in Scotland.

The implementation of this approach is conditional on two factors: i) scientific and medical advice that it is safe to proceed, ii) implementation of complementary public health measures, (including but not limited to test, trace, isolate and support practices as well as guidance on, and supply of, any appropriate personal protective equipment (PPE) for all staff).

The school and ELC closures since March are considered to be having a negative effect on all aspects of children's progress and development including their wellbeing.

To respond to this, we are working to enable as many children and young people as possible to return to education and care settings at the earliest date on which it is safe to do so. This can only be undertaken with careful planning and clear communication to pupils, parents, carers and staff to build confidence and assurance that the health and scientific advice justifies such a position.

The majority view of the Chief Medical Officer's Advisory Group is that it would be appropriate to consider actions to support distancing guidance in schools and situations where children are in indoor environments for extended periods of time. As a consequence, almost all children and young people will experience a blend of in-school and in-home learning from the start of the school year in August 2020.

A blended model of in-school and in-home learning is reliant on consistent, easy to use in-home learning materials which are intended to support and complement, but not replicate, in-school learning. This includes consideration of the specific needs of children and young people with additional support needs and other families most in need of support. Education Scotland 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.

While recognising that in-home learning takes many forms (including support from families) and is by no means all IT based, an approach to digital learning should be implemented to mitigate negative impacts on equity. This will specifically focus on providing digital access for pupils who do not have this at present.

Local authorities should look to maximise their capacity for pupils to benefit from in-school learning through innovative approaches. This should include looking to temporarily expand the size and configuration of the learning estate where necessary and ensuring that existing workforce capacity is fully utilised to respond to local challenges. Options to supplement the existing workforce are under active consideration by local authorities and the General Teaching Council for Scotland.

The overall main message is that we aim to restart school education for almost all children and young people in Scotland in August. Subject to public health guidance, teachers and other school staff should be returning to schools at some point during June, to plan and prepare for the new blended model of learning to be implemented from August. This new model, which will ensure adherence to safeguarding protocols such as appropriate physical distancing, will include part-time in-school learning and part-time in-home learning for almost all children. Health and safety guidance, including risk assessments, will be in place prior to staff returning to school in June.

The start date of the new term will be standardised to 11 August 2020 only for the purposes of managing Covid-19, which will mean an earlier than planned start for some schools. The Scottish Negotiating Committee for Teachers will give advice to Local Negotiating Committees for Teachers on how to manage this locally and how to reach agreement on when lost holiday time should be taken back. A universal approach will bring benefits for children, including an earlier return to school for many, and the ability for all learners to engage with weekly in-home learning tasks.

Mindful of the impact of lockdown on many of our most vulnerable children, local authorities will work with partners to increase the numbers of children attending critical childcare provision including hubs. This will include both keyworker children and children whom teachers, ELC professionals and other partners, in consultation with the local authority, think would benefit most from early direct contact with education and care staff. There should be a particular focus on supporting children at key transition points (e.g. due to start P1 or S1) which may include some in-school experience in late June, so that they are fully supported to make the next steps in their education.

Critical childcare will need to continue throughout May, June and the summer break to ensure ongoing provision for key worker and vulnerable children.

Consistency in teaching and learning provision will be especially important for senior phase pupils who are preparing for qualifications in 2021. Preparations for the 2021 exam diet are underway. In the meantime, Scottish Qualifications Authority will provide further advice to schools to ensure that appropriate arrangements are in place to capture, on an ongoing basis, the learning outcomes met by young people in the Senior Phase in school year 2020/21. This will provide a strong evidence base to support assessment and certification.

The framework for reopening ELC services will be predicated upon age-appropriate public health measures such as hygiene practices, caring for children in small groups, minimising contact between those groups, and maximising use of outdoor spaces. This will allow the reopening of ELC and childcare capacity over the summer, in addition to maintaining critical childcare provision. The timetable for reopening services will take account of the lead-in time required to bring staff in the private and voluntary sectors off furlough.

Working in this way may reduce capacity in individual services. That capacity should be prioritised for key worker families requiring critical childcare, children eligible for funded ELC entitlement and children in need as defined in statute. Remaining capacity will be used to meet the childcare needs of other working families. There

will be local discretion over how to allocate overall capacity in line with these principles and the local Getting It Right For Every Child practice model.

The reopening framework for ELC provision will safeguard the financial sustainability of ELC services across all sectors, recognising the particular fiscal challenges which organisations in the private and third sectors will face throughout the recovery period.

To ensure that delivery of the measures related to the framework is manageable and sustainable, an assessment should be made of any net additional costs that are expected to be incurred. The Scottish Government will work closely with Local Government to understand and address financing as work progresses.

## Introduction

This Strategic Framework has been jointly developed by the Scottish Government and Local Government, with crucial support from key partners across the education system including the [Education Recovery Group](#) which was established in April 2020.

It sets out how there will be transition back to a greater level of face-to-face education in schools and -ELC- settings as soon as this is able to happen safely, and represents an agreed framework to be used at local level in conjunction with Local Phasing Delivery Plans. It is based upon a blended model of in-school and in-home learning for school-age children, and prioritisation of access to contact time in ELC. These approaches are driven by the requirement to implement physical distancing measures and other age appropriate measures in education settings at present to minimise the risks of infection and transmission and ensure they are safe places to be.

Everything within the paper is predicated on two crucial factors:

- I. Implementation is conditional upon scientific and medical advice confirming that it can be done so in a manner that is consistent with wider efforts to control the reproduction rate and protects the health of staff and pupils alike<sup>1</sup>.
- II. Comprehensive implementation of complementary public health measures, including adherence to 'test, trace, isolate and support' (TTIS<sup>2</sup>) practices<sup>3</sup>, the use of personal protective equipment (PPE) where appropriate for all staff, and a range of other hygiene measures such as:
  - Increased hand-washing facilities/hand sanitisers and use thereof.
  - Regular and enhanced cleaning of surfaces (e.g. sinks, toilet seats and door handles).
  - Protocols for what to do if a child/members of staff has suspected/confirmed COVID-19.
  - Ongoing risk assessments on the operational parameters of re-opened centres.

To complement this framework, a suite of supporting guidance covering key themes will also be published. This guidance will cover cross-cutting issues that local

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<sup>1</sup> In making these assessments, Scottish Ministers have access to expertise from a range of professional advisers and expert groups, both within and beyond the Scottish Government. These include, within government, the Chief Medical Officer (CMO), the Chief Social Policy Adviser and the Chief Economic Adviser. In addition, Ministers' judgments are informed by advice and oversight from other professional advisers including the National Clinical Director, Chief Scientific Adviser, Chief Nursing Officer, Chief Statistician, and the Solicitor to the Scottish Government.

Beyond the Scottish Government, Ministers have access to the CMO's Advisory Group on the epidemiology and public health impacts of the virus, and to expert advisory groups as part of the Four Nations response to COVID-19, including the Scientific Advisory Group on Emergencies (SAGE). We also have expert advisory groups in fields such as the economy and education that we are able to draw upon. The Equality and Human Rights Commission has offered to contribute its services, resources, expertise and knowledge, both in the immediate response to COVID-19 and in considering the wider socio-economic recovery.

<sup>2</sup> Also referred to as Test and Protect

<sup>3</sup> The Scottish Government published the '[Coronavirus \(COVID-19\): test, trace, isolate, support strategy](#)' on May 4<sup>th</sup> 2020. That document sets out our plans to help disrupt community transmission of the virus.

authorities and settings must have regard to when developing local arrangements. Where appropriate, it will also include bespoke supplementary considerations for each of the ELC, primary and secondary sectors that is based upon the specific health evidence and risk factors that are relevant to each age group. Key themes will include:

- Practical implementation measures (including measures to support physical distancing and minimisation of interaction in settings, school transport, digital technology, workforce planning and support).
- Models of curriculum and assessment that reflect the blended learning model and support a focus on recovery along with guidance for the Broad General Education and Senior Phase (including in relation to the delivery of 2020/21 qualifications and partnership with the college sector).
- Wider support and wellbeing issues, including but not limited to transitions and additional support needs.
- Delivery of ELC and childcare, including practical implementation measures and supporting children's learning and development.

An Education Continuity Direction will be given to education authorities to provide a clear legal basis for implementation of some of the key measures in this framework and the supporting guidance. The Continuity Direction will be reviewed and updated to provide continued legal clarity to education authorities as the situation and required actions evolve.

This Strategic Framework plus aforementioned supplementary guidance should be read to include those in the independent and grant-aided school sectors. It is the responsibility of those sectors to translate this guidance into operational detail applicable to their specific circumstances.

## Section 1 – National Framework and balancing multiple harms

The Scottish Government documents '[COVID-19 – A Framework for Decision Making](#)' and '[Covid-19: Framework for Decision Making Further Information](#)' set out the way in which Scotland is planning for a managed transition away from current restrictions that enables the suppression of transmission to continue. This will include ongoing physical distancing, the continued need for good hand hygiene and public hygiene, and enhanced public health surveillance.

The supporting [evidence paper](#) recognises that the crisis is impacting differentially on subgroups of the population and different parts of the country, and highlights that equality will be at the heart of our decision-making. It reiterates the four harms:

1. The virus causes direct and tragic harm to people's health.
2. The virus has a wider impact on our health and social care services in Scotland.
3. The restrictions which have been put in place affect our broader way of living and society.
4. The impact on our economy, with a damaging effect on poverty and inequality.

There are two key factors underpinning the framework:

1. Implementation is conditional upon scientific and medical advice confirming that it can be done so in a manner that is consistent with wider efforts to control the reproduction rate and protects the health of staff and pupils alike.
2. Comprehensive implementation of complementary public health measures, including adherence to 'test, trace, isolate and support' (TTIS) practices, the use of PPE where appropriate for all staff, and a range of other hygiene measures such as:
  - Increased hand-washing facilities/hand sanitisers and use thereof.
  - Regular and enhanced cleaning of surfaces (e.g. surfaces such as sinks, toilet seats and door handles disinfected twice a day).
  - Protocols for what to do if a child/members of staff has suspected/confirmed COVID-19.
  - Ongoing risk assessments on the operational parameters of re-opened centres.

The framework highlights that our first objective and absolute necessity is to contain and suppress the virus. Beyond that, our challenge is to minimise broader harm to our health, society and economy and to restore as much normality to everyday life as possible. There is a recognition that these harms are related: health harms impact on society and the economy, just as the societal and economic effects impact on physical and mental health and wellbeing.

Children and young people are likely to be impacted most, and for longer, by the unintended consequences and other factors attributable to actions taken to control the pandemic. We understand that school closures are having a negative impact on all aspects of children's progress and development, including wellbeing. The anticipated consequences include impacts on mental health, socialisation and attachment (particularly for younger children). Impacts of 'hidden harm' may lead to additional cognitive, emotional and behavioural need and are likely to require significant intervention over the medium and longer term. Navigating the right course

through the crisis will involve taking difficult decisions that seek to balance these various, inter-related harms so as to minimise overall harm.



## Section 2 – Principles for reopening schools and ELC settings

To respond to this, we are working to enable as many children and young people as possible to return to education and care settings at the earliest date on which it is safe to do so. This can only be undertaken with careful planning and clear communication to pupils, parents, carers and staff to build confidence and assurance that the health and scientific advice justifies such a position.

Decisions made regarding the re-opening of schools and ELC provision must first and foremost be consistent with the national framework as described above. Thereafter, we will also continue to be guided by the agreed aims and objectives within the National Improvement Framework, including the shared vision of excellence and equity for education in Scotland, Curriculum for Excellence, Getting it Right for Every Child (GIRFEC) and other legal requirements.

Combining these provides a set of five key guiding principles that are values-led and place the child at the centre of considerations:

### 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.

Any model of provision will inevitably incur a degree of trade-offs between some of these principles, and it would not be credible to attempt to satisfy them all in full simultaneously during this extraordinary time as we learn to live with the virus. Instead, it will be important to develop solutions that balance these as much as possible.

### **Section 3 – What the evidence tells us**

Research from the London School of Economics Centre for Economic Performance suggests that unexpected temporary school closures and reduced instruction time will reduce educational achievement, both in the short and long term, and that children from disadvantaged backgrounds are likely to be affected more than others. Research from the Institute for Fiscal Studies in England supported this finding, reporting that children from more deprived backgrounds have less access to in-home learning resources and that their parents feel less confident in supporting them. The Children's Parliament 'How Are You Doing' wellbeing survey (children aged 8-14) reported that being indoors more and learning at home also impacts on the physical and mental health of children.

No matter how well planned in-home learning is, it is not the same as having effective learning and teaching within the school environment, led by teachers. A recent online survey by Connect in Scotland found that parents are generally confident about supporting their children in terms of health and wellbeing but less confident about supporting literacy and (to a greater extent) numeracy. The Connect survey also found that 59% of parents responding had at least one concern about the current situation, ranging from children falling behind in their learning and not engaging with work at home to concerns about the health and wellbeing of their children.

At transition points, e.g. nursery to primary, or primary to secondary, we know that our most vulnerable learners, such as pupils with additional support needs and Looked After Children, are likely to require enhanced support. The transition period can be a critical stage where identified learners need a programme which includes personal and social development, to ensure smooth progress into the next stage of learning.

Scientific evidence on Covid-19 and how it behaves in children is continuing to evolve. Scientists are clear that there are some aspects that are not well understood, in particular the extent to which the virus is transmitted by and between children. However, there is general consensus that the severity of the illness amongst younger children in particular is generally less than amongst adults. Modelling at both the UK and Scotland level suggests that there is scope for relaxing some restrictions on education over the coming weeks and months. Implementing measures to control the spread of the virus, such as increased hygiene and, where appropriate, use of physical distancing or small groupings of children, can reduce the overall risk inherent in reopening to more children.

## Section 4 – Implementation in schools

A combination of factors mean that a blended model of in-school and in-home learning is likely for most pupils, at least during the initial phase of re-opening of schools.

There must be a level of consistency in local authorities' approaches to blending in-school and in-home learning for pupils. However, given the different contexts that local authorities and individual schools are working under, it is clear that there will be a need for some degree of local flexibility within clear and consistent guidelines. There cannot be a "one size fits all" approach to implementation across all education settings in Scotland, or perhaps even *within* a local authority area, due to the size, scale, location and geography of the country.

This Strategic Framework, therefore, provides direction for the whole of Scotland to enable consistency and equity in a national approach for children and young people that is underpinned by local planning and delivery.

In addition to this framework, local authorities will prepare Local Phasing Delivery Plans to provide a level of operational detail. The plans should translate the principles and expectations in this framework, and supporting guidance, and set out what this looks like across different localities. To ensure confidence across the system a peer-support model will be adopted to help the development of the plans, including support across the Regional Improvement Collaboratives and from Education Scotland. In developing the plans local authorities should also engage with other partners where appropriate, including trade unions and parent representatives.

### *Physical distancing and impacts upon capacity*

We will adopt a maximalist approach. That is, provided it is consistent with the health and wellbeing of both pupils and staff and a quality learning environment, to enable as many pupils as possible to return to education settings, to some extent, at the earliest date possible.

The majority view of the Chief Medical Officer's Advisory Group is that it would be appropriate to consider actions to support distancing guidance in schools and situations where children are in indoor environments for extended periods of time. Given the noted weakness of evidence around the transmission in children, the Chief Medical Officer's Advisory Group did not reach a unanimous view on this. There was a minority view that, once the timing was appropriate to enable opening of schools in any form, physical distancing in classrooms may not be a necessary measure and that fully re-opening schools should be considered. As a consequence, our initial approach from August 2020 will be a blend of in-school and in-home learning for almost all children and young people. This will be kept under constant review and time spent in-school will be increased further as and when it is safe to do so, working towards full-time in-school learning for all.

The implementation of physical distancing will impact upon the capacity for in-school learning within a specific setting. For the first phase of re-opening, schools should

assess the maximum number of pupils they can safely accommodate at any one time while maintaining a quality learning environment, having regard to supporting guidance that will cover factors such as:

- Teaching in smaller groups, with a degree of rotation / alternation.
- Where practicable, minimising the mixing of such groups.
- Seating positions being reorganised so that pupils are a safe distance apart (for example, 2m when seated at desks).
- Increased use of outdoor spaces.
- Staggered arrival and departure times and clear guidance to parents to avoid congregating in playground areas.
- Breaks being staggered by class, to avoid pupils from different classes coming into contact where possible (particularly when indoors and some more enclosed outdoor spaces).
- Considering whether teachers, rather than pupils, should move round classes where practicable.
- How pupils and staff will get to and from school in a safe manner.
- Dining provision.
- Enhanced hygiene practices.

Periods spent outdoors or during transitory periods (e.g. moving through corridors for short periods of less than 15 minutes) are thought to be of lower risk.

Additional space will be required for some children and young people with additional support needs who rely upon the use of equipment, such as hoists, particularly where this provision is provided in a mainstream school setting. Appropriate arrangements should be made to cater for individual needs on a case by case basis and particularly for children with severe and complex needs where handling and personal care is required, in line with legislative requirements.

This capacity assessment for the initial phase of re-opening will equally need to make consideration of the total number of available staff (both teaching and support staff), including estimates on staff absence rates based upon shielding requirements and the impact of successful TTIS practices. Physical distancing in staff spaces (such as staff rooms, toilets etc.) will also form part of the capacity considerations.

Depending on each school setting this will mean that a higher or lower proportion of the pupil population can be accommodated at the school at any one time. Local authorities should look to maximise their capacity for pupils to benefit from in-school learning, while ensuring a high quality nurturing and learning environment for children, through innovative approaches which include both:

- The potential to expand the 'learning estate' by e.g.: the use of outside space or halls; repurposing other parts of the public estate, including libraries, community halls, leisure centres, etc.; using stadia or conference venues; and/or taking short-term leases of vacant business accommodation. All of these approaches will need to be subject to appropriate risk assessments and health and safety assessments/modifications.

- Ensuring that existing workforce capacity is fully utilised to respond to local challenges, and considering with partners other options to supplement the existing workforce where required. These are under active consideration by local authorities and the General Teaching Council for Scotland (GTCS), and could, for example, involve calling on former teachers to return to teaching during the crisis (either in classrooms or virtually to support in-home learning, depending upon personal circumstances and training logistics). If such measures prove necessary, GTCS will work with partners to streamline registration processes and ensure expedited Protecting Vulnerable Groups procedures are in place to maintain public confidence in those involved in learning and teaching.

### *Distribution of places*

As implied above, capacity constraints and a finite number of daily places available for in-school learning necessitates that those places will need some form of distribution.

To support NHS capacity and other essential work, an ongoing priority should be to ensure that there is a sufficient access to education and childcare for children of keyworkers. This should only be in circumstances where this is absolutely necessary and to ensure that parents/carers with no other option for childcare can continue to work in their role of delivering essential services. It might include attendance in-school on a full-time basis or a mix of education and childcare provision<sup>4</sup>. Local Phasing Delivery Plans should consider the respective merits of the two potential approaches, taking particular account of impacts upon equity and knowledge of local priorities, with the option of mobilising the out of school care sector to support such childcare where beneficial.

Remaining in-school provision should be distributed across all year groups to ensure that every pupil in Scotland benefits from in-school learning wherever possible. Local authorities and schools should use their capacity assessments plus knowledge of local circumstances to determine both the optimal pattern of such attendance (e.g. on a part week model, or one week on / one week off) and also the need to prioritise any groups where need is greatest. Particular consideration should be given to:

- The appropriate pattern of attendance/rotation for different age groups, including consideration of wellbeing issues.
- Provision that best supports children and young people with additional support needs.
- Those from disadvantaged backgrounds &/or those who have been less able to engage with learning.
- The respective uses made of time spent either learning in-school or in-home, along with related staffing requirements.

All pupils are deemed in scope except for those who are unable to attend because they are following public health guidance. NHS Inform have provided advice specifically for people who are [shielding](#), and the document ['Coronavirus \(COVID-](#)

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<sup>4</sup> I.e. some time spent in schools (along with their peers) and the balance of time (when their peers would be at home) in appropriate childcare provision.

[19\): physical distancing in education and childcare settings'](#) provides advice for schools and childcare settings who are providing care to children during the pandemic, including for children at increased or very high risk of severe illness from COVID-19.

The GIRFEC vulnerability and resilience matrix should be used to support the above considerations.

#### *A blended model of learning that enables excellence and equity*

A blended model of in-school and in-home learning is reliant on consistent, easy to use in-home learning materials which are intended to support and complement, but not replicate, in-school learning. This includes consideration of the specific needs of children and young people with additional support needs and other families most in need of support.

There should be a strong focus on pupil health and wellbeing, including mental health and resilience, alongside both literacy and numeracy during this period. While recognising that in-home learning takes many forms (including support from families) and is by no means all IT based, an approach to digital learning should be implemented to mitigate negative impacts on equity. There will be a specific focus on providing digital access for pupils who do not have this at present. Consistency in provision will be especially important for senior phase pupils.

Education Scotland 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.

With the model of learning that pupils experience during a phased return to schools opening fully, assessment to plan for progression in learning should continue. Local authorities, schools and other settings should consider the needs of children and young people after a prolonged period of remote learning and absence from school. It will be important to promote reconnection and recovery within the curriculum. Further guidance on curriculum and assessment will follow from the Education Recovery Group.

For young people in the senior phase, the models of learning must also support the requirements of National Courses, including coursework, and as young people prepare for certification in 2021, the details of which will be confirmed in due course. Continuity of learning and teaching for all, as far as that is possible, will be key in this period of phased return.

#### *Additional factors*

In all of the above Local Phasing Delivery Plans should make consideration of:

- The needs of pupils with additional support needs. Special schools should make many of the same considerations as primary and secondary schools. There will

be a need in all schools to consider the equipment and spaces to be used, for learning and teaching, and other support activities, including therapy provision, lunch provision, physical activity and break times. Schools should give consideration to the potential of increased needs for support as a consequence of disrupted learning, for example behavioural support as a result of increased distress. The above also include the need to consider the needs of teaching and support staff in settings providing this support (including but not limited to PPE). This may mean there is a need for increased numbers of appropriately trained staff and the identification of spaces in schools which can be used to support distressed children.

- The phasing of all pupils attending schools will need careful consideration for the emotional, physical and mental health and wellbeing of learners. Leaders and teachers will need time to work with the school community to explain local approaches and provide reassurance and support to learners and families.
- The speed and ease with which phasing could be reversed if the situation deteriorates and health requirements suggest it is necessary (either nationally, locally or at the school level) due to TTIS.
- Equally, if evidence allows, plans will need to enable increased in-school learning time for all, working towards the resumption of full-time in school provision when possible. Staff awareness and understanding of any relevant evidence will be crucial in building confidence for any return which is different from the current physical distancing guidelines<sup>5</sup>.
- Key points where models of provision must be aligned across sectors if recovery is to support children and families' needs effectively. These include:
  - Provision of critical childcare for designated groups (incl wraparound and out of school care).
  - Provision of support in transition, for example from ELC into P1, or P7 to S1.
  - Provision for family groups. Families will benefit from access to provision for brothers and sisters , as much as possible, being aligned across ELC, primary and secondary.

All of the above must sit alongside a full risk assessment around the operation of school buildings (and any temporary additions to the school estate) to ensure that they are compliant with all health and safety requirements.

### *Steps for the initial phase of re-opening*

We aim to restart in-school learning for almost all children and young people in Scotland in August.

Subject to public health guidance, teachers and other school staff should be returning to schools at some point during June, to plan and prepare for the new

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<sup>5</sup> Evidence currently suggests that it will be safer for younger groups of children (ELC and primary) to move towards full-time in-school learning more quickly than young people of secondary school age. This would also need to be balanced against what the evidence tells us about the safety of staff.

blended model of learning to be implemented from August. Health and safety guidance, including risk assessments, will be in place prior to staff returning to school in June.

The start date of the new term will be standardised to 11 August 2020 only for the purposes of managing Covid-19, which will mean an earlier than planned start for some schools. The Scottish Negotiating Committee for Teachers will give advice to Local Negotiating Committees for Teachers on how to manage this locally and how to reach agreement on when lost holiday time should be taken back. A universal approach will bring benefits for children, including an earlier return to school for many, and the ability for all learners to engage with weekly in-home learning tasks.

Mindful of the impact of lockdown on many of our most vulnerable children, local authorities will work with partners to increase the numbers of children attending critical childcare provision including hubs. This will include both keyworker children and children whom teachers, ELC professionals and other partners, in consultation with the local authority, think would benefit most from early direct contact with education and care staff. There should be a particular focus on supporting children at key transition points (e.g. due to start P1 or S1) which may include some in-school experience in late June, so that they are fully supported to make the next steps in their education.

Critical childcare will need to continue throughout May, June and the summer break to ensure ongoing provision for key worker and vulnerable children. When school staff return in June to prepare for the new school session in August, local authorities should consider carefully how to resource hubs during this period. It will be important that school staff have time and space to work and plan together to prepare for the start of session 2020/21.



## Section 5 – Implementation in Early Learning and Childcare

The reopening of ELC and school age childcare services must reflect the needs of children at different ages. This framework for re-opening is based upon age-appropriate public health measures and is intended to:

- Maximise the ability of children and families to access safe, high quality ELC and school age childcare as early as possible to support our young children to develop and learn, to build social skills and networks, and in turn to help reduce the poverty related attainment gap, and to meet families' childcare needs.
- Support authorities and providers to identify the capacity available to support that provision.
- If necessary to prioritise access to that capacity.

### *Age appropriate public health measures*

It is not appropriate for young children to maintain the models of physical distancing that would be suitable for older children, either practically or in terms of child development. In particular, it is not desirable or possible to implement strict physical distancing between young children or between a young child and their key worker. Alternative, age appropriate public health measures will be put in place for ELC settings. These build on practice undertaken in other countries where nurseries have already reopened, including Denmark and Norway. They include:

- Enhanced hand hygiene and cleaning practices.
- Caring for children in small groups.
- Minimising contact between those groups.
- Maximising use of outdoor spaces.
- Physical distancing between adults in the setting, including parents at drop-off and pick-up times.

The application of these measures and the extent of change they represent from normal practice may differ across different types of childcare provision. For example, childminding services already operate on the basis of caring for children in small groups.

The Critical Childcare and ELC Recovery Workstream will oversee the production of clear operating guidance for ELC and school age childcare services, including bespoke guidance for childminding services, drawing on public health advice and taking a risk-based approach.

### *Prioritised approach to access*

Working in this way may reduce capacity in individual services. The impact on capacity will vary greatly dependant on the individual settings' layout, staffing and delivery model. A framework for assessing impact on capacity will be developed to support providers. Where capacity is limited, providers should ensure that the following three groups have priority access to that capacity:

- Children who may be provided with access to daycare services under section 2 of the Children (Scotland) Act 1995<sup>6</sup>.
- Children eligible for the funded entitlement<sup>7</sup> of 600 hours of ELC i.e. eligible 2 year olds and all 3 and 4 year olds.
- Key worker families requiring critical childcare<sup>8</sup>.

Local authorities and providers will have discretion over how to allocate overall capacity in line with these principles and the local GIRFEC practice model. Local authorities and childcare providers should work together in meaningful partnership to meet the needs of local children and families.

Any remaining capacity should be used to meet the childcare needs of other working families. This will include provision for children from birth to 3, wraparound care for children eligible for funded ELC, and daycare of children provision for school age children.

### *Timetable*

Daycare of children services, including nurseries, playgroups, childminding services and out of school care services, will be advised when it is safe to prepare for reopening in accordance with the phases laid out in Scotland's route map through and out of the crisis. As per steps taken at the time of closing provision, the Scottish Government will communicate formally with all local authorities and representative bodies, and providers will be informed directly through the Care Inspectorate. The timing of this communication will take account of the lead-in time required for local authorities and providers to prepare, including the implementation of public health measures and the steps required to bring staff in the private and voluntary sectors off furlough. Services will not necessarily all re-open on the same day – for example, if re-opening commences over the summer, some term time only services may start later in line with normal patterns of provision – and different timetables may apply to different parts of the sector depending on public health advice.

Critical childcare provision will continue until daycare of children's services reopen to ensure ongoing provision for key worker families and vulnerable children.

As identified above, transitions into primary school must be supported, and ELC providers should work with local authorities to develop child-centred means of doing this ahead of August, reflecting local conditions.

### *Additional considerations*

ELC is delivered within a system that meets the wider childcare needs of families. This comprises a mixture of different types of provision (nurseries, playgroups,

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<sup>6</sup> Under section 27 of the 1995 Act, local authorities are required to provide day care for children who are in need and have powers to provide day care for those who are not in need. "In need" is defined by section 93(4) of the 1995 Act.

<sup>7</sup> Section 47(1) of the Children and Young People (Scotland) Act 2014 states that the education authority must 'secure that the mandatory amount of early learning and childcare is made available for each eligible pre-school child belonging to its area.' This mandatory amount is defined in section 48(1) as 600 hours a year.

<sup>8</sup> <https://www.gov.scot/publications/coronavirus-guide-schools-early-learning-closures/pages/key-workers/>

outdoor nurseries, childminding services, etc.) delivered through a mixed market of local authority, private, and third sector organisations, including childminding services and out of school care provision. A provider neutral approach should remain at the heart of ELC delivery, with parents able to access ELC from a range of high quality providers across the public, private or third sectors, including childminders.

To implement this framework, there are a number of detailed issues that Scottish Government, local authorities, and other partners must work together to consider, providing national guidance to inform local implementation:

- **Quality of experiences and the wellbeing of children and families remain at the centre of decision-making.** ELC must continue to be delivered in a way that is consistent with Realising the Ambition, with child-led, play-based pedagogy driving practice. High quality childcare experiences must be age appropriate, rights based and child centred. **We will jointly produce practical guidance and examples to support local authorities and providers to incorporate age appropriate public health measures into the delivery of high quality services.**
- **The safety and wellbeing of staff working in ELC and school age childcare settings.** It is essential that staff are safe, supported and able to feel confident about being in their workplace. **We will jointly produce practical guidance to support providers in different types of setting to implement public health and hygiene measures.**
- **Clear communication with parents, providers and staff.** It is important that there is a clear understanding of what parents can expect from ELC provision, and what providers should offer. Most importantly, everyone involved in ELC provision should feel confident in returning to reopened provision. **We will jointly produce clear national communications on ELC and childcare reopening, and local authorities and providers will work in partnership to provide information locally to staff and parents.**
- **Engagement with the Care Inspectorate on any regulatory measures or changes required to support a new model of ELC and childcare delivery.** These issues must be fully understood and inform the modelling of available capacity. **We will work with regulators to ensure that providers have the clear guidance needed before reopening, and time to put changes in place.**
- **An inclusive and innovative approach to safely increasing the available capacity which safeguards quality,** including greater use of outdoor space, re-purposing 1140 hours capacity and activating 1140 hours contingency plans for critical capital projects. These include making use of community facilities which have been approved for other uses if required for capacity - including town halls, libraries etc. **Local authorities and providers will work in partnership to consider all of the options for capacity in the local area, and how best to use these to meet demand.**
- **A commitment to designing a model which is financially sustainable for local authorities and private, and third sector providers.** The cost per hour of

delivering childcare including ELC will increase as a result of reduced capacity, and other potential additional cost pressures (for example, enhanced cleaning schedules). Fee income from privately purchased childcare hours for all age groups is also likely to be adversely affected, affecting the sustainability of childcare providers. Other forms of transitional business support are likely to be required by private and third sector providers throughout recovery (many of whom will have furloughed staff during the closure period). **We will work closely with providers and Local Government to understand and address financial sustainability.**

## **Resources**

It is recognised that there are likely to be additional costs associated with the implementation of the measures set out in the framework and the more operational issues developed through the workstreams. To ensure that delivery of the required changes is manageable and sustainable, an assessment will be made of any net additional costs that are expected to be incurred in relation to both schools and ELC. The Scottish Government will work closely with Local Government to understand and address financing as work progresses.



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W W W . G O V . S C O T

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<b>Report To:</b>	<b>Policy and Resources Executive Sub-Committee</b>	<b>Date:</b>	<b>2 June 2020</b>
<b>Report By:</b>	<b>Ruth Binks, Corporate Director</b>	<b>Report No:</b>	<b>LP/065/20</b>
<b>Contact Officer:</b>	<b>Tony McEwan, Head of Culture Communities &amp; Educational Resources</b>	<b>Contact No:</b>	<b>01475 712828</b>
<b>Subject:</b>	<b>Enhanced cleaning in establishments: COVID-19 Recovery</b>		

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to seek approval to enhance the cleaning regime in all Council offices and educational establishments and agree the resultant financial implications.

## 2.0 SUMMARY

- 2.1 Following the recent easing of lockdown measures by the Scottish Government and more specifically its guidance for the re-opening of schools, it is necessary to review the cleaning regimes in offices and educational establishments and its effectiveness in reducing the spread of COVID-19.
- 2.2 The current cleaning regime focuses on the prioritisation of a daily clean to hygienic areas of a building. In light of COVID-19, daily cleaning of more areas requires to be in place, alongside any physical modifications being made to buildings, to reduce disease transmission amongst employees, pupils and the public.
- 2.3 This report puts forward proposals to enhance the cleaning regime, employ additional cleaning staff and the associated costs for doing so. Proposals are for an initial period of six months but may need to be extended, depending on national advice around COVID-19. In this instance, a further report will be brought before Committee.

## 3.0 RECOMMENDATIONS

- 3.1 It is recommended that Sub-committee:
- notes the content of this report;
  - approves the enhanced cleaning regime set out in this report; and
  - approves the allocation of a £500,000 budget to fund extra cleaning operatives, supervisors and materials.

## **4.0 BACKGROUND**

- 4.1 The current cleaning regimes in place in educational establishments and offices are designed to offer an industry standard level of service which prioritises the daily cleaning of hygienic areas such as toilets and sinks.
- 4.2 The Council, like other organisations, is now required to take additional precautionary measures across services and schools to reduce the spread of Covid-19 (Coronavirus). In respect of cleaning this can be done by ensuring that surfaces and other 'touch points' within its offices and educational establishments are cleaned more regularly and thoroughly throughout the day, than would normally be the case.
- 4.3 Since February 2020 and primarily due to Covid-19, cleaning staff have been using antibacterial products on surfaces and hygienic areas and undertaking additional cleaning to touch areas such as door handles, which was introduced across the school and office estate to minimise the chances of disease transmission.
- 4.4 The CMT recently agreed to recruit a number of cleaning staff. These staff have been used to temporarily replace staff who are unable to work due to shielding, underlying health issues, self-isolation or illness.
- 4.5 In addition to these mitigating measures, the service have been purchasing an increasing amount of hygienic supplies such as soap, hand gel, antibacterial wipes and PPE which is now required on an ongoing basis to ensure our staff and pupils are protected, in line with the most recent Government advice.

## **5.0 PROPOSALS**

- 5.1 As lockdown restrictions are eased and staff begin to return to work and pupils return to school and early years' establishments, there is a requirement that cleaning regimes are sufficient to ensure establishments and premises continue to be a clean and safe environment.
- 5.2 Employees, pupils and parents' perceptions of improved cleaning will be an important aspect of how confident they will feel returning to school or the workplace. It is therefore essential that an enhanced cleaning regime which will involve daily cleaning to all areas is put into place as lockdown restrictions are eased. This requires improving the frequency and quality of cleaning complements other physical adaptations which may be required across establishments, offices and customer access points. The service has worked closely with health and safety to ensure its proposals mitigate the risks associated with reopening offices and educational establishments. The proposals also complement the current personal responsibility guidelines on handwashing and social distancing and fulfil the Scottish Government's requirements as set out in its strategic framework for re-opening schools.
- 5.3 There are currently 77.3 FTE cleaning staff employed by Inverclyde Council. In educational establishments, the cleaning hours required are determined by the total floor space. There are an average of 1.6FTE (primary) and 6.6FTE (secondary) cleaning staff, who normally work in the morning in part of the school and then the remainder of the school is cleaned in the evening. Only the secondary schools have a day cleaner, which leaves 5 early years establishments and 18 primary schools with no day cleaner provision. The four schools which are currently managed by FES already have an enhanced cleaning regime and, within the secondary schools, also have day cleaning. Officers will work with FES in the two PPP primary schools to ensure these are cleaned to the standard set out in this paper.
- 5.4 Janitorial staff in non PPP schools do not currently have specific responsibilities for cleaning within their establishment. Nevertheless, many do voluntarily undertake cleaning duties if there are spillages or flooding or help out when there are absences
- 5.5 Currently, a typical clean of a school would involve a daily clean of toilets, sinks, surfaces and emptying bins. Vacuuming, the mopping of floors, dusting and cleaning glass panels on doors occurs every other day. Within an office environment, all of these cleaning activities are



undertaken daily.

- 5.6 The cleaning regime in our childcare hubs for vulnerable children and keyworkers already provide more regular cleaning of surfaces, toilets and bins for a limited amount of pupils. When all schools re-open to pupils, the cleaning requirements will inevitably need to increase across the school estate.
- 5.7 To enhance the current cleaning regime in all our establishments in order that all required cleaning duties are carried out on a daily basis, as summarised in paragraph 5.5 above, will require an additional 12.3 FTE cleaning staff. The provision of day cleaners in all establishments will require an additional 21.7 FTE, resulting in a total requirement of an additional 34 FTE.
- 5.8 In order to assure the consistency in the quality of cleaning in all our educational establishments and to better support attendance of our cleaning staff, increased capacity at supervisory level is necessary. It is therefore proposed to create 3 x 20hr term-time cleaning area officer posts to oversee the 53 establishments which we have responsibility for cleaning. These posts would also ensure there is adequate training for staff, would improve the consistency in quality across sites and provide increased capacity to redeploy staff where it is required, at short notice.

## 6.0 IMPLICATIONS

### 6.1 Finance

These costs are included in the COVID-19 Cost Centre and Members will be asked to identify how these costs are met as part of a future report to the Policy & Resources Committee  
Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
Cleaning	Employee	20/21	£475,000		Increased staffing for 6 months
Cleaning	Materials	20/21	£25,000		Increased materials

Annually Recurring Costs/ (Savings)

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

### 6.2 Legal

There are no legal implications arising from this report.

### 6.3 Human Resources

Contracts will be for an initial 6 month period.

## 6.4 Equalities

### Equalities

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

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

(b) Fairer Scotland Duty

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

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

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

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

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

## 6.5 Repopulation

There are no repopulation proposals.

## 7.0 CONSULTATIONS

7.1 The CMT support the proposals in this report.

## 8.0 BACKGROUND PAPERS

8.1 None.

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<b>Report To:</b>	<b>Policy and Resources Exec Sub-Committee</b>	<b>Date:</b>	<b>2 June 2020</b>
<b>Report By:</b>	<b>Corporate Director Environment, Regeneration &amp; Resources</b>	<b>Report No:</b>	<b>PR/25/20/MM</b>
<b>Contact Officer:</b>	<b>Martin McNab</b>	<b>Contact No:</b>	<b>01475 714246</b>
<b>Subject:</b>	<b>COVID-19 Recovery Update</b>		

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## 1.0 PURPOSE

- 1.1 To update Committee on progress on developing both the internal Council recovery process and the wider community recovery process and to seek approval for the formation of a Recovery Sounding Board – Members as the appropriate forum for elected members’ input to the latter process.

## 2.0 SUMMARY

- 2.1 Since the 5th May 2020 report all three directorates have commenced their organisational recovery planning. In due course updates on this process will be brought to Committee. The Scottish Government has also published “Scotland’s route map through and out of the crisis” which will inform both Council and HSCP and community recovery processes.
- 2.2 Under the Civil Contingencies Act the Council also rightly has the responsibility for leading the overall recovery from incidents in the community. This will be done in step with recovery programmes and structures at national and regional level but will obviously require to be tailored for the very specific circumstances and experiences of Inverclyde. A proposed structure for this was approved at the 5th May Committee subject to a further report being submitted on “any potential member representation on the Recovery Working Group (RWG) and the three sub-groups listed.”
- 2.3 Section 6 of this report gives details of a proposed Recovery Sounding Board – Members which will allow members’ scrutiny and involvement in the recovery process while preserving appropriate political balance and representation of all groups. Appendix 1 is a draft Terms of Reference for that group.

## 3.0 RECOMMENDATIONS

- 3.1 That Committee notes the progress on both the Council & HSCP and the wider community recovery planning process;
- 3.2 That Committee notes “Scotland’s route map through and out of the crisis” and how that will inform decision making in the recovery process; and
- 3.3 That Committee approves the formation of a Member’s Sounding Board for the recovery process.

**Martin McNab**  
**Head of Environmental & Public Protection**

## 4.0 BACKGROUND

- 4.1 The report of 5<sup>th</sup> May advised members of the arrangements for organisational recovery. These are based on directorate recovery groups feeding through the Corporate Resilience Management Team to the Corporate Management Team. Since the 5<sup>th</sup> May all of the directorates have met on this basis and are establishing recovery plans. These will be further informed by The Scottish Government's "Scotland's route map through and out of the crisis" which is covered in Section 5 below.
- 4.2 The May report further detailed a proposed structure for community recovery with an overall Recovery Working Group (RWG) with specific sub-groups looking at Humanitarian Recovery, Economic Recovery and Education, Culture and Sport Recovery. The RWG met for the first time on 11<sup>th</sup> May to agree Terms of Reference and membership and will have met again by the time of committee. The RWG will report to the Inverclyde Alliance. Again the work of these groups will be informed by the Scottish Government route map.
- 4.3 Section 6 of this report details officer proposals for member engagement with the Recovery Working Group and sub-groups to meet the remit from the 5<sup>th</sup> May Committee meeting. It is proposed that a Recovery Sounding Board – Members is formed which will give elected members a route into the recovery structure.

## 5.0 Scotland's route map through and out of the crisis

- 5.1 The Scottish Government route map details the considerations required for decisions to be made about lifting restrictions imposed to control the COVID-19 pandemic. These include the operation of a test and trace system and sustained evidence of reduction in both the level of infection and the reproduction rate at each stage. It also gives an outline of the proposed phases at which particular restrictions will be lifted. Some examples of activities in each of the proposed phases are detailed in 5.2 below. Although there is very likely to be some movement in the elements of the phases they do give a high level guide which can be used to inform recovery planning for both the Council & HSCP and the broader community recovery actions.
- 5.2 Full details of the route map are available here, <https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis/>, the activities below are examples of what will be allowed at each stage.

### Phase 1:

Use of outdoor spaces for recreation.  
Meeting up with another household out of doors.  
Travel short distances for outdoor leisure and exercise.  
Some businesses will resume e.g. garden centres, drive through businesses.

### Phase 2

Meeting outside with larger groups.  
Indoor non-office based workplaces resume.  
Small retail units reopen.  
Playgrounds & sports courts reopen.  
Pubs and restaurants may reopen outdoor spaces.

### Phase 3

Larger retail units may reopen.  
Pubs and restaurants may reopen indoor spaces.  
Museums, galleries, cinemas and libraries may reopen.  
Relaxation of restrictions on accommodation providers.  
Gyms may reopen.

## 6.0 RECOVERY SOUNDING BOARD - MEMBERS PROPOSAL

- 6.1 The request from the 5<sup>th</sup> of May Committee was that officers brought a further report on “any potential member representation on the Recovery Working Group (RWG) and the three sub-groups listed.” Various options for this were considered including the three service committee convenors sitting on the appropriate sub-group and the option suggested at the committee of the convenors of the regeneration forums sitting on the economic sub-group. None of these options provided a fair level of political representation in the process however.
- 6.2 In order to ensure that all groups are fairly involved in the process of scrutinising and feeding in to the recovery process it is recommended that a Recovery Sounding Board – Members is formed to facilitate this. This would be an informal group not covered by the Scheme of Administration and the following membership is proposed:

Labour Group (2 Members)  
SNP Group (2 members)  
Internal Independent Coalition Group (1 Member);  
[Conservative and Unionist Group & Liberal Democrat Group] (1 Member)

This would be a small informal advisory group advising the Chief Executive who chairs the Recovery Working Group. It is politically balanced but does not provide full representation to all groups. It would be a matter for members should they wish to ensure that all parties were independently represented to co-opt an additional member on to the group.

- 6.3 Suggested Terms of Reference for the Recovery Sounding Board – Members are attached at Appendix 1.

## 7.0 IMPLICATIONS

### Finance

- 7.1 There are no financial impacts associated with this report. As previously reported there will be one off and recurring costs associated with the Recovery Plans and these will be detailed and reported back as part of future updates with budget approvals sought where required.

### Legal

- 7.2 There are no legal implications arising from this report.

### Human Resources

- 7.3 There are no human resources implications arising from this report there will however be significant implications arising from the recovery process.

### Equalities

- 7.4 Equalities

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

Yes    See attached appendix

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

- (b) Fairer Scotland Duty

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

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

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

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

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

**Repopulation**

7.5 Repopulation will be a key consideration for the RWG particularly in light of the negative impact of the pandemic on the population of Inverclyde.

**8.0 CONSULTATIONS**

8.1 The Corporate Management Team has considered this report and approves the recommendations.

**9.0 BACKGROUND PAPERS**

9.1 COVID-19 Recovery Structure and Strategy **PR/15/20/MM** Policy & Resources Executive Sub-Committee 5 May 2020.

**Recovery Sounding Board – Members Terms of Reference****APPENDIX 1**

<b>Name of Group:</b>	Recovery Sounding Board - Members
<b>Composition/ Substantive Membership:</b>	<p>The Recovery Sounding Board – Members will be constituted as follows:</p> <ul style="list-style-type: none"><li>• Labour Group (2 Members, one of whom will chair)</li><li>• SNP Group (2 Members)</li><li>• Internal Independent Coalition Group (1 Member)</li><li>• [Conservative &amp; Unionist Group &amp; Liberal Democrat Group] (1 Member)</li></ul>
<b>Role:</b>	<p>The Recovery Sounding Board – Members is a working group of Members and is not a public meeting. It will consider, review, recommend and advise on the outputs of the Recovery Working Group and the primary sub-groups reporting to that including consideration of the minutes of those groups and any reports or other outputs from the groups to the Inverclyde Alliance.</p> <p>The Sounding Board will also provide input on items on the agenda of forthcoming Recovery Working Group Meetings.</p> <p>The group is an informal advisory group advising the Chief Executive who chairs the Recovery Working Group. It is not a decision making body.</p>
<b>Frequency of Meetings:</b>	Meetings shall be held at the same frequency as the overall Recovery Working Group and will generally be held in the preceding week to allow input on agenda items to be made timeously.
<b>Quorum:</b>	As this is an informal advisory group there is no requirement for it to be quorate.
<b>Reporting Procedures:</b>	Following each meeting an action note will be circulated to all members of the Council and to the Recovery Working Group.

<b>Report To:</b>	<b>Policy and Resources Executive Sub-Committee</b>	<b>Date:</b>	<b>2 June 2020</b>
<b>Report By:</b>	<b>Steven McNab Head of Organisational Development, Policy and Communications</b>	<b>Report No:</b>	<b>PR/22/20/KM</b>
<b>Contact Officer:</b>	<b>Louise McVey, Corporate Policy, Performance and Partnership Manager</b>	<b>Contact No:</b>	<b>2146</b>
<b>Subject:</b>	<b>National Records of Scotland (NRS) Mid-Year Population Estimates (2019) and Population Projections (2018 based) for Scottish Council Areas</b>		

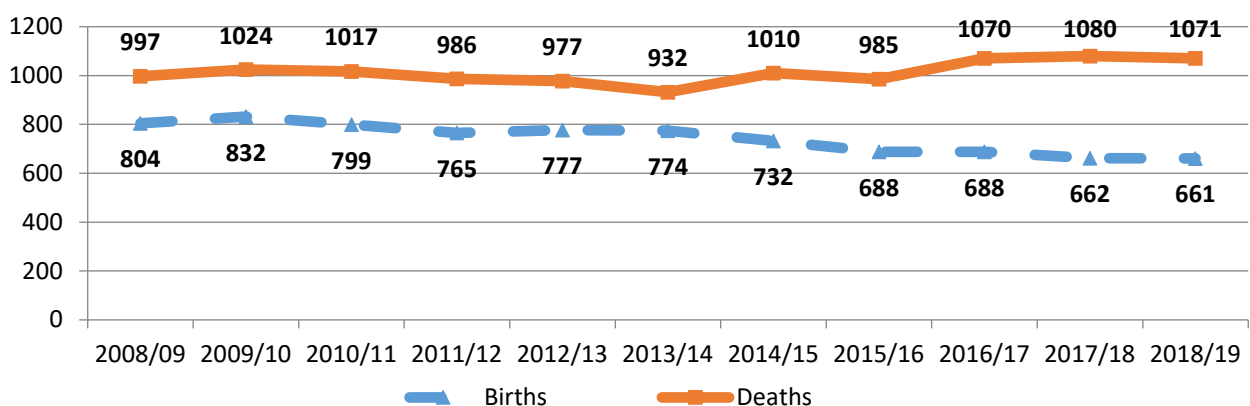
## 1.0 PURPOSE

1.1 The purpose of this report is to provide the Policy and Resources Executive Sub-Committee with details of the National Records of Scotland (NRS) mid-year (2019) population estimates published on 30 April 2020 and the new population projections for Scottish areas, published on 24 March 2020.

## 2.0 SUMMARY

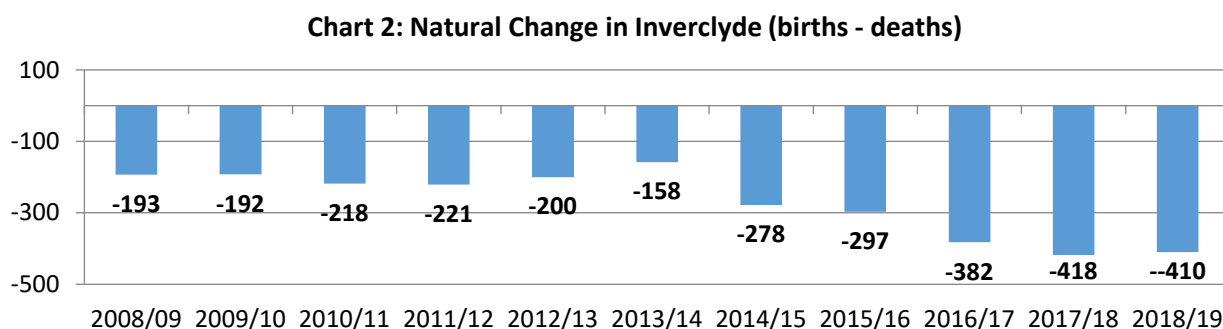
- 2.1 The population of Inverclyde as at 30 June 2019 was estimated to be 77,800. This is a decrease of 350 people (-0.4%) compared to the 2018 mid-year population estimate (78,150) and the second largest population decrease in Scotland. By contrast, Scotland's population is estimated to have increased by 0.5% between mid-2018 and mid-2019 to a record high of 5,463,300.
- 2.2 Inverclyde is one of 8 council areas estimated to have had a population decrease between mid-2018 and mid-2019. Argyll and Bute had the largest decrease (-0.5%), whilst the City of Edinburgh; East Lothian and Midlothian areas had the highest population growth (all +1.2%). Appendix 1 shows the population change across Scotland between mid-2018 and mid-2019.
- 2.3 The population decrease in Inverclyde between mid-2018 and mid-2019 is almost solely attributable to negative natural change (-410) due to 1,071 deaths compared to 661 births during the period. Chart 1 (below) shows that over the past 10 years the number of births in Inverclyde has decreased by almost 18%, (-143) whilst the number of deaths has remained fairly constant, increasing by just 7% (+ 74) between 2008/09 and 2018/19.

**Chart 1: Birth and Death Rates 2008/09 – 2018/19 (Inverclyde)**



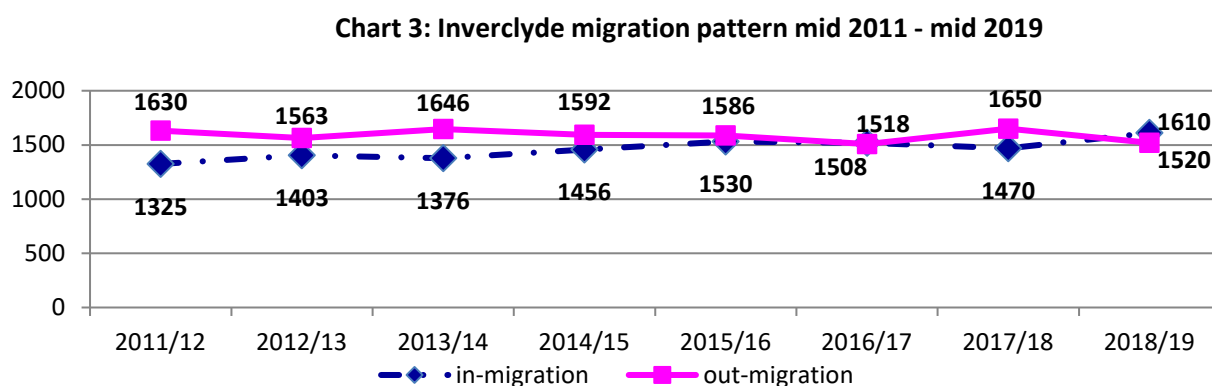


The subsequent natural change is shown in chart 2 below.

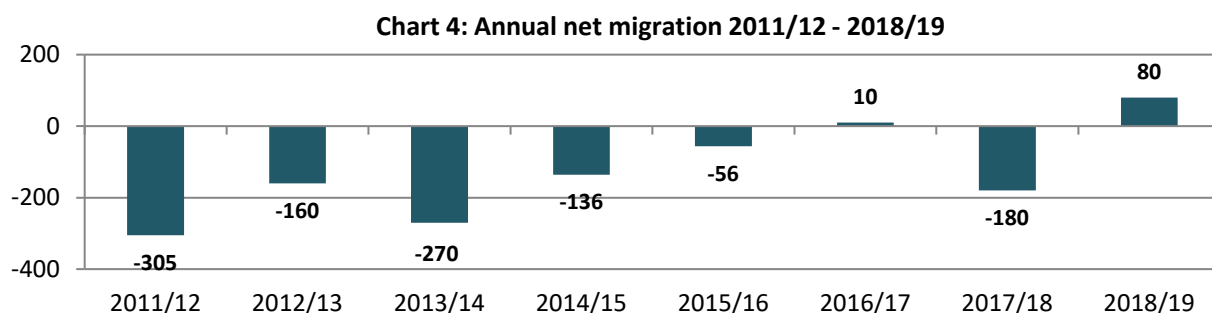


2.4 In total, 24 council areas had more deaths than births, resulting in Scotland as a whole having negative natural population change of -5,573 between mid-2018 and mid-2019. Overall population growth in Scotland has therefore been driven by in-migration, with an estimated net migration figure of 30,200 (0.55%).

2.5 Inverclyde is one of 28 council areas estimated to have had positive net migration between mid-2018 and mid-2019. Encouragingly, this means that in two out of the past three years, more people have moved into Inverclyde than have left. Between mid-2018 and mid-2019, it is estimated that there were 1,610 in-migrants compared to 1,520 out-migrants (figures are rounded by NRS to nearest 10). The majority of movement to and from Inverclyde came from within Scotland itself. The graph below shows the changes in migration in recent years. NRS estimate that Inverclyde had an overall net migration increase of +80 (rounded figure), however this is offset by the negative natural change described in paragraph 2.3.



2.6 Chart 4 below shows that annual change in net migration in Inverclyde over the same period.



2.7 The other element of population change in Inverclyde between mid-2018 and mid-2019 was due to 'other changes' (-20). This can be changes in the prison population, armed forces personnel and

also small rounding adjustments made by NRS. The component change in population, including natural change and net migration for all council areas is provided in Appendix 2.

- 2.8 NRS has also recently published population projections for all Scottish areas up to 2028. This data is produced every two years and is calculated in a different way to the mid-year population estimates. Projections are trend based, which means assumptions for future levels of births, deaths and migration are based on observed levels over the previous five years, whereas mid-year estimates are based on the actual number of births and deaths and estimated migration in the past year. This differing methodology results in variations in population data e.g. the 2019 mid-year population estimate for Inverclyde is 77,800, whilst the population projection estimate for 2019 (using 2018 population as the base year) is 77,693, 107 lower than the mid-year estimate. Population projection data should therefore be interpreted with a degree of caution, bearing in mind its limitations. The comparison of the mid-year (2019) population estimate for Inverclyde with the projected population estimate (2019) would appear to suggest that the population projection estimates for Inverclyde up to 2028 are unduly pessimistic.
- 2.9 Scotland's population is projected to increase by 99,000 people (1.8%) by 2028. The main driver of this population increase is expected to be migration rather than natural change.
- 2.10 Not all council areas are expected to experience population growth by 2028, 14 council areas, including Inverclyde, are expected to have a population decrease. In addition, the projected rate of decline in Inverclyde is more severe than previously forecast, with a projected fall of -6.1% to 73,418 by 2028; this is -2.8% lower than the NRS 2016-based population projection. The projected change in Inverclyde's population by 2028 is shown in Appendix 3.
- 2.11 Inverclyde and Na h-Eileanan Siar are forecast to have the largest population decrease of all council areas. Population decline is projected to mainly be in the West and South West of Scotland whilst growth is projected for the central belt and urban areas. The anticipated population change by 2028 for all Scottish councils is shown in Appendices 4 and 5.
- 2.12 Inverclyde is one of 27 councils expected to have negative natural change by 2028, accounting for -5.1% of our projected population decline. It is estimated that by 2028 there will have been 3,976 more deaths than births in Inverclyde (10,361 deaths compared to 6,385 births).
- 2.13 Despite Inverclyde having positive net migration in two out of the past three years, the other component of projected population decline in Inverclyde is negative net migration, accounting for -1%. Inverclyde and Na h-Eileanan Siar are the only two areas in Scotland where more people are expected to leave than arrive. A comparison of natural change and net migration levels across all areas in Scotland by 2028 is provided in Appendix 6.
- 2.14 The age structure of Inverclyde population is projected to change, with the only growth expected to be in the numbers of those aged 75 and older (16%). The percentage of the population that are children aged 0 to 15 years is projected to fall by more than twice the Scottish average, -14.2%, compared to -6% in Scotland.
- 2.15 Life expectancy is expected to grow in all council areas for both males and females by 2028, although in Inverclyde life expectancy is predicted to remain below the Scottish average.
- 2.16 The Scottish Government has formed an Expert Advisory Group on Population and Migration. The group is finalising its report "Internal migration in Scotland: Trends and Policy Lessons". Once published, the report findings and recommendations will, where appropriate, be factored into the repopulation work of Inverclyde Council and the Inverclyde Alliance.
- 2.17 Population assumptions are based on past trends and as such, the emergence of a major threat to population health, such as Covid-19, is likely to result in revisions to future data. This is particularly pertinent to council areas with higher levels of deprivation, such as Inverclyde, and there is now clear evidence that Covid-19 has a disproportionate effect on those living in these areas.

- 2.18 The CMT has considered this new data and believes that the clear linkages between the root causes of Inverclyde's declining population, high levels of multiple deprivation and population health currently manifested with the area's COVID death rate requires that further research be carried out, focusing specifically on these three issues. This in turn would provide the council with a clear case in seeking additional resources which would be targeted to deliver improved outcomes locally. A report will be brought back to this Committee outlining the scope of this research and the cost implications.
- 2.19 These latest population figures will require to be considered by the Inverclyde Alliance and the LOIP Population Partnership and the next steps agreed in line with the approved Action Plan.

### **3.0 RECOMMENDATIONS**

- 3.1 It is recommended that the Policy and Resources Executive Sub-Committee:
- Notes that the latest NRS population estimates show a further decrease (-0.4%) in Inverclyde's population, which is now estimated at 77,800 (mid 2019);
  - Notes that there has been positive net migration in Inverclyde over the period mid-2018 to mid-2019;
  - Notes that the recent NRS Population Projections for Scottish areas (2018 based) projects a continuing decline in Inverclyde's population up to 2028;
  - Remits it to the CMT to bring back a further report outlining proposals for additional research associated with depopulation, multiple deprivation and poor health and the cost implications; and
  - Remits it to the LOIP Population Partnership to consider these latest population statistics and agree any additional actions in connection with these.

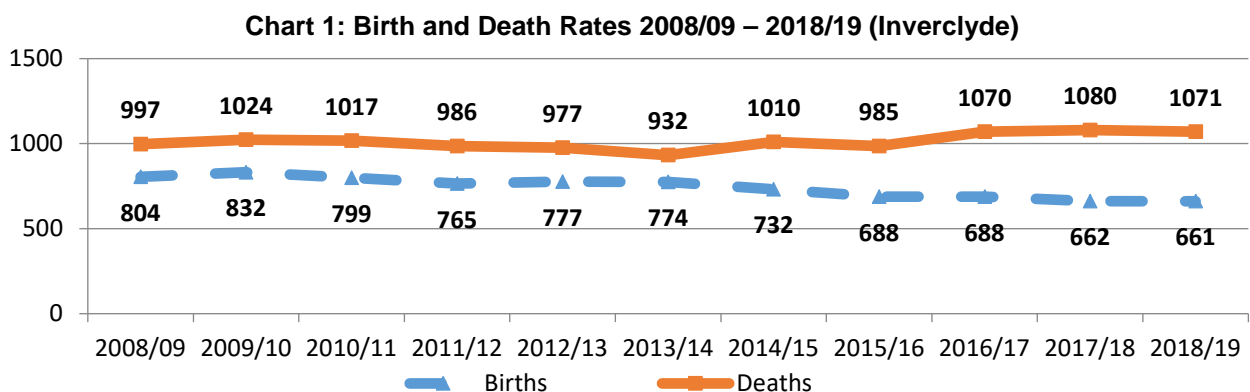
**Steven McNab**  
**Head of Organisational Development, Policy and Communications**

## 4.0 BACKGROUND

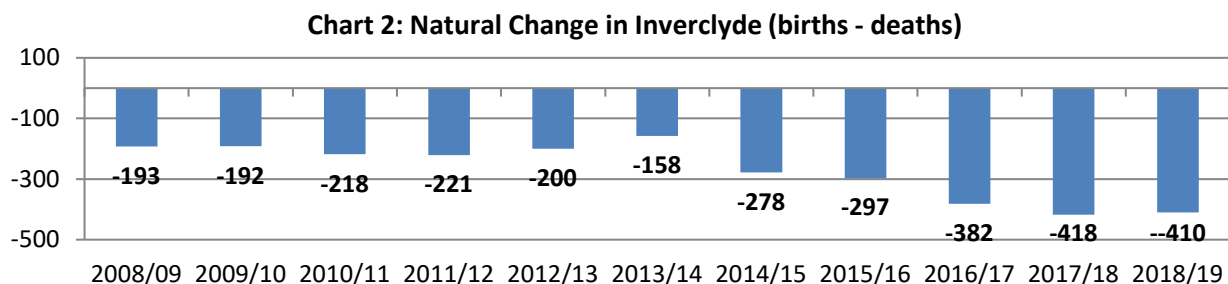
- 4.1 The National Records of Scotland (NRS) is the responsible agency of the Scottish Government that handles all matters relating to population and household statistics, including the Census annual mid-year population estimates.
- 4.2 In addition, every two years NRS publish 'National Population Projections for Scottish Areas'. The timing of the next set of projections may change to take into account the time scales of the 2021 Census.
- 4.3 The census and associated population measures have a significant bearing on a number of strategic issues most notably Government Funding and Housing / Planning Policy Development. Projections are also used as a framework for resource allocation and local planning in fields such as education and health.
- 4.4 Stemming and ultimately reversing population decline is a key priority for the Council and the Inverclyde Alliance. As part of the Council's 2018/19 budget, £500,000 was allocated to fund a Repopulation Strategy and action plan geared towards promoting repopulation measures to attract people to Inverclyde. Work around repopulation is primarily the responsibility of the LOIP Population Partnership.

## 5.0 MID YEAR POPULATION ESTIMATES (30 JUNE 2019)

- 5.1 As at 30 June 2019, the population of Inverclyde was estimated to be 77,800, this is a -0.4% decrease compared to the 2018 mid-year population estimate, 78,150. In contrast, after two years of slowed growth nationally, Scotland's population is estimated to have increased by 0.5% between 2018 and 2019 to a record high of 5,463,300.
- 5.2 Inverclyde is one of 8 council areas in Scotland estimated to have had a population decrease between mid-2018 and mid-2019. Argyll and Bute had the largest population decrease, -0.5%, whilst North Ayrshire and Na h-Eileanan Siar are estimated to have had a decrease of -0.4%, the same as Inverclyde. The council areas which experienced the highest population growth were City of Edinburgh; East Lothian and Midlothian (all +1.2%). Appendix 1 shows the population change across Scotland between mid-2018 and mid-2019.
- 5.3 The population decrease in Inverclyde between mid-2018 and mid-2019 is almost solely attributable to negative natural change (-410), with a very small number (-20) due to 'other changes', which includes changes in the prison population, armed forces personnel and small rounding adjustments. There were 1,071 deaths in Inverclyde compared to 661 births during this period, resulting in natural change of -410. The gap between births and the number of deaths has also widened in recent years. Chart 1 (below) shows that over the past 10 years the number of births in Inverclyde has decreased by almost 18%, (-143) whilst the number of deaths has remained fairly constant, increasing by just 7% (+ 74) between 2008/09 and 2018/19.

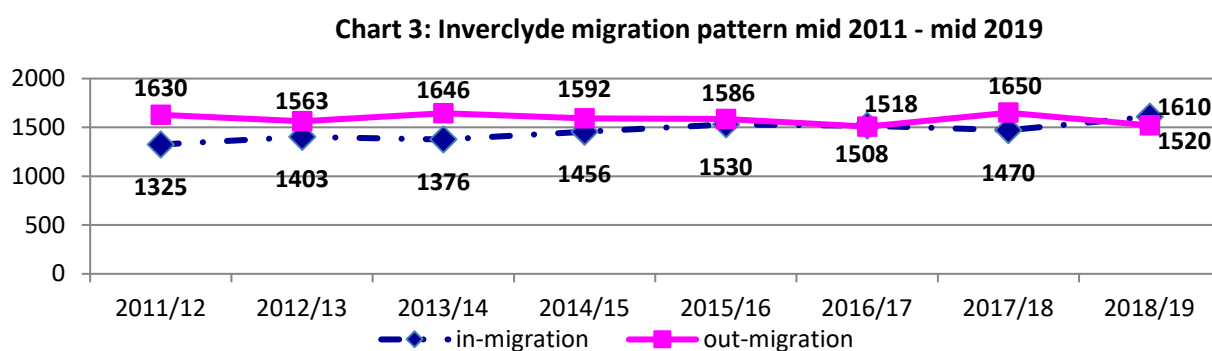


The subsequent natural change is shown in chart 2 below.

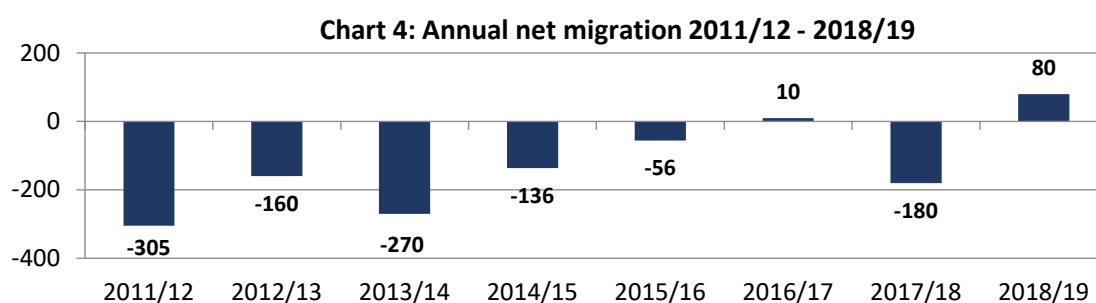


5.4 In total, 24 council areas had more deaths than births, resulting in Scotland as a whole having negative natural population change of -5,573 between mid-2018 and mid-2019. The overall population growth in Scotland has therefore been driven by in-migration, with an estimated net migration figure of 30,200 (0.55%).

5.5 Inverclyde is one of 28 councils estimated to have had positive net migration between mid-2018 and mid-2019. Encouragingly, this means that in two out of the past three years, more people have moved into Inverclyde than have left. Between mid-2018 and mid-2019, it is estimated that there were 1,610 in-migrants compared to 1,520 out-migrants (figures are rounded by NRS to nearest 10). The graph below shows the changes in the levels of in-migration in recent years.



5.6 Chart 4 below shows that annual change in net migration over the same period. It is estimated that Inverclyde had positive net migration in mid-2016/17 and mid-2018/19.



5.7 Of those moving into Inverclyde, 72% of people came from within Scotland, 19% came from the rest of the UK and 9% from overseas. Of those leaving Inverclyde, 78% went elsewhere in Scotland, 16% went to the rest of the UK and 6% went overseas. The component change in population, including both natural change and levels of migration for all Scottish council areas is provided in Appendix 2.

5.8 The age structure of Inverclyde’s population in mid-2019 remains unchanged from mid-2018 and broadly reflects the national age structure:

- 16% of the population is aged under 16 years (Scotland, 17%)

- 63% of the population is aged 16-64 years (Scotland, 64%)
- 21% of the population is aged 65 years and over (Scotland, 19%)

## 6.0 POPULATION PROJECTIONS FOR INVERCLYDE AND SCOTLAND (2018 BASED)

- 6.1 On 24 March 2020 the National Records for Scotland (NRS) published 'Population projections for Scottish area (using 2018 as the base year)'. The report contains population estimates up to 2028. NRS have also published online population projections up to 2043 but state that projections this far ahead are increasingly uncertain.
- 6.2 Population projections are calculated in a different way to the mid-year population estimates. Projections are trend based, which means assumptions for future levels of births, deaths and migration are based on observed levels over the previous five years, whereas mid-year estimates are based on the actual number of births and deaths and estimated migration in the past year. This can result in differences in population data, depending on the methodology used. While the mid-year population estimate for Inverclyde at 30 June 2019 is 77,800, the population projection estimate for 2019 (using 2018 population as the base year) is 77,693, which is 107 lower than the mid-year population estimate. The limitations of the population projection data should therefore be remembered when interpreting the figures. Comparison of the mid-year population estimate for Inverclyde 2019 with the population projection figure for the same year does however suggest that the population projection estimates for Inverclyde up to 2028 are unduly pessimistic.
- 6.3 Scotland's population is projected to increase by 1.8% over the next 10 years, predominantly as a result of in-migration. This equates to about 99,000 people between mid-2018 to mid-2028. Population growth however is projected to be slower than seen in the previous 10 years. The previous population projection for Scotland estimated a 3% increase.
- 6.4 Not all council areas are expected to experience population growth by 2028, 14 council areas, including Inverclyde, are expected to have a population decrease. The rate of decline in Inverclyde is more severe than previously forecast in the NRS 2016 based population projections. According to the new projections, over the period 2018-2028, Inverclyde's population will fall by -6.1% to 73,418, this is -2.8% lower than the 2016 based population projections. The projected change in Inverclyde's population is shown in Appendix 3.
- 6.5 Population decline is projected to be mainly in the West and South West of Scotland. The council areas with the largest projected decreases by 2028 are:
- Na h-Eileanan Siar (-6.1%)
  - Inverclyde (-6.1%)
  - Argyll and Bute (-5.9%)
  - North Ayrshire (-3.1%)
- 6.6 18 council areas in Scotland are projected to have a population increase. Most of the population growth is projected to be in the central belt and urban areas. The fastest growing areas are in the East, surrounding the City of Edinburgh. The council areas projected to show the largest relative increases over this period are:
- Midlothian (+13.8%)
  - East Lothian (+7.2%)
  - City of Edinburgh (+6.6%)
  - East Renfrewshire (+6.4%).

The anticipated population change by 2028 for all Scottish councils is shown in Appendices 4 and 5.

- 6.7 The predicted decline in Inverclyde's population is predominantly due to anticipated negative natural change i.e. more deaths than births. Over the period 2018 - 2028 it is estimated that there will be 6,385 births in Inverclyde compared to 10,361 deaths, resulting in negative natural change of - 3,976 ( -5.1%).
- 6.8 Inverclyde is not the only area where negative natural change is expected to contribute to population decline. Only 5 council areas are expected to have natural population growth by 2028. These are: Midlothian (1.4%) City of Edinburgh (+1.2%) West Lothian (+0.8%) Glasgow City (+0.2%) and Aberdeen City (+0.1%). The overall population increase nationally therefore is expected to be as a result of migration, with more people arriving than leaving.
- 6.9 Despite Inverclyde having positive net migration in two out of the past three years, the other component of population decline in Inverclyde is expected to be negative net migration, accounting for -1%. Inverclyde and Na h-Eileanan Siar are the only two council areas where more people are expected to leave than arrive.
- 6.10 A comparison of natural change and net migration levels across all areas in Scotland by 2028 is provided in Appendix 6.
- 6.11 The population decline in Inverclyde will disproportionately affect different age groups:
- The percentage of the population that are children aged 0 to 15 years is projected to fall by -14.2%, compared to -6% in Scotland
  - The percentage of working age population is projected to fall by -6%, compared to a +3.3% growth in Scotland
  - The percentage of the population that is pensionable age and over is projected to decrease by -0.1%, compared to a +3.7% growth in Scotland
  - The percentage of the population that is aged 75 and over is projected to increase by +16%, compared to +25.4% in Scotland
- 6.12 All council areas except three, Midlothian (+11.2%), East Dunbartonshire (+4.5%) and East Renfrewshire (+2.0%) are projected to have a decrease in the number of children. Inverclyde and Dumfries and Galloway have the second highest projected decrease (-14.2%) and Argyll and Bute the highest (-17.6%).
- 6.13 The only section of Inverclyde's population that is expected to grow by 2028 is that of the aged 75 and over, with an estimated increase of +16%. Whilst the anticipated growth in numbers is not as high as the national increase for this age group (+25%), there are still significant implications for the public sector services most frequently used by this section of the population, such as Health and Social Care.
- 6.14 Life expectancy is expected to grow in all council areas for both males and females by 2028. In Inverclyde:
- Male life expectancy is expected to increase from 75.6 years in 2018/19 to 76.7 years in 2028/29. Life expectancy for males remains below the Scottish average, 78.9 years.
  - Female life expectancy in Inverclyde is expected to increase from 81.3 years in 2018/19 to 81.7 years in 2028/29. This is also below the Scottish average, 82.4 years
- 6.15 To obtain a greater understanding of the geographic distribution, dynamics and impact of internal migration, the Scottish Government has formed an Expert Advisory Group on Population and Migration. The group is currently finalising its report titled "Internal migration in Scotland: Trends and Policy Lessons" which analyses internal migration within Scotland, and between Scotland and the rest of the UK. Once published, the report findings and recommendations will be factored where appropriate into the repopulation work of Inverclyde Council and the Inverclyde Alliance.

- 6.16 As noted in paragraph 2.8, area population projections are trend based and are not policy based forecasts of what is expected to happen. The emergence of a major threat to population health, such as Covid-19, is likely to result in revisions being made to future population estimates and projections, once the full impact becomes clearer.
- 6.17 The CMT has considered this new data and believes that the clear linkages between the root causes of Inverclyde’s declining population, high levels of multiple deprivation and population health currently manifested with the area’s COVID death rate requires that further research be carried out, focusing specifically on these three issues. This in turn would provide the council with a clear case in seeking additional resources which would be targeted to deliver improved outcomes locally. A report will be brought back to this Committee outlining the scope of this research and the cost implications.
- 6.18 Work around repopulation is primarily the responsibility of the LOIP Population Partnership. The implications of these latest population figures should be considered by the Population Partnership and next steps agreed in line with the approved Action Plan.

## 7.0 IMPLICATIONS

### 7.1 Financial Implications - One off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
n/a					

### Financial Implications - Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if applicable)	Other Comments
n/a					

7.2 Human Resources: none at present

7.3 Legal: none at present

### 7.4 Equalities

The population projections highlight a rise in an elderly population going forward which has implications for the Council in regard to the protected characteristic of age. Services are aware of this predicted increase and work such as reshaping care for elderly people will have a positive impact on the services older people receive.

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

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

(b) Fairer Scotland Duty

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



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

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

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

7.5

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

7.6 Repopulation

The population projections continue to show a fall in Inverclyde's population in the longer terms, this confirms that the Inverclyde Alliance is correct in focusing its efforts on making Inverclyde an attractive place to live is required. This work will be taken forward by the Population Partnership.

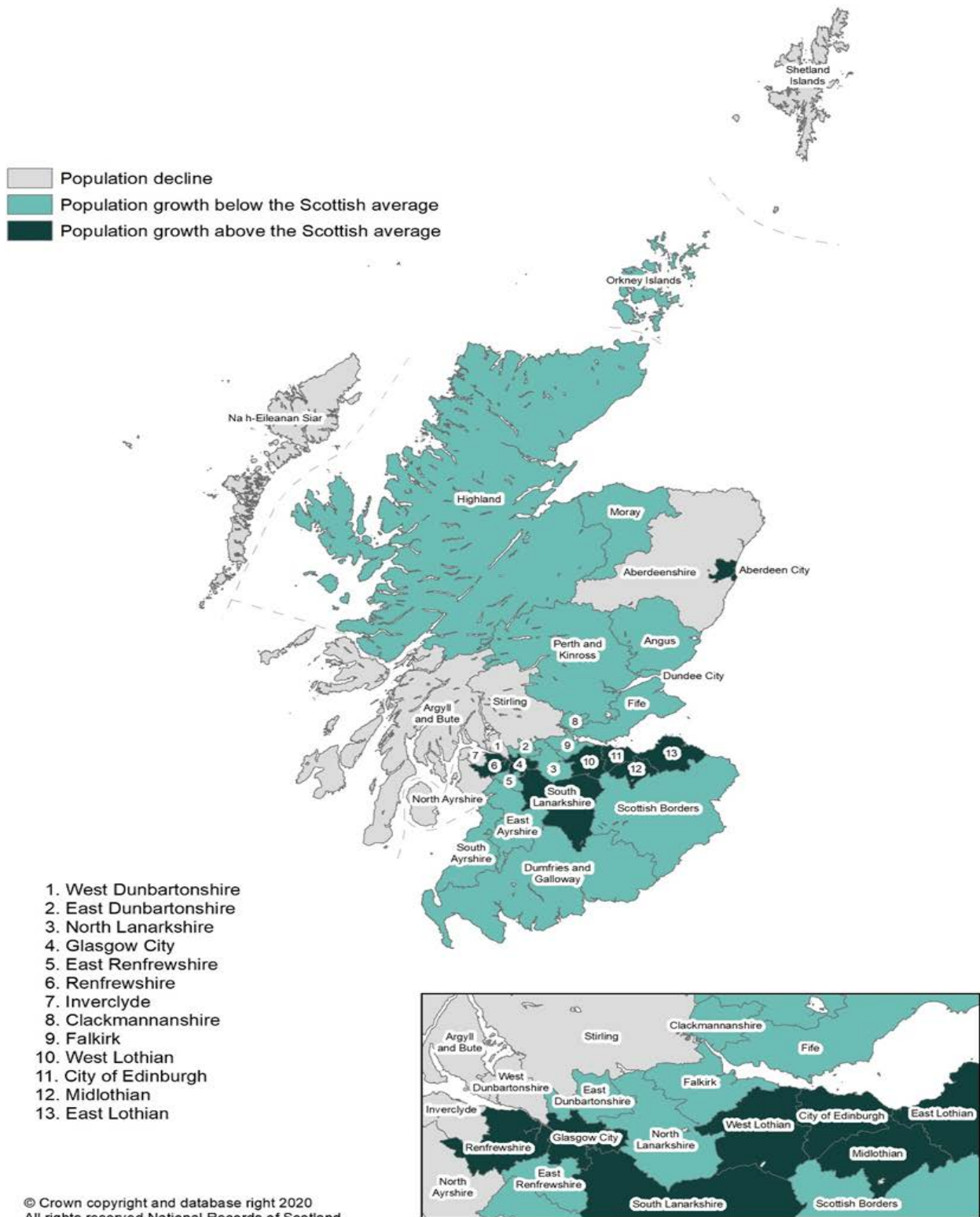
**8.0 CONSULTATION**

8.1 This new mid-year estimate and population projection data has been considered by both the CMT and the LOIP Programme Board and will also be considered at the next meeting of the Inverclyde Alliance Board.

**9.0 LIST OF BACKGROUND PAPERS**

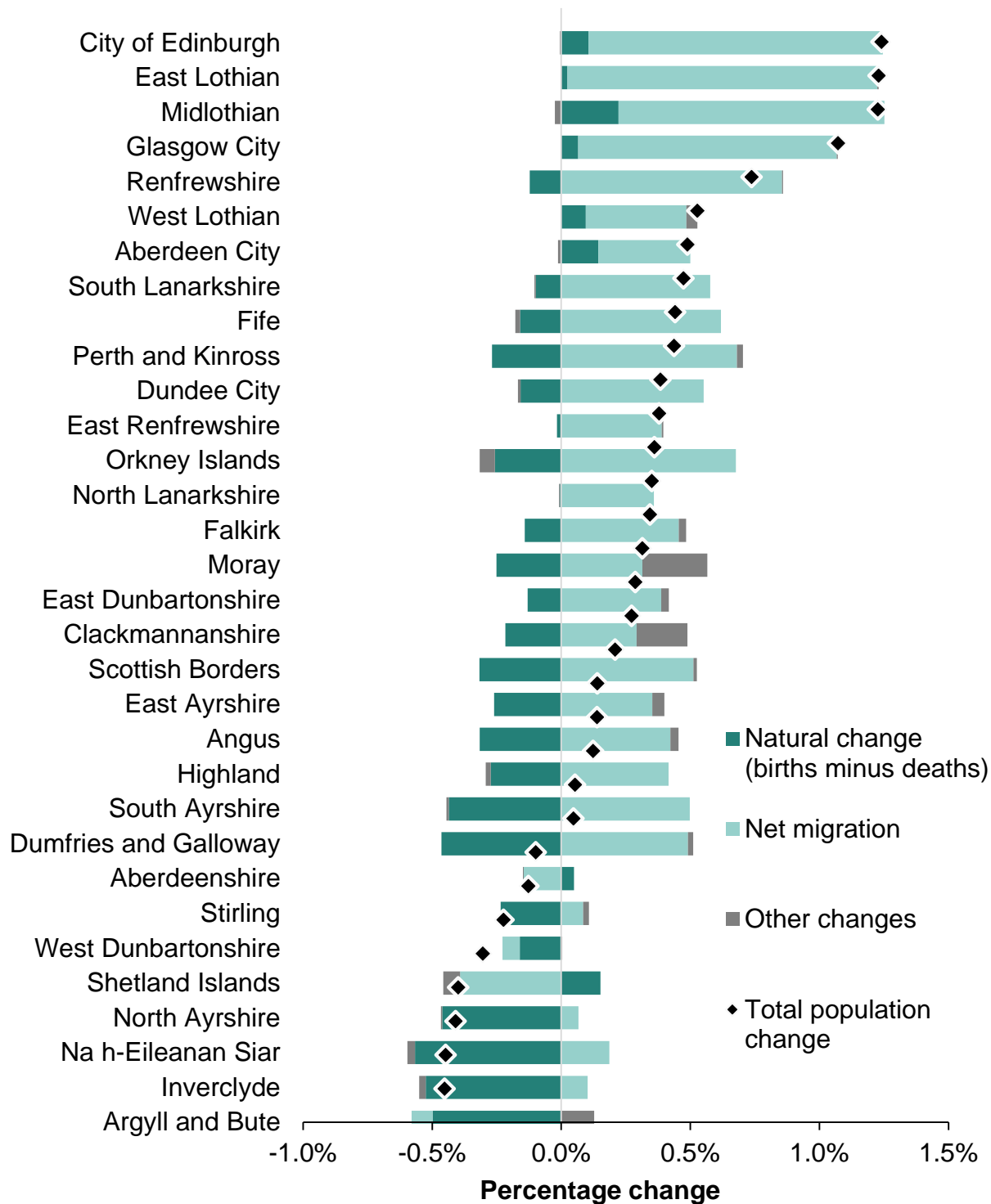
9.1 None

# Appendix 1: Population change by council area mid-2018 to mid-2019

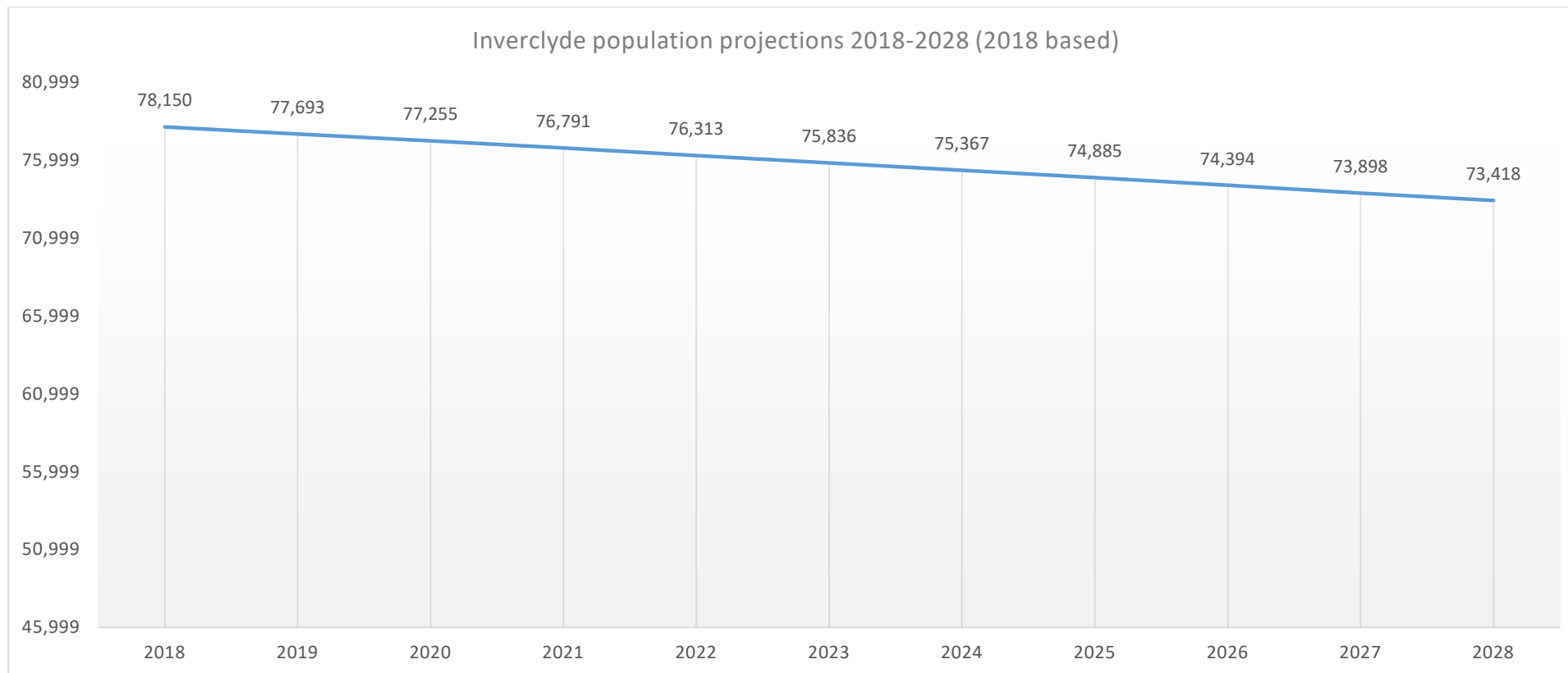


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**Appendix 2: Components of population change by council area, mid-2018 to mid-2019**



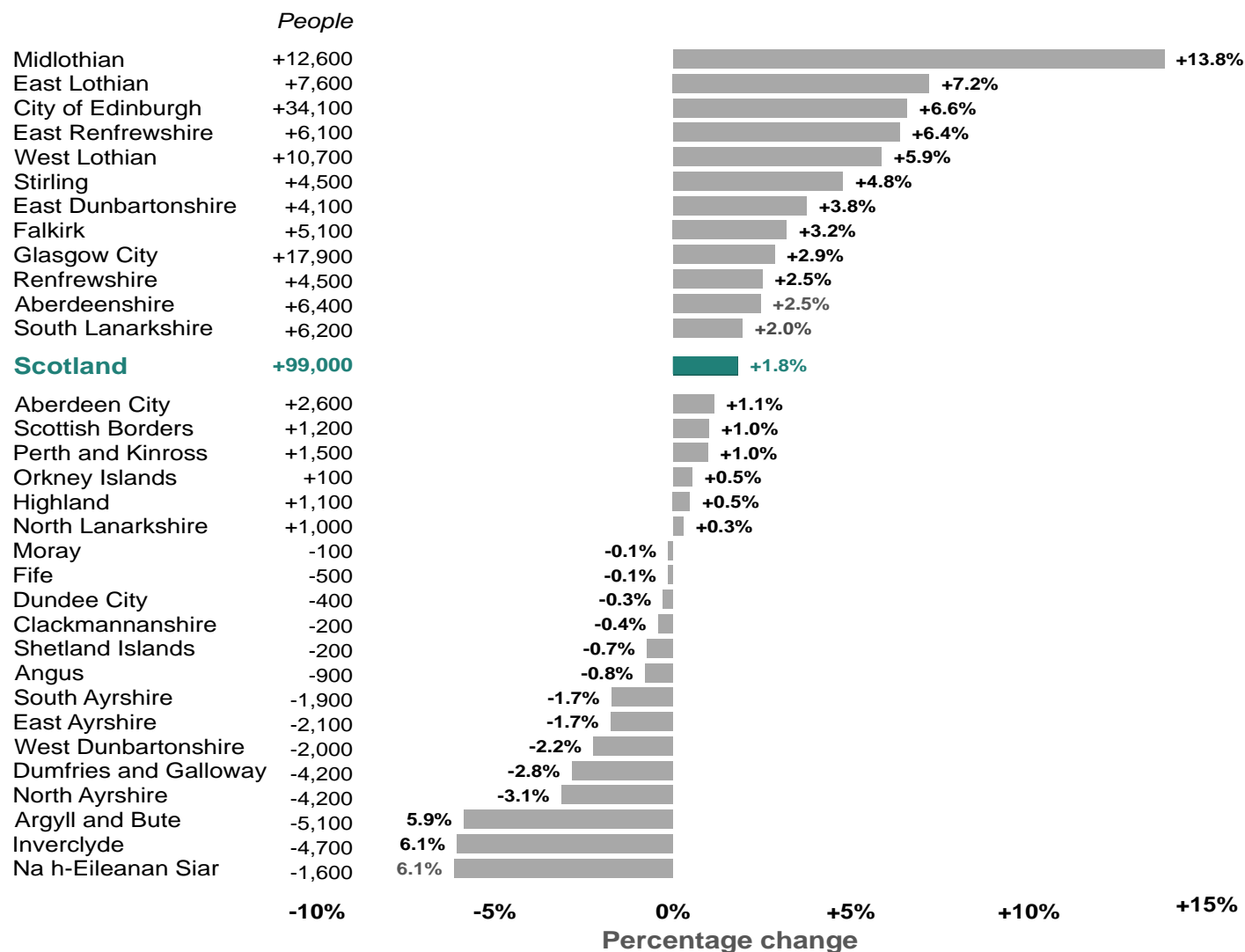
### Appendix 3: Inverclyde's population projection 2028 (2018 based)



### Components of project population change 2018 to 2028

	Population mid 2018	Natural Change	Natural Change		Net Migration	Net Migration		Other Changes	Population mid 2028	% change
			Births	Deaths		To & from Scotland	Internal & overseas migration			
Inverclyde	79,150	-3,976	6,385	10,361	-615	1,136	-1,751	-141	73,418	-6.1%

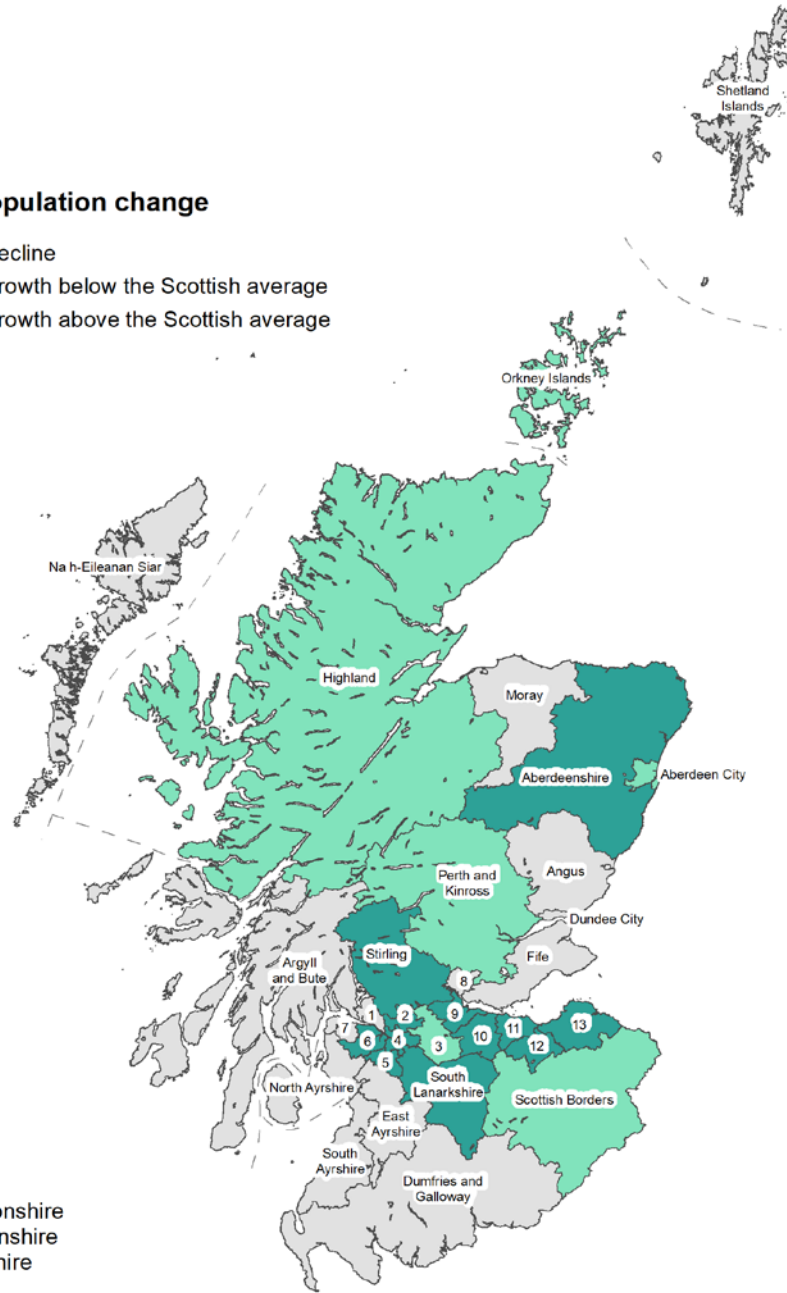
## Appendix 4: Projected change by council area mid-2018 to mid-2028



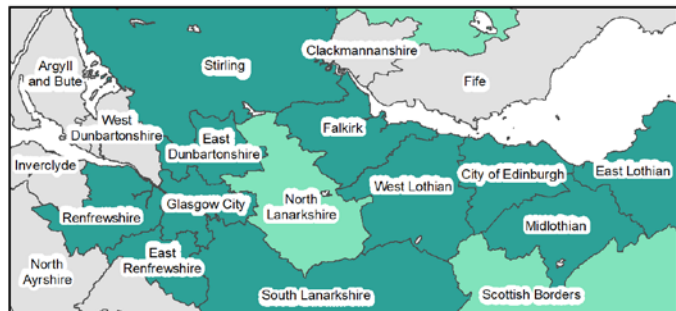
# Appendix 5: Map of the projected change in population by council area mid-2018 to mid-2028

## Percentage population change

- Population decline
- Population growth below the Scottish average
- Population growth above the Scottish average

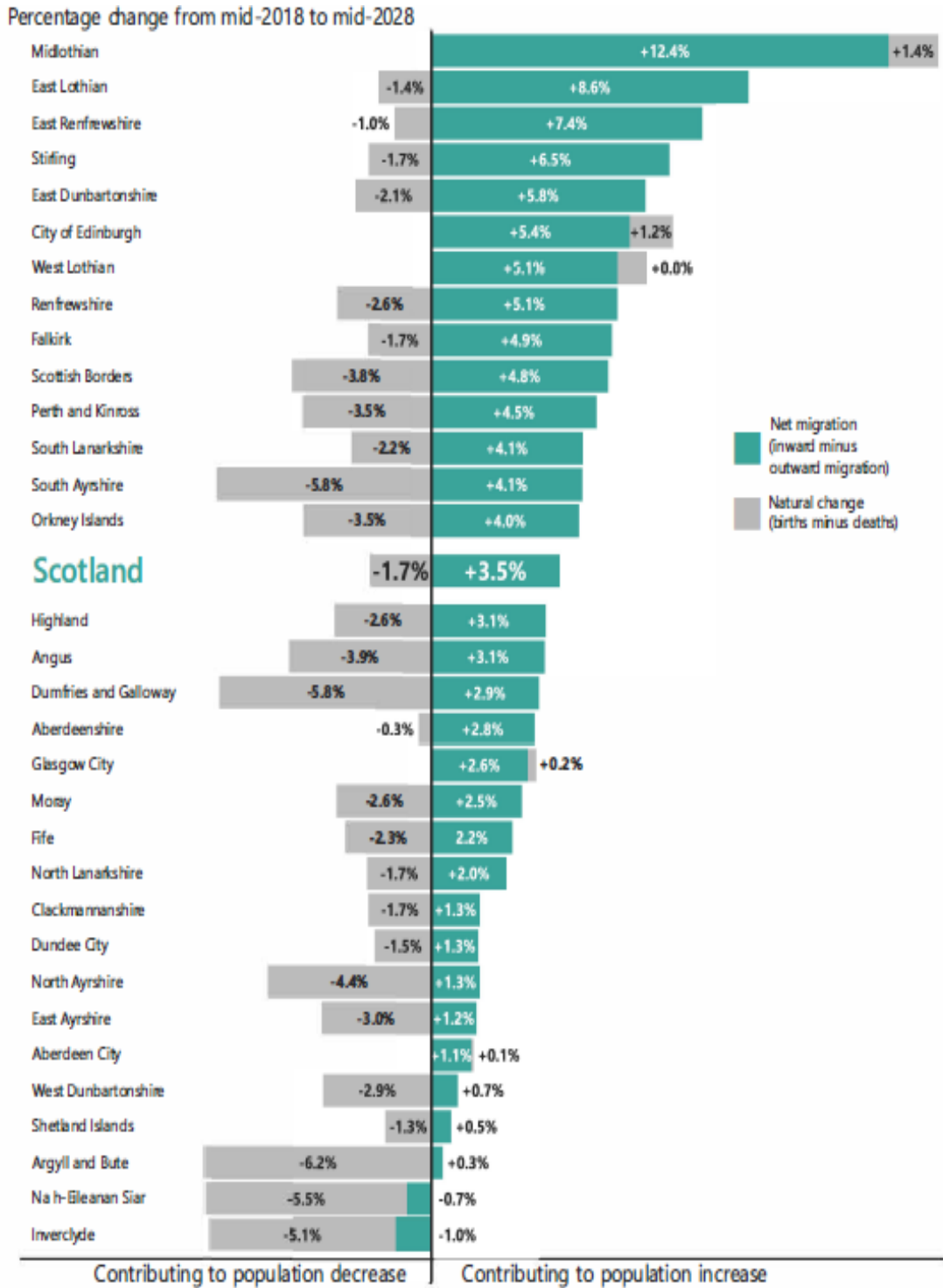


1. West Dunbartonshire
2. East Dunbartonshire
3. North Lanarkshire
4. Glasgow City
5. East Renfrewshire
6. Renfrewshire
7. Inverclyde
8. Clackmannanshire
9. Falkirk
10. West Lothian
11. City of Edinburgh
12. Midlothian
13. East Lothian



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## Appendix 6: Net migration and natural change in all Scottish council areas by 2028



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<b>Report To:</b>	<b>Policy and Resources Exec Sub-Committee</b>	<b>Date:</b>	<b>02 June 2020</b>
<b>Report By:</b>	<b>Corporate Director Environment, Regeneration &amp; Resources</b>	<b>Report No:</b>	<b>PR/23/20/SA</b>
<b>Contact Officer:</b>	<b>Scott Allan</b>	<b>Contact No:</b>	<b>01475 712762</b>
<b>Subject:</b>	<b>Proposed Temporary Lay-Up of Cruise Ships – Update</b>		

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to update Committee on the response from Peel Ports at a meeting following the last meeting of this Committee on 19 May 2020 and also the outcome of any representations made on this issue by the local MSP and MP.

## 2.0 SUMMARY

- 2.1 Following the meeting of this Committee on the 19<sup>th</sup> May, officers met with Peel Ports senior representatives on the 20<sup>th</sup> May and relayed the Council's opposition to the laying up of cruise ships in the Clyde at this time.
- 2.2 In response, Peel Port expressed their support and sympathy with the Council's position. They emphasised that they are committed to protecting the Inverclyde community as well as their own employees and the crews of ships. They clarified that under international law, they cannot refuse entry to the port by a cruise ship if it is declared free from disease. The Clyde is an attractive locations for ships in view of the wide range of facilities including engineering maintenance. Peel Port advised that no ships are destined for Greenock at this time. Three ships are potentially destined for Glasgow, but they will carry crews of around 40 each.
- 2.3 As requested by Committee, copies of correspondence between the local MP and MSP with Scottish and National government are attached to this report. At the time of writing replies had not been received.

## 3.0 RECOMMENDATIONS

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

**Scott Allan**  
**Corporate Director**  
**Environment, Regeneration and Resources**



## 4.0 BACKGROUND

- 4.1 At this Committee on 19 May 2020, a report was presented which updated Members regarding the proposal by Peel Ports to accommodate cruise ships in the Clyde for lay-up. The report included a copy of a letter sent by the Chief Executive of Peel Ports following the Committee meeting of 05 May 2020. The reply from the Chief Executive of Peel Ports, dated 18 May 2020, was circulated at the meeting.
- 4.2 Following discussion, Committee agreed that officers should convey in the strongest terms the Council's continued opposition to the laying up of cruise ships in the Clyde at a meeting with Peel Ports on 20 May 2020. It was also agreed that the outcome of representations made on this matter by the local MP and MSP be presented to Committee.
- 4.3 Officers met with Peel Ports on 20 May 2020 by teleconference. The Council was represented at Chief Executive / Corporate Director level. Peel Ports were represented at Managing Director / Director level.
- 4.4 Peel Ports were supportive and sympathetic to the Council's position. They were keen to stress that the safety of Inverclyde residents, employees at the Port and crew members on ships were of primary importance. Peel Ports will not compromise on safety and fully appreciate the challenging circumstances which have been experienced in the Inverclyde area.
- 4.5 Peel Ports advised that all UK Ports are governed by rules set by the International Maritime Organisation. This body is an agency of the United Nations and the UK is bound to abide by its rules. Significantly, British Ports cannot deny access to any vessel which has a valid certificate of health. On discussion around why a cruise ship operator may choose Greenock over other destinations, it was explained that choice would be associated with distance to destination, available local facilities such as ship maintenance as well as safe anchorage.
- 4.6 Peel Ports confirmed that no vessels are destined for Greenock at this time. It is the case that vessels with small numbers of crew (around 40 each) are potentially destined for Glasgow. This will have no impact on Greenock or Inverclyde.
- 4.7 Peel Ports committed to advising the Council immediately if there is a specific proposal by a cruise ship operator to bring a vessel to Greenock. This would ensure that matters of Health and Safety including the role of Inverclyde Council in partnership with the Health Board as 'Port Health Authority' are addressed at the earliest opportunity.
- 4.8 With respect to the outcome of intervention of the local MP and MSP with Scottish and National Government, copies of the correspondence sent by Ronnie Cowan MP and Stuart MacMillan MSP to relevant government Ministers are attached. At the time of writing, responses were awaited.

## 5.0 IMPLICATIONS

### 5.1 Finance

#### Financial Implications:

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.					

## 5.2 Legal

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

## 5.3 Human Resources

N/A.

## 5.4 Equalities

### Equalities

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

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

(b) Fairer Scotland Duty

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

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

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

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES –
✓	NO - This report does not involve data processing which may result in a high risk to the rights and freedoms of individuals.

## 5.5 Repopulation

N/A.

## 6.0 CONSULTATION

6.1 The Corporate Management Team endorses this report.

## **7.0 BACKGROUND PAPERS**

7.1 N/A.

Dear Minister,

Re: Berthing of cruise ships

Yesterday, Inverclyde Council discussed a proposal by Peel Ports to accommodate vessels in the Clyde which are not in service. Peel advised they were responding to requests from cruise ship operators to berth ships on a layup basis in the Clyde Estuary. As you will be aware, Peel are the harbour Authority for the Clyde.

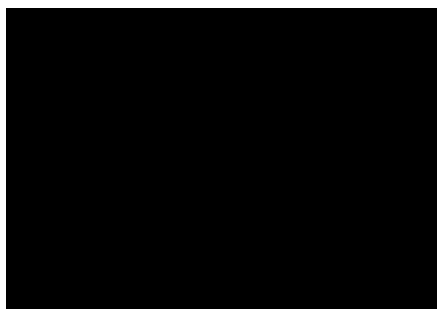
Peel Port indicated each ship, I believe there could be up to 12, could potentially have a permanent crew of around 150 during layover. However, on arrival, this number could be higher, possibly of the order of 500 and excess crew would potentially be disembarked at Greenock for onward repatriation via Glasgow Airport or other transport hub.

The proposal was rejected by Inverclyde Council although I understand that the final decision will be made by the UK Government. Therefore, I would be grateful to know who would undertake the testing of the crew members and vouch for the health and wellbeing of the crew. Also, what about the crew members leaving the ship and undertaking onward travel, how will they be transported to Glasgow Airport or other travel hubs. Added to this, one of the most important questions would be whether there would be transport arranged for said crew members to repatriate them to the country where they reside.

Previously, on the 3rd of March, I asked the Chief Medical Officer and the Secretary of State for Health what plans they had for airports and seaports and as yet they don't seem to have considered this matter. I would be grateful if the Department for Transport and the Foreign and Commonwealth Office (copied into the correspondence) could investigate this and respond to the questions raised.

I look forward to hearing from you as a matter of some urgency.

Yours sincerely,



Ronnie Cowan MP  
Member of Parliament for Inverclyde



The Scottish Parliament  
Pàrlamaid na h-Alba

**Stuart McMillan MSP**

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Constituency Office  
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**01475 720930**

[stuart.mcmillan.msp@parliament.scot](mailto:stuart.mcmillan.msp@parliament.scot)

Rt Hon grant Shapps  
Secretary of State for Transport

Tuesday, 12 May 2020

Dear Secretary of State,

**Docking and Mooring of Vessels: River Clyde.**

You may be aware of discussions between Inverclyde Council and Peel Ports regarding the potential for up to 12 cruise ships to dock at Ocean Terminal in Greenock. Councillors took the decision to reject this proposal at their meeting on Tuesday 5th May. There clearly were concerns that Councillors raised about this proposal. I share these concerns and those of the Health and Social Care Partnership and sadly, welcome their decision to reject proposals to allow the crew on these ships to disembark from the vessels and to then travel onwards to Glasgow Airport for repatriation to their own countries.

If we were in normal times, I would continue to welcome the crew and the many passengers who arrive in Greenock. However, we are not in normal times. So far, Inverclyde has been the hardest hit area in Scotland due to Covid-19. I absolutely understand the humanitarian argument to help the crew and it is a powerful argument. However, my priority is and will continue to be my constituency and everyone who lives here.

With the higher than average level of deaths in Inverclyde, I cannot agree to this additional risk to my community. Any issues which arise from the ships docking here could in turn have a direct impact on our local health services and any additional pressures at present are not acceptable.

As reported in the Greenock Telegraph, there were many unanswered questions that Councillors quite rightly raised. They were correct in asking them and seeking this information. Ultimately, I believe the risks to my constituents outweigh the benefits to the crews on the ships docking here.

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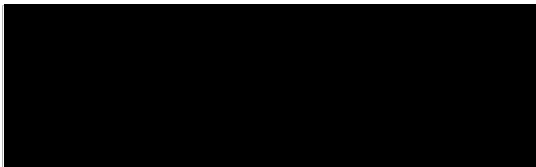
**Serving Greenock, Gourock, Inverkip, Port Glasgow & Wemyss Bay**

Every country will take decisions based upon their own circumstances and I note that New Zealand has banned cruise ships from their waters until 30th June. There are many of our European neighbours who have banned crew changes during Covid-19. I want to protect Inverclyde citizens and believe that sadly, on this occasion, refusing people to come ashore is the correct decision.

I appreciate that the Scottish Government have a legal role to play in this matter and I have written to the First Minister on this, however as Maritime Law is reserved, I am writing to you to ask that you look into this matter.

I look forward to hearing from you.

Yours sincerely,



**Stuart McMillan MSP**