

**A meeting of the Policy & Resources Executive Sub-Committee will be held on Tuesday 30 June 2020 at 3.00pm.**

**Please note, this meeting is by remote online access only through the videoconferencing facilities which are available to Members and relevant Officers. 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. **Financial Update, Financial Strategy 2020/30 and Unaudited Annual Accounts 2019/20**  
Report by Chief Financial Officer
4. **Covid Mortality Report June 2020**  
Report by Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership
5. **COVID-19 Business Support Scheme**  
Report by Corporate Director Environment, Regeneration & Resources
6. **Freedom of Information Annual Report - 2019**  
Report by Corporate Director Environment, Regeneration & Resources

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

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

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

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

---

<b>Report To:</b>	<b>Policy &amp; Resources Executive Sub-Committee</b>	<b>Date:</b>	<b>30 June 2020</b>
<b>Report By:</b>	<b>Chief Executive</b>	<b>Report No:</b>	<b>LP/072/20</b>
<b>Contact Officer:</b>	<b>Aubrey Fawcett</b>	<b>Contact No:</b>	<b>01475 712701</b>
<b>Subject:</b>	<b>COVID-19 (Coronavirus): Scrutiny Report</b>		

---

## 1.0 PURPOSE

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

## 2.0 SUMMARY

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

## 3.0 RECOMMENDATIONS

That the Sub-Committee:

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

- 3.3 that authority be granted to the Head of Legal & Property Services to accept the most economically advantageous tender for the Provision of School Age Counselling tender notwithstanding the terms and in variation of paragraph 17.3(ii) of the Standing Orders relating to Contracts;
- 3.4 approves the time limits on street and in car parks, and charges in car parks to remain suspended until 11 August 2020, at which point these will again be reviewed;
- 3.5 notes the Regeneration Capital Grants Fund repayment conditions relative to the Council's support of the Craighend Resource Centre project;
- 3.6 notes the response of the Scottish Government relative to the Newly Self Employed Hardship Fund;
- 3.7 confirms that its regular schedule of meetings will cease as at 30 June 2020 pending resumption of the ordinary cycle of Committees on 11 August 2020, subject to any emergency re-convening of the Sub Committee, if determined necessary in consultation with the Convener; and
- 3.8 agrees that £80,000 is allocated from the COVID-19 budget to assist with the additional costs associated with home and flexible working.

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

## 4.0 BACKGROUND

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

## 5.0 CURRENT ISSUES

- 5.1 Any decisions noted in **Appendix 1** have been taken by the CMT on the basis of tactical updates provided by the CRMT and, also, assessment by the relative Corporate Directors and their teams. Notwithstanding the developing situation, a clear audit trail of all decisions has been maintained with relevant but brief, focused backing papers being circulated for consideration and decision at the CMT daily meetings. The log of actions is indicative of the position on Wednesday 24 June 2020 and reflects the changing circumstances and decreased need, at this point, for urgent business decisions.
- 5.2 In addition to the daily briefings which have been immediately implemented by the CMT to ensure that all Members of the Council had advance notice of any service impact decisions, there continues to be constant dialogue and contact with relevant Conveners and, where appropriate, Minority Group spokespersons/contacts on key issues.
- 5.3 It has to be noted that there continues to be many operational demands on the Council by reason of the emergency, but as the situation to an extent stabilises in part in relation to workforce issues, it is the intention to continue to report in this format to the Executive Sub-Committee for purposes of scrutiny and review of all decisions.
- 5.4 Although a significant number of decisions have been taken across the range of Council services, the following key issues are identified and summarised as ongoing items for Members' information and for future business-planning:

### **HSCP**

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

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

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

### **Education and Communities**

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

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

- 5.12 **Business Grants:** The closure of the Business Grants scheme is 10 July with the intention that all outstanding claims and appeals will be cleared before the end of July. At 23 June the Council had paid 876 grants at a cost of £9.7million. Discussions are taking place at a national level via CoSLA as to possible use of any funding left.
- 5.13 **Finance:** A separate report on the agenda covers a number of strategic financial matters for the Sub-Committee to consider.
- 5.14 **Parking:** The current suspension of parking enforcement is due to be reviewed at this meeting. The current situation does not warrant any fundamental changes and it is recommended that the suspension of waiting time enforcement and car park charges is continued to 11 August 2020, being the date of the next Policy and Resources Committee. The incidence of poor parking in areas with no-waiting restrictions in central Greenock has increased in recent weeks however and the need for enforcement in this area must be kept under review. The Corporate Management Team will monitor this situation and require the resumption of enforcement should this become necessary at any point in the future.
- 5.15 **Craigend Resource Centre (CRC):** - Detailed reports on the Council's support of the project to build the new centre have already been considered by both the Environment and Regeneration Committee and the Education & Communities Committee. CRC has secured funding from:

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

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

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

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

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

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

## 7.0 COVID-19 TESTING

- 7.1 **COVID-19 Testing:** At the Policy & Resources Executive Sub-Committee meeting on the 19 May it was requested that an update on key issues relating to testing be submitted to each future meeting of the Executive Sub-Committee.
- 7.2 **Mobile Testing Units:** Testing is now available for anyone in Scotland aged 5 or over, who is self-isolating because they are showing symptoms. Priority for testing appointments will be maintained for key workers and their household members to support them returning to work where it is safe to do so.

The mobilisation of a COVID-19 Mobile Testing Unit (MTU) from 8 June 2020 has been operating from St Andrews, Church, Auchmead Road. On 20 June, the MTU will relocate to Port Glasgow Health Centre Car Park (previous site of HSCP COVID testing centre) and will remain in situ until stood down. Operating times remain Monday to Sunday 10am-6pm.

- 7.3 Testing is accessed via the government website:

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

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

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

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

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

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

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

## 8.0 WORKFORCE ISSUES

- 8.1 **Workforce issues:** The issues in terms of workforce availability and confidence are crucial. Officers from Organisational Development, Policy & Communications are in contact with COSLA colleagues relative to workforce statistics, illness/absence rates, working from home, etc. This information is being collated at a national level and is helping to inform discussions between senior leaders in SOLACE, COSLA and the Scottish Government regarding the impact of COVID-19 on service provision, and the key staffing issues that require some form of national consideration.
- 8.2 **Employee attendance:** Information is being gathered on a daily basis by managers across the Council. This allows managers to assess resource implications for delivering essential services and also to maintain contact and support those unable to attend work.
- 8.3 The table below provides approximate absence levels council wide and within some of our key essential service areas, as at 23 June 2020:

<b>Council</b>													
<b>Historic average absence rate (%) (Pre COVID-19 to give a baseline comparator.)</b>	4.3%												
<b>Absence rate on 23 June 2020 (%)</b> (This includes all those employees reporting sick, those isolating, those absent with caring responsibilities and those non-essential employees at home unable to work from home). <b>Please note that this excludes employees working from home.</b>	<table> <tr> <td>Council Wide</td> <td>13.9%</td> </tr> <tr> <td colspan="2"><b>Essential Services Breakdown (% of Service Area)</b></td> </tr> <tr> <td>Home Care</td> <td>18.1%</td> </tr> <tr> <td>Other HSCP</td> <td>6.9%</td> </tr> <tr> <td>Waste Management</td> <td>19.0%</td> </tr> <tr> <td>Facilities</td> <td>4.5%</td> </tr> </table>	Council Wide	13.9%	<b>Essential Services Breakdown (% of Service Area)</b>		Home Care	18.1%	Other HSCP	6.9%	Waste Management	19.0%	Facilities	4.5%
Council Wide	13.9%												
<b>Essential Services Breakdown (% of Service Area)</b>													
Home Care	18.1%												
Other HSCP	6.9%												
Waste Management	19.0%												
Facilities	4.5%												

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

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

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

- 8.5 From this, the Executive Sub-Committee should note that it is essential for all officers to focus all efforts and available resources on addressing the Council's response to the emergency and, for that key reason, the support of all Members is requested in circumstances where the expectations of routine enquiries or normal timescales for operational response to Councillors cannot be met. The emergency will involve delays to otherwise usual Council business and recognition of this impact is needed and officers will, of course, continue to focus service support on the vulnerable in the community.
- 8.6 **Recovery plans:** Recovery groups have been set up Council wide to plan how we resume services and support employees back into the workplace. A Checklist for Managers has been developed which will support recovery plans and will cover areas such as: communication and consultation, continuation of homeworking, returning employees to work on a phased basis, workforce planning, and health and wellbeing. The Health & Safety team continue to provide risk assessments, advice on appropriate PPE, are working in close liaison with property services to ensure buildings are ready so that employees and visitors can safely undertake the correct social distancing and hygiene behaviours, as well as developing guidance on 'social distancing in offices'. HR Policies around home and flexible working will be reviewed in light of the ongoing crisis and lessons learned. All work to date and in the future will involve full engagement with our trade union colleagues.
- 8.7 Since 16 March 2020 and the Government announcement that employees should work from home where possible, this has resulted a significant number of staff transferring from office to home working. This was deemed a temporary arrangement and guidance was issued to staff to ensure that they could work as safely as possible in less than ideal conditions. As arrangements for homeworking extend, staff will require access to sufficient equipment to enable compliance with the minimum requirements of the Display Screen Equipment regulations and to maintain staff health and safety. The key items required by staff are likely to be: monitor, keyboard, mouse, office chair and a lockable filing cabinet. It is proposed that the Sub-Committee agrees that £80k is allocated from the COVID budget to assist with the additional costs associated with home and flexible working.
- 8.8 An announcement was made by the First Minister on 24 June giving indicative dates for the re-opening of museums, galleries, libraries and other non-essential offices following implementation of relevant guidance. Officers are currently planning on re-opening relevant Council facilities and offices in consultation with employees and the trade unions.

## 9.0 IMPLICATIONS

### 9.1 Finance

#### Financial Implications:

##### One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
COVID-19	Home/Flexible working	220/21	£80,000		Para 8.7 refers

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

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

## 9.2 Legal

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

## 9.3 Human Resources

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

## 9.4 Equalities

### Equalities

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

--

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

## 9.5 Repopulation

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

## 10.0 CONSULTATIONS

10.1 The Corporate Management Team endorses this report.

## 11.0 BACKGROUND PAPERS

11.1 None

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

**Head of Legal & Property Services**  
**GM/KB**  
**12 June 2020**

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

**Policy & Resources Executive Sub-Committee**

**Weekly Update on Operational Decision Log**

**From Thursday 18 June 2020 to Wednesday 24 June 2020**

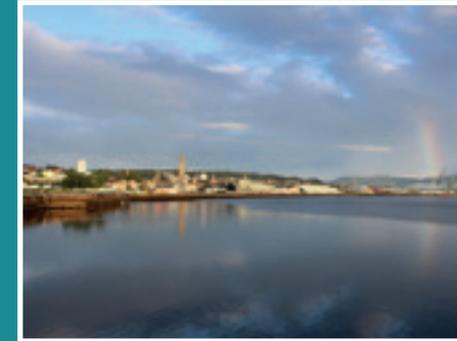
**Head of Legal & Property Services**

**GM/KB**

**25 June 2020**

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

**APPENDIX 2**



Inverclyde Council

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

---

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

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

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

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

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

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

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

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

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

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

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



**Inverclyde Educational  
Psychology Service**

22.04.20, Inverclyde EPS

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

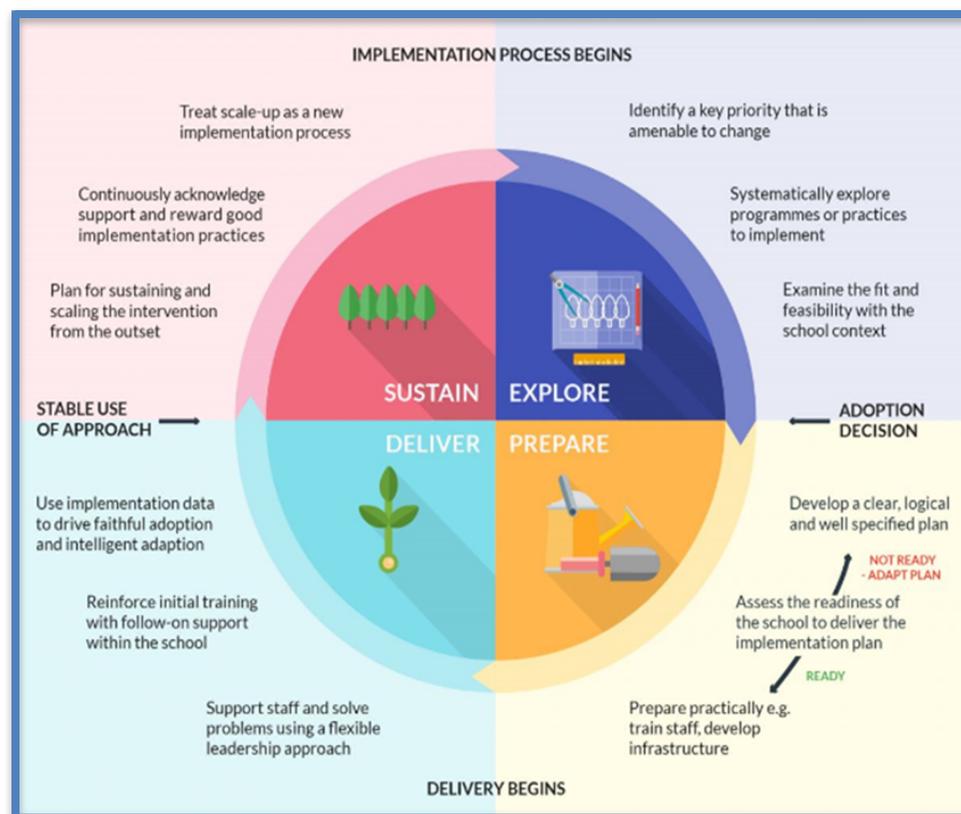
GFDRR, World Bank. (Jan 2019) *Disaster Recovery Guidance Series: Education Sector Recovery*: <https://www.gfdr.org/en/publication/education-sector-recovery>

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

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

2

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



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



Inverclyde Educational Psychology Service

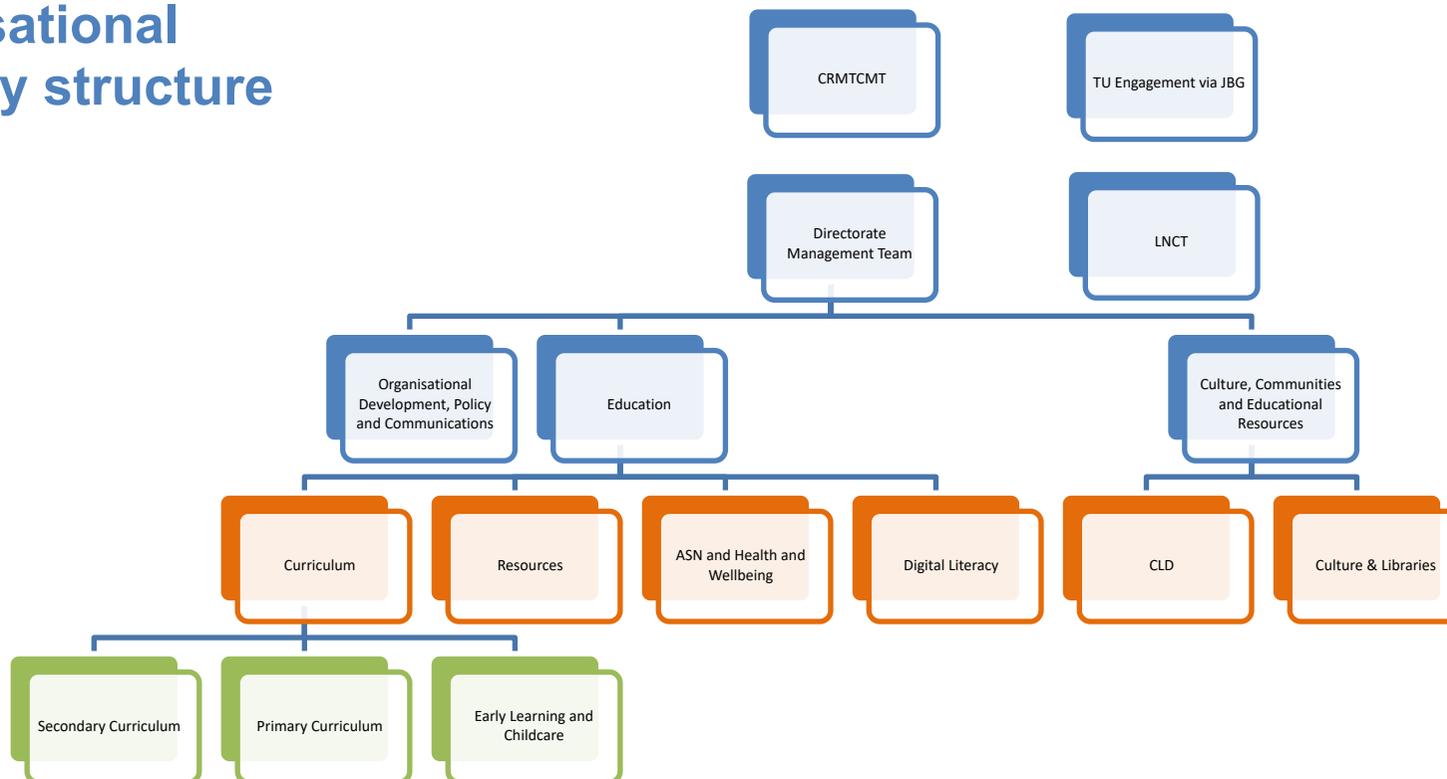
22.04.20, 3  
Inverclyde EPS

## Community recovery structure

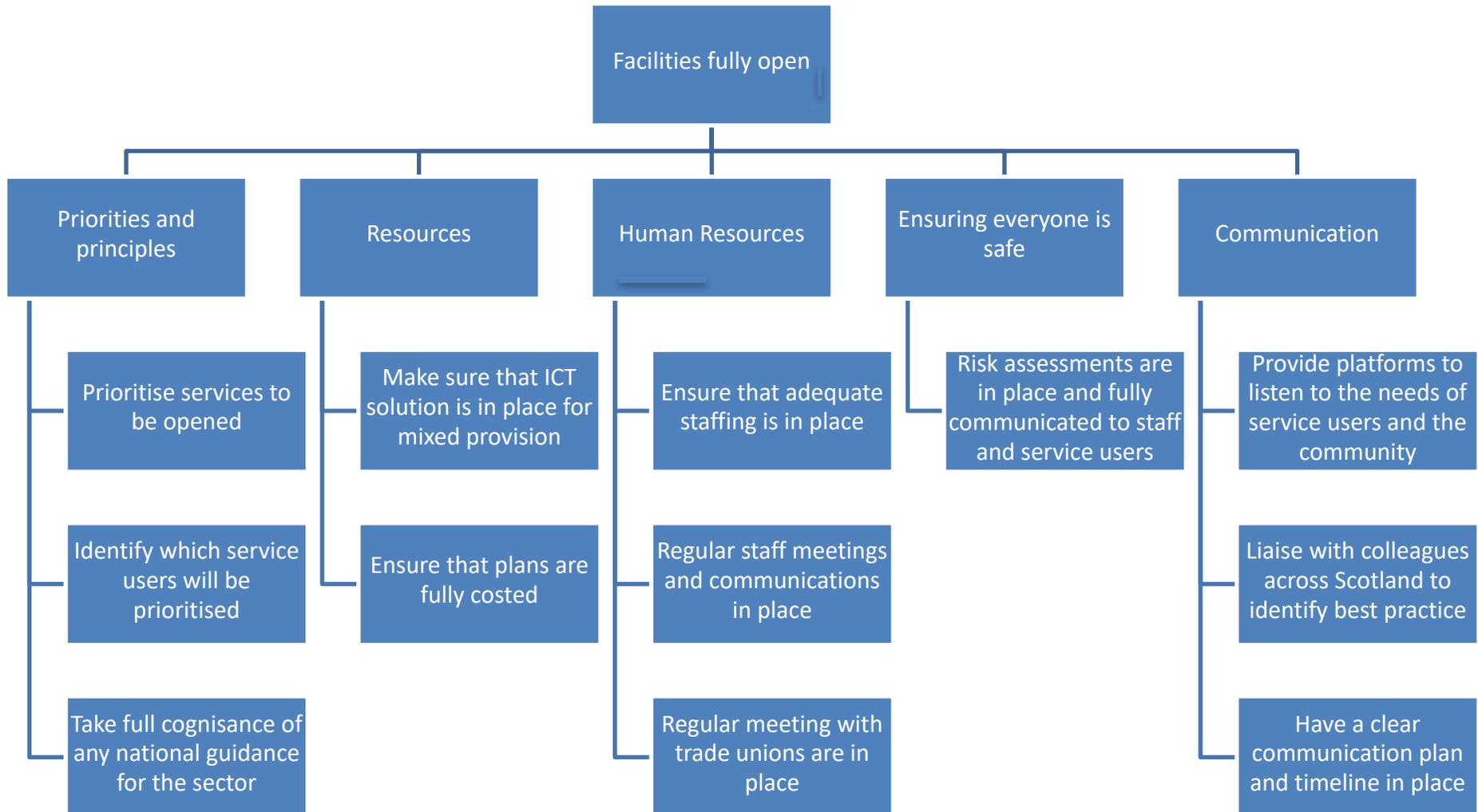
Culture, Communities and Sport Recovery Group

Education Recovery Group

## Organisational recovery structure



## Plan on a page



## Priorities and principles

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

### Safe

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

### Fair and ethical

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

### Clear

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

### Realistic

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

## Models for re-opening schools

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

### Secondary schools

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

The timetable for teaching will be as follows:

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

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

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

## Primary schools

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

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

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

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

## ASN

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

## Early Learning and Childcare (ELC) settings

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

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

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

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

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

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

## Blended learning

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

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

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

## Support for parents

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

## Recovery curriculum

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

## Resources and costings

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

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

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

## Human resources

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

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

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

## Health and safety

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

## Communication

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

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

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

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

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

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

## Appendix 3

### Craigend Resource Centre

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

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

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

G Malone  
22 June 2020



Department  
for Transport

Ronnie Cowan MP  
House of Commons  
London  
SW1A 0AA

From the Parliamentary  
Under Secretary of State  
**Kelly Tolhurst MP**

Great Minster House  
33 Horseferry Road  
London  
SW1P 4DR

Tel: 0300 330 3000  
E-Mail: [kelly.tolhurst@dft.gov.uk](mailto:kelly.tolhurst@dft.gov.uk)

Web site: [www.gov.uk/dft](http://www.gov.uk/dft)

Our Ref: MC/288955

16 June 2020

Dear Ronnie,

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

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

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

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

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

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

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

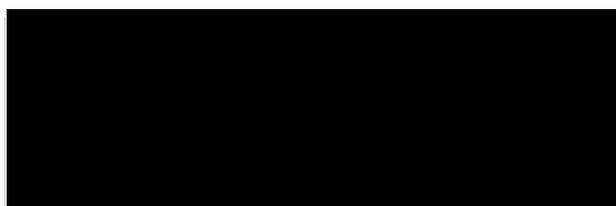
As I am sure you can appreciate, there are however Port Health Authority requirements that must be upheld to ensure we protect both crew onboard vessels, and the wider public, and to reduce any transmission risks for potential COVID-19 cases. The guidelines for this have been provided by Public Health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

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

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

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

Yours sincerely,



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

---

<b>Report To:</b>	<b>Policy &amp; Resources Executive Sub-Committee</b>	<b>Date:</b>	<b>30 June 2020</b>
<b>Report By:</b>	<b>Chief Financial Officer</b>	<b>Report No:</b>	<b>FIN/52/20/AP/LA</b>
<b>Contact Officer:</b>	<b>Alan Puckrin</b>	<b>Contact No:</b>	<b>01475 712223</b>
<b>Subject:</b>	<b>Financial Update, Financial Strategy 2020/30 and Unaudited Annual Accounts 2019/20</b>		

---

## 1.0 PURPOSE

1.1 The purpose of this report is to provide the Sub-Committee with the following:

- a) An update on financial matters arising from the Covid-19 pandemic.
- b) To allow the Sub-Committee to consider the 6 monthly update to the Council's Financial Strategy.
- c) To allow the Sub-Committee to review the Unaudited 2019/20 Annual Accounts prior to submission to Audit Scotland.

## 2.0 SUMMARY

- 2.1 The financial implications arising from the Covid-19 pandemic continue to evolve with both new costs emerging and new funding streams from the UK and Scottish Governments being announced. The latest position as covered in the recent All Member Briefing is that the Council could face a funding shortfall of approximately £5 million in 2020/21 on the assumption that the IJB will meet all the HSCP increased net costs. The ultimate figure largely now depends on the delivery model ultimately agreed for the return of schools.
- 2.2 It has already been agreed that a report will be presented to the August Policy & Resources Committee on how the estimated Covid related costs in 2020/21 should be funded and a Members' Budget Working Group to discuss this matter has been arranged.
- 2.3 Appendix 1 provides the latest position in respect of Governmental support for Councils relating to Covid. Some details are awaited regarding the latest announcements but approval for officers to incur spend is sought in order to maximise progress over the summer months.
- 2.4 Appendix 3 contains the updated Financial Strategy covering the period 2020/30. Understandably Covid-19 and its short and medium term impacts appears throughout the document. The Sub-Committee needs to recognise that the assumptions as regards ongoing costs arising from Covid and future grant settlements are best estimates and far more clarity should be received throughout the remainder of 2020 from both the UK and Scottish Governments.
- 2.5 Based on the assumptions made then it can be seen that the 2021/23 Funding Gap prior to any increase in Council Tax is estimated to be around £11million. However this assumes the retention of a £3million Revenue Budget Smoothing Reserve as was agreed as part of the 2020/21 Revenue Budget.
- 2.6 It is a statutory requirement that the unaudited Annual Accounts are submitted to Audit Scotland by the Council by the 30<sup>th</sup> June. Whilst this requirement has been relaxed subject to certain conditions due to Covid-19, the accountancy team (working remotely) has been able to produce the unaudited Accounts by the statutory deadline and subject to comments from the Sub-Committee it is planned to submit these accounts electronically after the meeting.

- 2.7 A full copy of the Accounts has been submitted to all Members electronically and is available in the Committee papers held on the web-site. A summary of the key matters from the accounts is included as Appendix 4. Based on the Unaudited Accounts then the reserves are approximately £1.5million higher than was projected at period 11 and the reasons for this increase in reserves and how this increase in reserves could play in to addressing some of the funding pressures from Covid-19 will form part of reports to the August Policy & Resources Committee.
- 2.8 It should be noted that Audit Scotland have advised that there is a strong possibility that they will be unable to complete their audit of the accounts by their statutory deadline of the 30<sup>th</sup> September. However, a statutory relaxation has been made for this set of Accounts to allow for the Annual Accounts and report from the Auditors to be presented to the Council prior to the end of November. .

### **3.0 RECOMMENDATIONS**

- 3.1 It is recommended that the Sub-Committee notes the latest position in respect of the financial supports provided to the Council as part of the UK and Scottish Government response to the Covid-19 pandemic.
- 3.2 It is recommended that the Sub-Committee approves the proposed allocation of the Phase 2 of the Food Fund monies set out in Appendix 2 and approve the procurement of devices to support the delivery of Digital Inclusion in Schools outlined in Section 5 of the report.
- 3.3 It is recommended that the Sub-Committee considers and thereafter approves the updated Financial Strategy for the period 2020/30.
- 3.4 It is recommended that the Sub-Committee reviews the Unaudited Accounts for the financial year 2019/20 and thereafter approves their onward transition to Audit Scotland.

Alan Puckrin  
Chief Financial Officer

## **4.0 BACKGROUND**

- 4.1 The Sub-Committee has been receiving monthly financial updates through-out the Covid pandemic including updates on funding received, cost pressures and payments to key external providers.
- 4.2 The Council considers updates to the Financial Strategy 6 monthly whilst the Audit Committee usually reviews the Unaudited Annual Accounts by the end of June and prior to submission to Audit Scotland.

## **5.0 COVID RELATED FINANCIAL MATTERS**

- 5.1 The financial implications arising from the Covid-19 pandemic continue to evolve with both new costs emerging and new funding streams from the UK and Scottish Governments being announced. The latest position as covered in the recent All Member Briefing is that the Council could face a funding shortfall of approximately £5 million in 2020/21 on the assumption that the IJB will meet all the HSCP increased net costs.
- 5.2 Recent announcements have been made by both the UK and Scottish Governments of increased funding for Councils relating to Food Insecurity and support for the return of Schools. The impact of these are likely to reduce the net costs referred to above.
- 5.3 £27.6million has been announced to tackle Food Insecurity. £12.6million was allocated for the provision of Free School Meals / Cash Support over the summer holidays. The Sub-Committee has already approved the continuation of the £25/fortnight payment to qualifying children until 28<sup>th</sup> August and this funding will go much of the way to funding that pressure.
- 5.4 £15million has been allocated for Community Food initiatives and Appendix 2 contains the proposals to utilise this funding by the deadline of 30 September set out in the Government Guidance. Members have already requested that officers report back on proposals to continue to support families/relieve poverty to the August Policy & Resources Committee and proposals to utilise the balance will be included in that paper.
- 5.5 £30million has also been announced for Digital Inclusion amongst young people. £25million has been earmarked for School pupils whilst £5million for college students. The Council is awaiting confirmation of its share of the funding but based on the documents produced to date it is expected that the Council will be funded to procure around 1200 devices along with associated connectivity for 12 months.
- 5.6 It is proposed that devices be procured for all secondary school pupils in receipt of Free School Meals who request one with the balance allocated by Education Services on a needs basis. A further report on progress with this initiative will be presented to the Education and Communities Committee along with an update on the Sub-Committee's request for clarification of funding for ancillary costs associated with this initiative.
- 5.7 Whilst this funding will replace the need for the Council to separately procure 250 laptops as approved at the last meeting of the Sub-Committee, it is expected that the level of Government funding per device will not be sufficient to allow the purchase of a laptop. As such it is proposed that £40,000 of the previously approved £100,000 be allocated to ensure that pupils are bought laptops rather than tablets.
- 5.8 It should be noted that Scottish Government officials have advised that at present this is one off funding and therefore there is no on-going supply of equipment should devices be broken/lost or reach end of life. In addition there will be the need to procure support for the devices and approval from the Sub-Committee for this to be progressed for an initial 12 month period is sought. Officers will report back to Members on progress at the September Education & Communities Committee.

## 6.0 FINANCIAL STRATEGY 2020/30

- 6.1 The 6 monthly review of the Financial Strategy would have normally been presented to the Council in June. Understandably Covid-10 and its short and medium term impacts appears throughout the document. The Sub Committee need to recognise that the assumptions as regards ongoing costs arising from Covid and future grant settlements are best estimates and far more clarity should be received throughout the remainder of 2020 from both the UK and Scottish Governments.
- 6.2 Based on the assumptions made then it can be seen that the 2021/23 Funding Gap prior to any increase in Council Tax is estimated to be around £11million. However this assumes the retention of a £3million Revenue Budget Smoothing Reserve as was agreed as part of the 2020/21 Revenue Budget, a matter which the August Policy & Resources Committee will require to take a view on.
- 6.3 All funding models and Statutory Reserves are projected to remain in surplus in the medium term and a new appendix 8 which shows the future projections in respect of the Insurance Fund has been incorporated for the first time.

## 7.0 UNAUDITED ANNUAL ACCOUNTS- 2019/20

- 7.1 It is a statutory requirement that the unaudited Annual Accounts are submitted to Audit Scotland by the Council by the 30<sup>th</sup> June. Whilst this requirement has been relaxed subject to certain conditions due to Covid-19, the accountancy team (working remotely) has been able to produce the unaudited Accounts by the statutory deadline and subject to comments from the Sub-Committee it is planned to submit these accounts electronically after the meeting.
- 7.2 Based on the Unaudited Accounts then the reserves are approximately £1.5million higher than was projected at period 11 and the reasons for this increase and reserves and how this increase in reserves could play in to addressing some of the funding pressures from Covid-19 will form part of reports to the August Policy & Resources Committee.
- 7.3 A full copy of the Accounts has been submitted to all Members electronically and is available as a PDF in the Committee papers held on the web-site. A summary of the key matters from the accounts is included as Appendix 4.

## 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
COVID	Food Insecurity	20/21	£372k est		Proposals in Appendix 2. Fully funded by Government Grant.
Schools	ICT	20/21	£390k		Estimated that £350k is funded by Government Grant and £40k from previously agreed £100k laptop purchase allowance

Schools	ICT Support	20/21	TBC		Estimate that Government Funding will be £80-90k to fund connectivity but ICT will require increased technical support. Subject to a report to the September E&C Committee
---------	-------------	-------	-----	--	--

Annually Recurring Costs/ (Savings)

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

## 8.2 Legal

All legal issues are as highlighted in the report.

## 8.3 Human Resources

There are no HR issues to highlight

## 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?

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

NO

## 8.5 **Repopulation**

There are no repopulation implications arising from this report.

## 9.0 **CONSULTATIONS**

9.1 This report is supported by the CMT.

## 10.0 **BACKGROUND PAPERS**

10.1 2019/20 Unaudited Annual Accounts

COVID 19 – SCOTTISH GOVERNMENT FINANCIAL SUPPORT TO COUNCILS

	<u>Measure</u>	<u>Current Position- 23.6.20</u>	<u>Council position/impact</u>
1/ a) b)	<p>Non Domestic Rates (Cost £0.972 Billion)</p> <p>1 Year rates holiday for all retail, hospitality and leisure properties from 1.4.20.</p> <p>1.6% relief on all properties from 1.4.20.</p>	<p>Government have approved a funding change reducing the Council NDR target by £6.8million and replacing this with Revenue Grant.</p> <p>Relief to be applied to 2020/21 NDR Bills. 2020/21 Annual Bills issued week commencing 22 June.</p>	<p>Cash flow impact due to delayed billing but GRG re-profiled so minimal net effect at present.</p> <p>The Council as a Ratepayer will have a one off saving of around £70,000 from the 1.6% relief</p>
2/ a) b) c)	<p>Grants to Businesses –Ph1 (Cost £1.188 Billion)</p> <p>£10,000 grant for all SBBS qualifying businesses including those which qualify for rural &amp; Early Years relief.</p> <p>£25,000 grant for all businesses in retail, leisure and hospitality sector for RVs between £18,000 and £51,000.</p> <p>Further expansions bringing in Charities, businesses that do not pay rates directly etc</p>	<p>Guidance finalised 30.3.20. Councils has a dedicated team removed from other duties of 8 individuals working on processing claims.</p> <p>Scheme expanded several times but costs to be contained in original sum.</p> <p>As at 23.6.20, over 1000 applications received and 879 grants totalling £9.7 million paid against the initial allocation of £10.6million.</p> <p>Government announced the early closure of the scheme with effect from 10.7.20.</p>	<p>The Revenues team are processing claims in line with the guidance which continues to be refined weekly.</p> <p>Internal Audit providing support and networks flagging up any potential fraud attempts.</p> <p>Dedicated team to return to core duties during July.</p>

<p>3/  a)          b)</p>	<p>Business Support- Ph2 (£220million)</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 but costs to be contained in the sums detailed above.</p> <p>Government advised that they are not intending to allocate any of the £120million to Councils due to the underspend on Ph1.Discussions on going regarding potential use.</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 23.6.20, 68 applications received and 51 grants paid totalling £102k.</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>Hardship Fund (£50 million)</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 to meet general Covid costs.</p>

5/	<p>Scottish Welfare Fund (£45 million)</p> <p>Funding on top of the annual £35 million SWF funding.</p>	<p>Government have distributed £22million 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 Covid cost collection exercise.</p>
7/	<p>Food Fund Ph1- (£70 million)</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. £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>

			Approx 3400 direct payments to bank accounts each fortnight, operating smoothly.
8/	<p><b>Food Fund Ph2 – (£27.6million)</b></p> <p>To extend the Ph1 projects until schools return for Free School Meals and the end of September for other projects.</p>	<p>Members have agreed to continue FSM payments over the summer period at a net cost of £270,000. Proposals for the non-FSM use being developed.</p>	<p>Awaiting confirmation of share of the allocation but should be around £500,000</p>
9/	<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>
10/	<p><u>Consequentials - (£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.</p>
11/	<p><u>Digital Exclusion Fund (£30million)</u></p> <p>£25million for Councils to purchase devices and connectivity for those pupils disadvantaged by remote/home working.</p> <p>£5million for college students.</p>	<p>Members agreed the purchase 250laptops on 16 June. This funding will fund that purchase plus further devices to ensure that all secondary phase pupils in receipt of FSM who require a device can access one.</p>	<p>Awaiting confirmation of Capital and Revenue allocation.</p> <p>Orders will be placed as a matter of urgency.</p>

12/	<p><u>School Return Support (£100million)</u></p> <p>Announced on the 23 June the funding is to assist Councils with the increased costs associated with pupils returning to school and supporting those who have been disadvantaged by the school closures.</p>	<p>Details awaited but funding to be over 2 years.</p>	<p>Distribution to be agreed.</p>
-----	--	--	-----------------------------------

<b>Covid 19 Food Provision Proposals</b>					
Income				£	500,000.00
Organisation	Provision	Funding request	Criteria	Cost	
Free school meal provision funding shortfall and extension to 28/8/20.	Provide families entitled to Free School Meals with £25 per fortnight.	Original allocation to end of June was overspent by £60,000 with the net cost of the approved extension to 28 August being £270,000	Children who would be entitled to free school meals and clothing grant including those attending early years establishments.	£	330,000.00
Fareshare	Inverclyde has established a relationship with FareShare Glasgow to provide food to communities. FareShare has received funding direct from SG however, this is expected to end in September 2020, whereby FareShare will be looking for organisations to restart membership agreements	Annual Membership would cost £16,320	This membership would provide 51 weekly deliveries of approximately 36.7 tonnes of food each week. This would continue to be distributed locally to the 8 community organisations.	£	16,320.00
HSCP Hot Food Provision for the Elderly	Education Catering will provide cooked meals for HSCP homecare services and delivered where possible when people are self isolating.	£2.00 per day	Older and vulnerable adults who are supported by HSCP Homecare services to 9 August 2020. £600 per day x 40 days =	£	24,000.00
<b>TOTAL</b>				<b>£</b>	<b>372,320.00</b>

This leaves £127,680 to be allocated for the period to 30 September. Proposals to form part of the Anti Poverty Fund report to Policy & Resources in August.



Financial Strategy

2020/21 – 2029/30

June 2020

# Contents

1. Foreword
2. Why have a Financial Strategy?
3. Financial Summary
4. Overall Economic Position
5. Local Context
6. Financial Management
7. Financial Outlook
  - Short to Medium Term - Revenue
  - Other Short to Medium Term Revenue Issues
  - Long-Term Revenue Issues
  - Short to Medium Term Capital Projections
  - Long-Term - Capital Projections
8. Treasury Management
9. Reserves
10. Monitoring and Reporting Arrangements
11. Risk Management

## **Appendices**

Appendix 1 - Short-Term Issues

Appendix 2 - Medium-Term Issues

Appendix 3 - Long-Term Issues

Appendix 4 - School Estate Management Plan Funding Details

Appendix 5 - General Fund Reserves

Appendix 6 - Capital Fund

Appendix 7 - Repairs & Renewals Fund

Appendix 8 – Insurance Fund

Appendix 9 - Vehicle Replacement Programme

Appendix 10 --Roads AMP

Appendix 11 – City Deal

Appendix 12 – Loan Charges

## 1.1 Foreword

This latest revision of the Council's Financial Strategy has been prepared at time the country and the Council are 13 week into the Covid-19 lockdown. The financial pressures and fiscal response is without precedent in recent decades and the impact will be felt for many years.

Given the challenging economic situation, and the significant financial issues we will face over future years, it is essential that the Council updates its Financial Strategy regularly to ensure it provides a practical framework within which policy choices can be identified, debated and approved.

The approval of this revised Financial Strategy demonstrates that we are clear both about the outcomes we want to achieve for our communities and the financial challenges that need to be addressed if we are to successfully deliver on these outcomes.

To provide a clear, consistent strategic direction for the Council the following outcomes were agreed for the Financial Strategy – it will ensure that:

- **the Council has a comprehensive, sustainable, balanced budget;**
- **the Council reviews the level of Council Tax annually in the context of the Financial Strategy, to determine an appropriate level in the best interests of the people of Inverclyde;**
- **resources are allocated and deployed to facilitate delivery of the outcomes in the Corporate Plan/Local Outcome Improvement Plan and Corporate Directorate Improvement Plans;**
- **all key strategic decisions on the allocation and deployment of resources are made within the appropriate financial context;**
- **Members can take full account of the impact of decisions on the overall financial resources of the Council in the short, medium and long term;**
- **there is a high level of confidence in the financial management of the Council;**
- **the Council has flexibility to address new policy requirements, or significant changes to existing policies, within overall available financial resources;**
- **resources are invested effectively, efficiently and on a sustainable basis;**
- **there is continued improvement in the delivery of major projects;**
- **there remains a focus on securing efficiencies across the organisation;**
- **the Council continues to invest in improving service quality, delivering new infrastructure, enhancing service levels and upgrading existing assets;**
- **there is an increased level of understanding on behalf of the wider community with regard to the finances of the Council.**

The primary financial challenge facing the Council over the coming period, given the continued pressure on public sector budgets, will be to stay within the approved revenue budget and deliver a capital programme that continues to maintain a high level of investment in key infrastructure.

There is no doubt that even before the current Covid emergency the Council faced a very challenging 2021/23 Budget process with a 2 year funding gap estimated prior to Covid of almost £11 million before any Council Tax increase.. One of the main challenges faced by the Council is therefore forward planning, preparatory investment and a sufficient lead in period prior to implementation of both savings and investment for the period beyond the current budget.

Given the difficult position the Council faces on capital expenditure, it is essential that future capital expenditure proposals are largely self-financing through the release of other capital assets, as well as delivering efficiencies which will secure ongoing revenue savings.

The Council has also approved corporate policies to charging and income generation – including maximising external funding to supplement existing resources and support service delivery. The Council increased the level of income generated by charging as part of the Budget but this may come under pressure as Council delivery is reshaped post Covid.

We also need to ensure that the Financial Strategy continues to support the Corporate Plan directly, the Local Outcome Improvement Plan and effectively link this Strategy to our Corporate Directorate Improvement Plans.

The Financial Strategy is a dynamic document and will be monitored on an ongoing basis by the Corporate Management Team and the Policy & Resources Committee. It will continue to be formally reviewed by the Council twice yearly, in June and in December.

This Financial Strategy is key to the future success of the Council – it is about making sure we have sufficient resources in place when required to deliver the outcomes we realistically can achieve for the communities of Inverclyde.

**Councillor Stephen McCabe**  
**Leader of the Council**

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

## 2.0 Why have a Financial Strategy?

- 2.1 The purpose of our Financial Strategy is to provide clear direction, supported by a practical framework and explicitly defined parameters, on how the Council will structure and manage financial resources in the medium to long term to ensure they are deployed effectively to achieve corporate objectives.
- 2.2 This is not just another financial process – the Financial Strategy is integral to our Strategic Planning and Performance Management Framework which underpins the achievement of the outcomes identified in the Corporate Plan, and is an integral part of the Corporate Directorate Improvement Plans.
- 2.3 The requirement to develop a medium to long term financial strategy covering the next three to ten years (and in some areas longer) is a vital component of decision making.
- 2.4 The Council has taken into account guidance from CIPFA when developing the Financial Strategy as well as best practice from other local authorities.
- 2.5 Our ambition is to maintain a single, coherent Financial Strategy that brings together the corporate objectives of the Council along with all the relevant financial information in a clear, accessible document.
- 2.6 The value of such a Strategy is that it enables the Council to develop a better understanding of the wider policy and financial environment within which it operates, identify and respond flexibly to opportunities and threats, manage and mitigate risks and ensure that financial resources are contributing to achieving corporate objectives.
- 2.7 The Strategy will also provide information to a range of stakeholders:

**Table 1 – Stakeholder Information**

For the Council and Elected Members	to decide how available financial resources will be used
For Chief Officers, managers and employees	To help optimise the available resources and reinforce their roles in financial management arrangements
For residents	to show how the Council's Financial Strategy impacts upon service provision
For Council Tax payers	to demonstrate how the Council looks after public resources
For partners	to share the Council's vision and help identify opportunities for joint working and resource deployment.

- 2.8 Inevitably some of the information of the Financial Strategy will be based on forecasts and these will change over time - the Strategy is reviewed regularly so that the Council can respond proactively to any such changes.
- 2.9 The inclusion of information in the Financial Strategy does not infer approval and all financial projections and issues will have to be subject to approval through the budget process.
- 2.10 The Strategic Planning and Performance Management Framework continues to develop links between the strategic planning and budgeting processes. This allows services to plan ahead, taking into account the resources available and proactively identify opportunities to achieve efficiencies or secure alternative funding sources. This process also encourages the development of joint resourcing opportunities within the Inverclyde Alliance.

### 3.0 Financial Summary

- 3.1 On 12 March 2020 the Council agreed the 2020/21 Revenue Budget. The Council continues to work within a medium term Budget Strategy covering 2021/23, the life of the current Council.
- 3.2 The same meeting also agreed the 2020/23 Capital Programme which took into account the latest Government Grant settlement information.

**Table 2 – Short Term Summary – Approved Revenue and Capital Budgets (March 2020)**

	2020/21 £million
<u>General Fund Revenue Budget</u>	198.698
<u>Financed by</u>	
Government Grant (Including NDR)	(166.076)
Council Tax	(32.622)
Approved Contribution from General Reserve	-
	0
<u>Capital Programme (2020/21)</u>	
Approved Spend	19.46
<u>Financed by</u>	
Government Grants	6.47
Capital Receipts	0.54
Other Grants/CFCR	7.38
Prudential Borrowing	2.31
Resources Carried Forward from prior year	16.06
Surplus in Resources in 2020/21	13.30

## 4.0 Overall Economic Position

### *UK Context*

- 4.1 The Covid pandemic has elicited a fiscal response from the Government which is without precedent in peace times. At the time of writing this updated Finance Strategy the UK Government continues to release large sums of funding to support the economy, households and frontline services battling against the virus and to help fund new ways of working as part of the recovery. Despite this unprecedented intervention there remain calls for continued significant intervention in the short to medium term.
- 4.2 The Bank of England issued a forecast for the UK economy in early May which is now viewed as being highly optimistic and this is shown in the table below. This document portrayed a V shaped recovery whereas more recent analysis is projecting a “U”, “L” or a “swoosh” shaped recovery.

	<u>2010-18 av</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
GDP (real) annual % change	2	1	-14	15	3
Inflation (CPI) annual % change	2.3	1.8	0.6	0.5	2
Unemployment Rate	6	4	8	7	4
Bank Interest Rate	0.5	0.8	0.2	0.1	0.2

- 4.3 As a result of the economic downturn and its associated costs there is a significant increase in the UK’s budget deficit. For 2020/21 alone the deficit is estimated to rise by over £300 billion compared to the £55 billion projected by the OBR in March with continuing costs likely and a rising debt profile. A financial statement is expected later in the summer and whilst this is stressed as not being a Budget, it will likely indicate further investment/borrowing.
- 4.4 Borrowing of this scale will have a long term impact on the future UK fiscal strategy and it is likely that the Chancellor will have to increase taxes (or cut spending). Areas which could contribute to increases in taxes or cost reductions would include increasing VAT and National Insurance contributions, a Public Sector pay freeze, a new tax to pay for the NHS and Social Care and potentially ending the pension triple lock. There is a very real danger however that increasing tax to early will inhibit the economic recovery.
- 4.5 The Treasury have published their latest summary of new (i.e. May based), independent forecasts for the UK. Table 2 shows the average of these forecasts for key variables up to 2024.

<u>Variable</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
GDP (real %)	-8.3	5.8	2.7	2.1	1.8
CPI (%)	1.0	1.4	1.7	1.8	1.8
Unemployment (rate)	7.0	6.8	6.1	5.5	5.0

It should be noted that the figures shown in table 2 are averages and the range of forecasts around this average can vary considerably. For example, GDP growth in 2020 varies between -12.5% (Bank of America – Merrill Lynch) and -4.7% (Heteronomics). **As can be seen, most forecasters have moved well beyond the more optimistic i.e. full bounce back) ‘scenarios’ outlined by the Office for Budget Responsibility and the Bank of England, which were constructed during an earlier phase of the pandemic.**

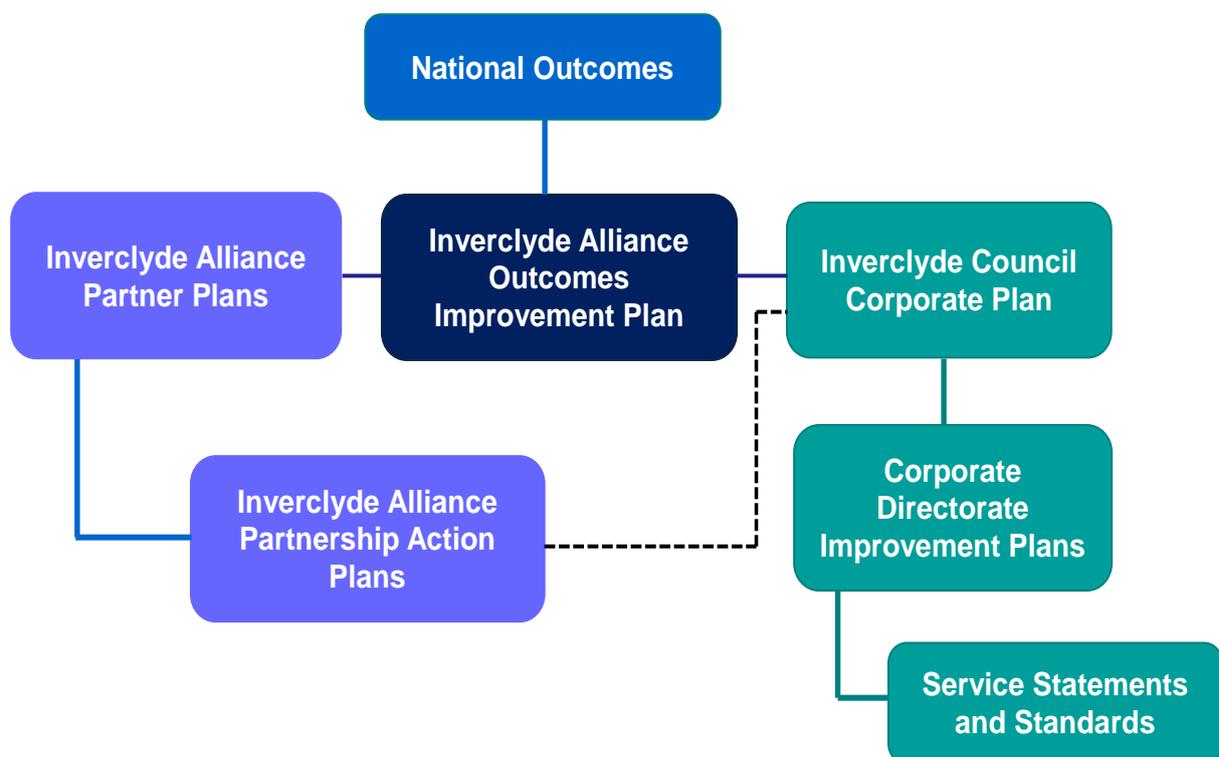
- 4.6 It should be noted that the figures shown in table 2 are averages and the range of forecasts around this average can vary considerably. For example, GDP growth in 2020 varies between -12.5% (Bank of America – Merrill Lynch) and -4.7% (Heteronomics). As can be seen, most forecasters have moved well beyond the more optimistic i.e. full bounce back “scenarios” outlined by the Office for Budget Responsibility and the Bank of England, which were constructed during an earlier phase of the pandemic

#### *Scottish Context*

- 4.7 In addition to Scotland accessing the UK wide Furlough Schemes and Welfare Benefits enhancements the Scottish Government has allocated approximately £4 billion from UK Consequentials to supporting businesses, addressing issues such as food insecurity, increased demand for Crisis Grants and other benefits plus allocating extra resources to the Health Service and Local Government.
- 4.8 It is clear from recent correspondence from the Cabinet Secretary for Finance that there remains little scope for manoeuvre and the allocation of further funds without the UK Government allocating further resources and the resultant consequentials being passed on.
- 4.9 What happens beyond 2020/21 will largely be dependent on the UK Government fiscal response and whether the approach is to continue to borrow at a high level to stimulate economic recovery or whether to have a more modest increase in investment and look at options for taxation and cost reduction. Issues which will need to be addressed include, how much of the current increased spending pressures will be permanently accommodated e.g. increased investment in the NHS, Care Homes, Social Care and wage levels for essential workers. In addition a view will need to be taken on the level of benefits paid and the sustainability of the current arrangements for pensioners.
- 4.10 There is however, nothing to indicate that Local Government will receive a real terms funding boost in the medium term out with the implementation of Scottish Government policies and national initiatives. In this context it is likely that Local Government in Scotland faces a continued squeeze on resources which will continue to require clear prioritisation inevitably a review of some of the Universal service provision policies at both a national and local level.
- 4.11 Throughout all this Brexit continues to be an area of considerable uncertainty with the UK leaving date still set for the end of 2020 despite calls from the Scottish Government and others to extend the date in view of the current Covid crisis.

## 5.0 Local Context

- 5.1 The local environment within which the Council operates has changed significantly in recent years and will alter further in future years due to the impact of national legislation and policy, further economic turbulence, societal changes and developing customer expectations.
- 5.2 The overall strategic framework within which the Council operates is outlined in the Strategic Planning and Performance Management Framework. The Framework includes the Local Outcome Improvement Plan, the Corporate Plan, Corporate Directorate Improvement Plans and the Financial Strategy.
- 5.3 The Strategic Planning and Performance Management Framework is shown in the Diagram below.



- **National Outcomes** are set by the Scottish Government and sit within a National Performance Framework. These 11 outcomes are an overarching guide for the local community planning partnership document, the Inverclyde Outcomes Improvement Plan.
- The **Inverclyde Alliance Outcomes Improvement Plan** (OIP) is a high level strategic partnership document setting out the vision and direction for the Inverclyde area, as agreed by all the Inverclyde Alliance partner organisations and communities. The outcomes are based on evidence of the key issues and challenges for the Inverclyde area and through community engagement. They set out what we want to achieve for all the communities of Inverclyde.
- The **Partnership Action Plans** set out the Partnership actions and projects which will contribute to the achievement of the OIP priorities and are expressed through the wellbeing indicators (see below in 5.4) to help better understand their impact on a crosscutting basis.
- The Council approved a new **Corporate Plan 2018/22** on 7 June 2018. The Corporate Plan is a public facing document and sets out the ways in which Inverclyde Council hopes to deliver better outcomes for the people of Inverclyde through the delivery of 10 organisational priorities. The Plan reflects the wellbeing outcomes from the Outcomes

Improvement Plan and sets out, at a high level, what the Council will do to help deliver the partnership priorities. The Plan also contains high level budget information for key services.

- **Corporate Directorate Improvement Plans (CDIPs)** set out the vision for each Directorate. The current CDIPs cover the period 2019/22 and are reviewed on an annual basis to ensure that the improvement actions remain up-to-date and reflect the local and national environment in which the council operates. The Plan covers two broad areas, the first being corporate cross cutting improvement actions and the second Directorate Improvement actions. These improvement actions are based on robust self-evaluation and are mapped to the Corporate Plan organisational priorities. In addition the HSCP has developed a Strategic Plan 2019/24 which supports the Inverclyde Joint Board.
- **Service Statement and Standards** set out what services do on a day to day basis and will not change significantly year on year, but will be refreshed to reflect any structural or legislative changes. It is a public facing document which also sets out a summary of the financial and employee resources allocated to run the service. Service standards are also reflected in the Service Statements, setting out what quality standards the service follows and what customers can expect.

#### *Outcomes for Inverclyde*

The focus of the Strategic Planning and Performance Management Framework is on addressing the main challenges facing the area. The Inverclyde Outcomes Improvement Plan builds on the achievements of the SOA and contains three strategic priorities to be delivered in partnership:

- **Population:** Inverclyde's population will be stable and sustainable with an appropriate balance of socio-economic groups that is conducive to local economic prosperity and longer term population growth
- **Inequalities:** There will be low levels of poverty and deprivation and the gap between the richest and poorest members of our communities will be reduced
- **Environment Culture and Heritage:** Inverclyde's environment, culture and heritage will be protected and enhanced to create a better place for all Inverclyde residents and an attractive place in which to live, work and visit

5.4 The OIP continues to focus on the delivery of the **wellbeing outcomes**, which the Inverclyde Alliance, including the Council, has adopted. These wellbeing outcomes have been adapted and expanded from 'Getting it Right for Every Child', to help us work towards a Nurturing Inverclyde, 'Getting it Right for Every Child, Citizen and Community'. The wellbeing outcomes cover the core areas of Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included.

5.5 A key challenge for the Inverclyde Alliance, and the public agencies, operating in Inverclyde, over the next five years will be to ensure better alignment between available resources, across all agencies, and the outcomes and priorities identified in the Inverclyde Outcomes Improvement Plan.

#### 5.6 Demographics and Population

The most significant challenge facing Inverclyde is depopulation and associated demographic change – this has been recognised by the Council and our Partners as a priority in the Inverclyde Outcomes Improvement Plan and the Council's Corporate Plan 2018/22.

5.7 The fundamental issue for the Council is that at some point if the decline in population continues at the current pace then the area could become no longer sustainable as a unit of administration which would have an associated impact on other services such as health, police and fire. In recent years, the population decline in Inverclyde has been largely attributable to more deaths than births in the area. Encouragingly, it is estimated by the National Records of Scotland that in two out of the past three years more people moved into Inverclyde than moved out, however the potential increase in population has been offset by negative natural change. Work around repopulation is led by the Inverclyde Alliance Population Partnership which has responsibility for the implementation of the Repopulation Strategy and Action Plan, which was approved by the

Inverclyde Alliance Board on 18 March 2019.

- 5.8 In the 2011 Census the population for Inverclyde was 81,485, a decrease of 3.2% from 84,200 in the 2001 census. The most recent population estimates set out Inverclyde's population for 2019 at 77,800, a decrease of -0.4% from 78,150 in 2018. The population of Inverclyde accounts for 1.4% of the total population of Scotland.
- 5.9 The latest mid-year population estimates (2019) show that 16% of Inverclyde's population is aged between 0 – 15 years, which is slightly less than the percentage for Scotland, 17%. 63% of the population is aged 16 – 64 years, compared to 64% in Scotland. 21% of Inverclyde's population is aged 65 years and older compared to 19% in Scotland.
- 5.10 Since 1985, Inverclyde's total population has fallen overall whilst Scotland's population has risen over this period.
- 5.11 Official population projections continue to forecast a long term decline in Inverclyde's population. By 2043 the population of Inverclyde is projected to be 65,517, a decrease of -16.2% compared to the population in 2018. The population of Scotland is projected to increase by 2.5% per cent between 2018 and 2043.
- 5.12 Over the 25 year period the age group that is projected to increase the most in size in Inverclyde is the pensionable and over age group with a 9.9% increase. In Scotland, it is estimated that there will be a projected 23.2% increase in the pensionable age population by 2043.
- 5.13 The population aged under 16 in Inverclyde is projected to decline by 25.6% over the 25 year period, compared to a 10.5% decrease nationally.
- 5.14 Between 2016 and SIMD20, the number of Inverclyde data zones in the 5% most deprived in Scotland increased from 11 to 21. This equates to 18.4% of all 114 Inverclyde data zones in the 5% most deprived category, this is the second highest local share in Scotland. Inverclyde also has the second highest local share of data zones in the 20% most deprived in Scotland.
- 5.15 Demographic change will have significant impact on services as funding allocated from the Scottish Government is partly based on the population of an area. Even with additional allocations to take account of deprivation the budget is expected to reduce in real terms over the next five years.
- 5.16 In terms of indicators of deprivation the profile for Inverclyde differs from the national picture, these include:
- 6.1% of working age benefit claimants are claiming unemployment benefits. Of this, a higher proportion of 18 – 24 year olds (8.9%) are claiming than 25 – 49 year olds (7.4 %) or 50+year olds (3.9%). (As at April 2020).
  - Economic inactivity rates in Inverclyde are higher than the national rate 27.8 compared to 22.5% (January 2019 – December 2019)
  - The percentage of workless households in Inverclyde is 19.2% compared to 17.1% in Scotland (January – December 2018)
  - Approximately 85.4% of working age adults in Inverclyde have NVQ1 and above, or other formal qualifications. 83.5% of the Scottish population have NVQ1 and above or other formal qualifications (January 2019 – Dec 2019).
  - Median earnings for full time workers living in the area (Gross Weekly Pay) fell between 2018 and 2019 from £566.20 to £543.80. The Scottish average was £577.70. Earnings in 2019 were lower than the Scottish average for the first time in 3 years. . .
  - Working age people account for 63% of all people in Inverclyde (2019 mid-year population

estimates). This is 1% lower than for Scotland as a whole.

- 5.17 The projected population changes will have an impact on all service areas, particularly Education and Social Care, where there will be a need to actively manage the transition from current service delivery arrangements to new models that are built around the needs of the future population.
- 5.18 The deprivation profile will have major implications for services as research indicates that those most vulnerable to poverty are more likely to require greater interventions and experience greater levels of health inequalities and a targeted focus to move individuals out of poverty will come at a significant cost to public agencies.
- 5.19 The predicted demographic changes also have other implications. A decline in younger economically active people and a growth in the older, more vulnerable age group can mean there will be fewer informal carers which could result in a higher dependency on the services provided by the Health & Social Care Partnership.

#### *The public sector landscape in Inverclyde*

- 5.20 The public sector landscape has changed significantly over the last 10-15 years in Inverclyde. The development of this mixed economy of public service provision presents new challenges for the Council as it seeks to ensure that outcomes are achieved and that resources are being deployed effectively and efficiently. This is particularly relevant in the context of the LOIP where there will need to be a robust appraisal of whether existing service delivery arrangements across all partner agencies can effectively deliver on the agreed outcomes.
- 5.21 Whilst the Council has to tackle the problems associated with poverty, health inequalities and deprivation now, it also has to look to the future, and ensure that effective intervention is put into place now, to prevent further problems from developing, which will ultimately require expensive interventions. Investment in the lives of our children and young people early on in their lives will result in a better outcomes and quality of life for them as they grow up in the Inverclyde area.
- 5.22 The Community Empowerment (Scotland) Bill received royal assent on 24 July 2015. The Act places new duties on the Council and its partners to provide new rights for community bodies. The Act came into effect in July 2016 and is beginning to have a significant impact on the way the Council interacts with the Community.

#### 5.23 *Riverside Inverclyde*

Riverside Inverclyde remains a joint initiative between the Council and Scottish Enterprise to regenerate the Clyde Waterfront. It was originally scheduled to run from 2006/7 until 2017/18.

The Council's contribution towards Riverside Inverclyde was originally to be £24 million over the ten year period. In addition the Council has made contributions in kind by transferring specific assets to the Urban Regeneration Company which will count towards the £24 million contribution and a further £6.1 million financial support to specific major Regeneration projects led by Riverside Inverclyde.

Following the most recent governance review it was agreed by the Council and Scottish Enterprise to change the operational governance model due to the reduction in major regeneration projects being progressed by Riverside Inverclyde. The revised arrangements became operational in the summer of 2019.

#### 5.24 *River Clyde Homes*

River Clyde Homes is a not-for-profit housing organisation, which is run by a Board of Tenants, Council nominees and community members. It is regulated by the Government to ensure that it manages housing in the best interests of the tenants of Inverclyde, and the community as a whole.

The transfer to River Clyde Homes of all the Council housing stock was based on significantly more money being available to invest in homes and neighbourhoods and give tenants a real say in the decisions that are made about their housing, with tenants on the Board influencing policies and investment decisions.

#### 5.25 *Inverclyde Leisure*

Inverclyde Leisure is a 'company limited by guarantee', not having share capital and recognised by HMRC and OSCR as having charitable status. In October 2001, the Trust was asked to take responsibility for the management and delivery of Inverclyde Council's sport and recreational services.

The Leisure Trust works in close partnership with Inverclyde Council and other internal and external agencies in order to develop the optimum service for residents and visitors to Inverclyde and so to ensure the Trust's Mission Statement is implemented.

The Council's Community Facilities transferred to Inverclyde Leisure in April 2010 and the transfer of the management of Outdoor Leisure Facilities to Inverclyde Leisure took place in April 2015. Members agreed in November 2019 to the transfer of Whinhill Golf Course to Inverclyde Leisure from 2020/21 Season. Inverclyde Leisure has revised its Business Planning process and a new Business Plan is reviewed annually by the Council.

The Council's percentage contribution to the Leisure Trust has reduced considerably and is currently under 30% of the Leisure Trust turnover.

#### 5.26 *Inverclyde Health and Social Care Partnership (HSCP)*

The Council and Greater Glasgow and Clyde Health Board established an integrated Community Health and Care Partnership (CHCP) in October 2010. This resulted in greater partnership working and efficiencies in line with the Government's stated objective of integrating aspects of Health & Social Care.

The Public Bodies (Joint Working) Act 2014 resulted in the creation of a HSCP Integrated Joint Board (IJB) during 2015/16 and required a revised Governance and Financial framework. The IJB is a separate legal entity and will receive resources from and delegate resources to the Council and Health Board. The Council was well placed to meet this challenge given the 4 successful years of CHCP operation.

The financial integration became live in April 2016 at a time of continued increasing demands on Council Budgets as the Partnership focuses on building community resources to support the delivery of health and social care services, including the acute sector. The early years have proven successful with the finances of the IJB being well managed with reserves increased in order to meet the demographic demands.

## **6.0 Financial Management**

### *Corporate Governance*

- 6.1 The Council positively promotes the principles of sound corporate governance within all aspects of its activities.
- 6.2 Corporate governance is about the structures and processes for decision-making, accountability, controls and behaviour throughout the Council. It is based around key principles of openness, equality, integrity and accountability.
- 6.3 The fundamental principles of corporate governance should be reflected in the various dimensions of Council business, including;
- Ensuring a community focus underpins the Council's vision and priorities;
  - Ensuring the effective delivery of local services on a sustainable basis;
  - Establishing effective management structures and processes which include clearly defined roles and responsibilities for officers;
  - Developing and maintaining effective risk management systems that form part of the Council's strategic decision making process;
  - Ensuring high standards of propriety and probity in the stewardship of the Council's funds and the management of the Council's affairs;
  - A commitment to openness in the Council's affairs and the provision of full, accurate and clear information to all stakeholders.
- 6.4 The Chief Financial Officer has been designated as "the proper officer" and is responsible for advising the Council on all financial matters.
- 6.5 The Financial Regulations were refreshed and approved in September 2016 and are an essential component of the corporate governance of the Council.
- 6.6 The Financial Regulations are designed to facilitate the smooth running of the Council, protect its interests and the interests of members and officers, and ensure the proper administration of all the Council's financial affairs, including, Partnerships, The Common Good and Sundry Accounts.
- 6.7 Head Teachers must also comply with the Financial Regulations, with the exception of virement which is defined in the Devolved Management of Resources Scheme.

### *Roles and Responsibilities*

- 6.8 It is important to set out clearly the roles and responsibilities of the key parties involved in the Financial Strategy and the management of overall financial resources of the Council.

### *Elected Members*

- 6.9 Elected Members, through Full Council and Committees are responsible for considering and approving budgets and the Financial Strategy for the Council. Approved budgets must be financially balanced and demonstrate value for money and sustainability.

- 6.10 Throughout the year Committees receive reports which allow progress against approved budgets to be scrutinised. All members receive appropriate training in the areas of Financial Strategy, Local Government Finance and key specialist areas such as Treasury and Risk Management.

*Corporate Management Team*

- 6.11 The Chief Executive, Corporate Directors, Chief Financial Officer, Head of Legal & Property and Head of Organisational Development, Communications & Policy form the CMT, chaired by the Chief Executive, who are responsible, individually and collectively, for ensuring effective financial management across the organisation.
- 6.12 As Budget Holders the Corporate Directors are responsible for the budgets delegated to deliver the services within their Directorate in line with the priorities of the Council. Whilst they may delegate this responsibility within their Directorate they remain accountable in exercising overall financial control.
- 6.13 The CMT set aside time each reporting cycle to consider corporate financial matters including employee costs, key budget lines, earmarked reserves and savings delivery progress.

*Chief Financial Officer*

- 6.14 The Chief Financial Officer has a statutory role to ensure appropriate arrangements are in place for the proper administration of the financial affairs of the Council. He has the authority to comment and advise CMT, Chief Executive and Elected Members on all financial matters.

*Heads of Service*

- 6.15 Heads of Service are individually responsible for ensuring that the services within their remit are delivered in line with the agreed policy, and support the strategic direction of the Council. As Budget Holders they are responsible for the budgets delegated to them to deliver their service in a manner which demonstrates value for money in line with the priorities in the Corporate Directorate Improvement Plans.

*Budget Managers*

- 6.16 Responsibility for budgetary control lies with the Corporate Directors and as delegated budget holders, their Heads of Service and Service Managers. In recognition of the need to ensure budget holders are appropriately supported and trained, Finance Services delivers training to all Heads of Service and Managers on Financial Governance and budgetary control issues.

*Financial Support to Services*

- 6.17 Each Directorate has a dedicated Finance Manager and Principal Accountant who prepare and monitor the Directorate budget as well as providing a full range of financial advice to the Directorate.

*Internal Audit*

- 6.18 Internal Audit provide assurance to Elected Members, the Chief Executive and management that the internal processes of the Council are being managed appropriately in line with the overarching policies and outcomes are being delivered in an efficient and effective manner.

### *External Audit*

- 6.19 The role of External Audit is to provide assurance to the Auditor General and the Accounts Commission that the Council has spent public money properly to deliver outcomes in an efficient and effective manner. They also provide assurance to the Elected Members, the CMT and general public that the Council's performance is reported in accordance with the financial standards and presents a fair account of the Council's activities.

### *Managing the Budget*

- 6.20 Committees receive five budget monitoring reports throughout the year. These are jointly prepared by the Chief Financial Officer and the relevant Corporate Director.
- 6.21 The Corporate Management Team receive and discuss a budget overview every budget monitoring cycle covering key budget lines, employee costs, earmarked reserves, progress on the approved savings and key projects with financial implications.
- 6.22 All Services receive detailed budget information five times per year and in addition are sent system generated budget reports in intervening months plus having access to real time information held on the Council's Finance Management System.
- 6.23 The Council operates a risk based approach to budget monitoring ensuring that focus is given to larger and more volatile budgets. The identification of key budgets is agreed annually between Directorates and Finance.

## **7.0 Financial Outlook**

- 7.1 Key financial issues are known or anticipated events and activities that have to be addressed within overall financial resources in the short-term (within 2 years), medium-term (within 4 years) or long-term (over 4 years).
- 7.2 Events and activities include efficiencies, planned savings, changes to service priorities and delivery, and known potential pressures. The financial impact of an event or activity may be one-off, recurring or time-limited.
- 7.3 The Council is due to receive Revenue Grant/Non-Domestic Rates Income of 166.076m in 2020/21.
- 7.4 When the Council's own projection of Council Tax Income based on 97.0% collection rate is added (£32.622m) then the income for the Council in 2020/21 is projected to be £198.698m.
- 7.5 The level of resources available to the authority to fund its revenue expenditure is also dependent on Council Tax and the approved budget included a 3.0% increase in Band D Council Tax in 2020/21.
- 7.6 The Financial Strategy covers the period 2020/30 in terms of identifying potential issues, but the revenue forecasts are limited to the period which can be reasonably forecast. A new requirement from 2019/20 was the production and approval of a Capital Strategy which covers a period beyond 2030. This examines a number of long term issues including the sustainability and affordability of borrowing and investment decisions.
- 7.7 The Council has agreed a Reserve Strategy which requires a minimum unallocated General Fund Reserve of 2% of turnover. Based on the 2020/21 Budget this equates to £3.8 million. The overall position of the Reserves shown in Appendix 5 and has been updated to reflect the latest projections. The Reserve Strategy was reviewed and approved by the Policy & Resources Committee in September 2019. Earmarked Reserves and the level of unallocated reserves are reviewed annual as part of the budget process.
- 7.8 The projected budget position in the short to medium term, is set out in the following tables and notes for both revenue and capital. Details of the short, medium and long-term issues identified in consultation with Services are contained at Appendices 1, 2 and 3.

	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
	<u>£m</u>	<u>£m</u>	<u>£m</u>
Base Budget for Prior Year	191.934	198.698	197.698
<u>UPLIFTS FROM PRIOR YEAR</u>			
<u>Inflation (Note1)</u>			
Pay Inflation	3.150	3.000	3.000
Other Inflation	1.500	1.500	1.500
Income	-0.130	-0.130	-0.130
	<u>4.520</u>	<u>4.370</u>	<u>4.370</u>
<u>Budget Increases (Note 2)</u>			
General Pressures	0.200	0.600	0.600
	<u>0.200</u>	<u>0.600</u>	<u>0.600</u>
<u>Adjustments (Note 3)</u>			
Other Adjustments Applied	0.096	0.018	0.000
New Funding Per SG Settlement	6.051	0.000	0.000
Policy Pressure Approved (Feb/Mar 19)	0.071	0.000	0.000
Contribution from Reserves (Mar 19)	0.830	0.000	0.000
Reinvestment Fund (Mar 20)	0.746	0.000	0.000
Net Revenue Budget Before Savings	<u>204.448</u>	<u>203.686</u>	<u>202.668</u>
<u>Funded by: (Note 4)</u>			
Revenue Grant/NDR Income	166.076	165.076	164.076
Council Tax Income (Net of CTR)	32.622	32.622	32.622
	<u>198.698</u>	<u>197.698</u>	<u>196.698</u>
Annual Budget Before Savings (Surplus)/Deficit	<u>5.750</u>	<u>5.988</u>	<u>5.970</u>
Cumulative Budget Gap before Savings	<u>5.750</u>	<u>11.738</u>	<u>17.708</u>

Savings Applied (Cumulative)

Adjustments Approved September 2017	-0.300	-0.600	-0.900
Service Committee Reports Approved March 2018	-0.103	-0.103	-0.103
Adjustments Approved November 2018	-0.011	-0.011	-0.011
Adjustments Approved February 2019	-0.037	-0.037	-0.037
Adjustments Approved March 2019	-0.015	-0.015	-0.015
Savings Approved March 2019	-0.879	-0.879	-0.879
Adjustments Approved September 2019	-1.088	-1.137	-1.177
Adjustments Approved November 2019	-1.617	-1.798	-1.817
Adjustments Approved February 2020	-0.353	-0.353	-0.353
Adjustments Approved February 2020 Full Council	-1.071	-1.071	-1.071
Savings Approved March 2020 (Inc E&R)	-0.276	-0.400	-0.400

---

Approved Budget (Surplus)/Deficit	0.000	5.334	10.945
-----------------------------------	-------	-------	--------

---

## Finance Strategy Notes – June 2020

### Note 1 Inflation

- a) Pay – The allowance for pay inflation is an allowance available over the 3 year period to fund all pay related pressures including the annual pay award, impacts of living wage, increases in employers national insurance/pension costs, and movement in service bottom up employee budgets. Figures for 2020/21 reflect budget decisions taken September 2019 and November 2019.
- b) Other Inflation – Inflation had been at a low rate in recent times and as such the allowances have been reduced. However, over the last 12 months inflation had gradually increased but the impact of Covid on the cost of Services and goods remains uncertain therefore figures for 2020/22 reflect proposals identified in Finance Strategy approved December 2019.
- c) Income – Reflects an annual increase of 3% on fees & charges income as part of the budget decisions approved November 2019.

### Note 2 Budget Increases

- a) General Pressures – Reflects pressures approved for 2020/21 in March 2019 and budget decisions approved September 2019.

### Note 3 Adjustments

- a) Other Adjustments – Reflects School Transport pressure approved November 2019 and other minor adjustments.
- b) New Funding – Reflects new funding received as part of the Settlement February 2020. The majority of the funding relates to Teachers Pay and Teachers Superannuation costs and new funding for Health & Social Care Partnership.
- c) Policy Pressures – Reflects School Transport pressures approved as part of the 2019/20 budget process.
- d) Contribution from Reserves – As part of the 2019/20 budget process, the Council approved use of reserves to fund the 2019/20 budget for 1 year.
- e) Reinvestment Fund – Funding approved as part of the 2020/21 budget process to help reduce poverty and deprivation within Inverclyde.

### Note 4 Funded By

- a) Reflects 2020/21 Finance Settlement included in Scottish Government Circular 4/2020. The 2021/23 figures are estimated based on continuing grant loss due to Depopulation. Figures reflect budget decisions taken March 2020.
- b) Council Tax Income is shown net of Council Tax Reduction (CTR) Scheme. Grant is included within Council General Revenue Grant for CTR. Figures reflect decision to increase Council Tax by 3% on 20 February 2020. No increase is reflected for 2021/23.

## *Other Short Term Revenue Issues*

The main remaining risks associated with the 2020/21 budget position will be around non-pay inflation allowances, the funding of significant Covid related costs and increasing demand for certain services. Regular reporting to Committee will ensure officers report any significant variances at the earliest opportunity.

### *7.9 Medium to Long Term Revenue Issues*

Looking beyond 2021 becomes increasingly difficult with uncertainty around the level of funding likely to be available, the impact of the Scotland Act, Brexit and the use the Scottish Government will make of its new powers and now the ongoing funding pressures due to Covid. The Scottish Government has intimated its plan to issue a 2021/23 settlement in December 2020.

The incremental impact of current major initiatives have been fully incorporated the overall Budget.

Post 2020/21 the main issues impacting on the revenue budget will be:

- **Funding will be impacted by future population change/demographic shifts and any changes to the way local government in Scotland is funded.**
- **Decisions of the new Scottish Government regarding any protection afforded to Local Government or other parts of the Budget plus the use that is made available tax raising powers.**
- **Welfare Reform changes and associated budget cuts will continue to impact on Council Services from both a demand and funding perspective.**
- **Health and Social Care integration continues to become embedded but the fundamental fact is that there is not enough money in current budgets to meet increasing demand.**
- **Pension costs influenced by the impact of auto-enrolment, the changes to LGPS and Teachers Pensions, plus costs associated with the Council resizing its workforce in order to balance its budgets and potential changes to Pension Tax Relief.**
- **Costs associated with sustainability including waste disposal and recycling, energy and fuel costs and general procurement inflation due to increased global demand for raw materials.**
- **Overall global economic situation arising from Covid and the Brexit vote resulting in uncertainty interest rates, investment returns, inflation levels and further reductions in public sector funding.**

The fundamental issue for the Council is that at some point if the squeeze on public sector finances and the decline in population continues then the area could become unviable as a unit of administration and this will have an associated impact on other local services such as health, police and fire.

- 7.11 Table 4 shows the high level estimate of the 2021/24 budget gap based on the above. In line with good practice tables 4b and 4c provide two further scenarios based on different assumptions. Table 4b represents an “optimistic” scenario and Table 4c representing a “pessimistic” scenario. These figures are heavily caveated due to the major uncertainty caused by Covid and the lack of clear data around the short/medium term impact on inflation, the economy and funding for the Public Sector.

**Table 4a****2021/24 Budget Gap - Mid Range Estimate**

	2021/22	2022/23	2023/24	2021/24
	£m	£m	£m	£m
1/ Estimated Block Grant Reduction	0.0	0.0	0.0	0.0
2/ Continuing cash cut due to Depopulation	1.0	1.0	1.0	3.0
3/ Inflation - Pay	3.0	3.0	3.0	9.0
- Non-Pay	1.5	1.5	1.5	4.5
4/ Pressures				
-COVID Allowance	2.0	(1.0)	0.0	1.0
- General Pressures	0.6	0.6	0.6	1.8
5/ Savings Approved (March 2020)	(0.4)	-		(0.4)
Approved Loans Charges Adjustment	(0.3)	(0.3)	0.0	(0.6)
Budget Smoothing Reserve	(1.5)	0.0	1.5	0.0
	<u>5.9</u>	<u>4.8</u>	<u>7.6</u>	<u>18.3</u>

a/ Assumes use of £3.0million Smoothing Reserve over 2021/23.

b/ Assumes £2million increase in budget in 2021/22 due to COVID reducing to £1million recurring thereafter

c/ Assumes no new Prudential Borrowing above that already contained in the Loans Charges model.

d/ Assumes no Council Tax increase. (3% annual increase would raise £0.95 million per year)

e/ The GRG/NDRI assumption excludes any hypothecated grant increases eg: Early Years as this is ring fenced to deliver new policies rather than fund existing service provision.

	2021/22	2022/23	2023/24
f/ Key Assumptions	%	%	%
GRG/NDRI	0	0	0
Pay Inflation	2.5	2.5	2.5

**Table 4b****2021/24 Budget Gap - Optimistic Scenario**

	2021/22	2022/23	2023/24	2021/24
	£m	£m	£m	£m
Block Grant Increase	(2.4)	(2.4)	(2.4)	(7.2)
Continuing Impact of Depopulation	1.0	1.0	1.0	3.0
Inflation - Pay	1.8	1.8	1.8	5.4
- Non-Pay	1.0	1.0	1.0	3.0
Pressures				
- COVID Allowance	1.5	(1.0)	0.0	0.5
- General Pressures	0.6	0.6	0.6	1.8
Savings Approved (March 2020)	(0.4)	0.0	0.0	(0.4)
Approved Loans Charges Adjustment	(0.3)	(0.3)	0.0	(0.6)
Budget Smoothing Reserve	(1.5)	0	1.5	0.0
Funding Gap	1.3	0.7	3.5	5.5

a/ Assumes use of £3.0million Budget Smoothing Reserve over 2021/23.

b/ Assumes £1.5million increase in 2021/22 due to COVID reducing to £0.5million thereafter

c/ Assumes no new Prudential Borrowing above that already contained in the Loans Charges Model.

d/ Assumes no Council Tax increase (3% annual increase would raise £0.95 million per year)

e/ The increase in Block Grant does excludes hypothecated funding increases eg Early Years etc

e/ Key Assumptions	2021/22	2022/23	2023/24
	%	%	%
GRG/NDRI	1.5	1.5	1.5
Pay Inflation	1.5	1.5	1.5

**Table 4c****2021/24 Budget Gap - Pessimistic Scenario**

	2021/22	2022/23	2023/24	2021/24
	£m	£m	£m	£m
Block Grant Reduction	2.4	2.4	2.4	7.2
Continuing Impact of Depopulation	1.0	1.0	1.0	3.0
Inflation - Pay	3.6	3.6	3.6	10.8
- Non-Pay	2.0	2.0	2.0	6.0
Pressures				
-COVID Allowance	2.5	(1.0)	0	1.5
- General Pressures	0.6	1.0	1.0	2.6
Savings Approved (March 2020)	(0.4)	0	0	(0.4)
Approved Loans Charges Adjustment	(0.3)	(0.3)	0	(0.6)
Budget Smoothing Reserve	(1.5)	0	1.5	0
Funding Gap	<u>9.9</u>	<u>8.7</u>	<u>11.5</u>	<u>30.1</u>

a/ Assumes use of £3.0million Budget Smoothing Reserve over 2021/23

b/ Assumes £2.5million increase in budget in 2021/22 reducing to £1.5million thereafter

c/ Assumes no new Prudential Borrowing above that already outlined in the Loans Charges Model.

d/ Assumes no Council Tax increase. (3% increase would raise £0.95 million per year)

e/ The GRG/NDRI assumption excludes any hypothecated grant increases eg: Early Years as this is ring fenced to deliver new policies rather than fund existing service provision.

	2021/22	2022/23	2023/24
f/ Key Assumptions	%	%	%
GRG/NDRI	-1.5	-1.5	-1.5
Pay Inflation	3.0	3.0	3.0

## 7.12 Short to Medium Term Capital Projections

The Council agreed a 3 year Capital Programme covering 2020/23 in March 2020. A 5% overprovision was built in to allow for increased resources/project cost reductions.

## 7.13 Long-Term Capital Projections

There is greater certainty around capital spend for the post 2022/23 period due to the fact that asset management plans will continue to utilise nearly all available funding i.e. Schools, Operational Properties, Roads, Lighting, Vehicles, Open Spaces and ICT.

Given the difficult position the Council faces on revenue expenditure, it is essential that future capital expenditure proposals are largely self-financing through the release of other capital assets, use of Reserves as well as delivering efficiencies which will secure ongoing revenue savings.

It is hoped that Local Government Capital Grants may increase in the medium term. Given the major revenue financial pressures the Council needs to seriously consider using any increase in grant to reduce prudential borrowing/use of reserves rather than identifying new projects.

**Table 5 - Capital Programme 2017/2021 (Medium Term Capital Projections)**

Table 5

<u>Expenditure/Projects by Committee</u>	<u>2020/21</u> <u>£m</u>	<u>2021/22</u> <u>£m</u>	<u>2022/23</u> <u>£m</u>	<u>future</u> <u>£m</u>	<u>Totals</u> <u>£m</u>
Policy & Resources	0.51	0.42	0.42	0.00	1.35
Environment & Regeneration	11.75	16.17	6.85	0.23	35.00
School Estate	6.57	4.49	2.76	1.00	14.82
Education & Communities (Exc School Estate)	0.26	1.02	0.93	0.00	2.21
CHCP	0.37	3.92	3.50	0.00	7.79
	19.46	26.02	14.46	1.23	61.17
<u>Financed By</u>					
Government Grant	6.47	7.10	7.10	0.00	20.67
Sales/Contributions	0.54	0.15	0.10	0.00	0.79
Other Income	2.50	0.09	0.00	0.00	2.59
Revenue	4.88	0.26	1.02	0.00	6.16
Prudential Borrowing	2.31	5.95	3.94	0.23	12.43
Resources Carried Forward	16.06	0.00	0.00	0.00	16.06
	32.76	13.55	12.16	0.23	58.70
Shortfall in Resources					2.47

### Notes

- 1 As per May 2020 P&R Committee

## 8.0 Treasury Management

- 8.1 Inverclyde Council has adopted the CIPFA “Treasury Management in the Public Services – Code of Practice” which sets out good practice for treasury management governance. The Council complies with legal and regulatory requirements in relation to its Treasury Management activities and has appointed consultants to provide advice on Treasury Management issues, including technical issues and the formulation of views on interest rates.
- 8.2 In complying with the Code of Practice, the Council produces a Treasury Management Practices document which sets out how the Council will manage and control its Treasury Management activities. This document is submitted to Committee for approval every three years with approval also being sought for any amendments in the intervening period.
- 8.3 The requirements for Treasury Management reporting following the implementation of the revised CIPFA Treasury Management Code of Practice has resulted in the following:
- An annual Treasury Management Strategy submitted at the start of the financial year and which includes the Council’s Prudential Indicators and covers issues such as the economic situation, the prospects for interest rates, and the Council’s borrowing and investment strategy for the coming year.
  - A mid-year review of the Strategy which include details of the Council’s debt and investment position, activity undertaken during the quarter, and performance to date against the Council’s Prudential Indicators and agreed policy limits.
  - An Annual Report for Treasury Management which is submitted to Members before the end of September each year and which advises Members of the Treasury Management activities during the previous financial year.
  - From 2018/19 there is the requirement to produce a Capital Strategy which is also reviewed annually.

It should be noted that whilst all the above reports will go to the Policy & Resources Committee for initial scrutiny, all now require to go before the Full Council for approval.

- 8.4 Table 6 below shows the Council’s debt and investments position as at 31/5/20.

**Table 6 – Council’s Debt and Investment Position – 31/5/20**

The Council’s treasury portfolio position at 31/5/20 comprised:

		Principal		Average Rate
		£000	£000	
Fixed rate funding	PWLB	114,117		3.55%
	Market	55,000	169,117	
Variable rate funding	PWLB	0		4.86%
	Market	44,558	44,558	
<b>TOTAL DEBT</b>			<b>213,675</b>	<b>3.82%</b>
<b>TOTAL INVESTMENTS</b>			<b>28,374</b>	<b>0.08%</b>

## 9.0 Reserves

9.1 A key aspect of the consideration of the Financial Strategy is the position of the General Fund Reserves. The Reserves Strategy was last reviewed and approved by Council in September 2019.

9.2 Reserves can be held for three main purposes:-

- A working balance to help cushion the impact of uneven cash flows - this forms part of General Reserves.
- A contingency to cushion the impact of unexpected events or emergencies which also forms part of General Reserves.
- A means of building up funds, often referred to as earmarked reserves, to meet known or predicted liabilities.

9.3 The Reserves Strategy is based on the core General Fund Reserve being maintained at a level of 2% of turnover. A turnover of approximately £190 million results in a core General Fund Reserve of £3.8 million. In the event that the Reserves are projected to fall below this level then Members must have a clear route for bringing Reserves back up to the level over the subsequent three financial years.

9.4 The Reserves Strategy also assumes the continued use of earmarked reserves. In this way, earmarked reserves can be separated from the core General Fund Reserve which should allow Members to more transparently track the underlying reserves position. Earmarked Reserves are reviewed annually as part of the budget process.

9.5 Within Inverclyde Council the main Reserves/Funds comprise; General Fund Reserve, Insurance Fund, Capital Fund and Repairs & Renewals Fund. The latest projected position is shown below.

9.6 (a) General Fund "Free" Reserves – This Reserve represents the Council's contingency for unforeseen/unquantifiable events. The level of the Reserve is determined by the Reserve Strategy whilst the projected balance is reported to each Policy and Resources Committee. See Appendix 5.

Balance 31/3/20 = £5.305 million

(b) Insurance Fund – The Insurance Fund balance is required to meet Insurance Liabilities not covered by external Insurance Policies. The balance on the Fund is reviewed every 3 years by an independent actuary who comments upon not only the balance of the Fund but also the on-going internal contributions to the Fund.

Balance 31/3/20 = £3.887 million

(c) Capital Fund – The Capital Fund is a Fund into which Capital Receipt income can be paid and used to fund either capital investment or repay the Principal element of debt repayments. The balance and planned usage of the Capital Fund is incorporated into the Financial Strategy. See Appendix 6.

Balance 31/3/20 = £0.346 million

(d) Repairs & Renewals Fund – The Repairs & Renewals Fund consists of sums received from external parties or allocated directly from Council resources which are thereafter released on a phased basis to maintain specific assets. Use of specific allocations to the Fund are agreed by Policy & Resources Committee and the overall position will be reported as part of the Financial Strategy. See Appendix 7.

Balance 31/3/20 = £3.338 million

## **10.0 Monitoring, Reporting and Review Processes**

- 10.1 The Financial Strategy should be a dynamic, relevant document and will be monitored on an ongoing basis by Finance - it will also be formally reviewed twice yearly, in May and then in November.
- 10.2 The formal review of the Financial Strategy will be reported to CMT and Full Council on a six monthly basis – there will also be capacity to review the Strategy as and when required, particularly when a new issue arises or the impact of major policy or initiative becomes clearer.
- 10.3 The Financial Strategy will only be revised if there are material changes to estimates, projections or policy which will have a financial impact however issues which may impact will be flagged up in the regular General Fund Budget reports to Policy & Resources Committee.
- 10.4 The deminimus level for a major impact requiring immediate review is 50% of the core General Fund reserves, £1.9 million, subject to the opinion of the Chief Financial Officer.
- 10.5 The financial management principles and expectations have been communicated and are understood by all Chief Officers and budget holders.
- 10.6 The Financial Strategy has been drawn up with the full involvement of the CMT and, will be communicated throughout the organisation.

## 11.0 Risk Management

- 11.1 The Council has developed a Corporate Risk Register, Directorate Risk Registers and individual service risk registers where appropriate.
- 11.2 Further work has also been undertaken to develop a Risk Register for the Financial Strategy and the required actions to mitigate risks – these are set out in the table below.
- 11.3 The risk assessment below considers the risks to our financial position arising out of matters considered in this Financial Strategy and utilises the same methodology used for the Corporate, Directorate and Service Risk Registers.

Risk	Management of Risk
<p>The Financial Strategy does not reflect in financial terms the objectives set out in other strategic plans of the Council.</p>	<p>The Financial Strategy provides a high level overview of the various strategic plans the Council has signed up to – it acknowledges that there will inevitably be financial implications arising from the Corporate Plan but it is not possible to quantify all of these at present.</p> <p>The Financial Strategy is updated as further information becomes available regarding these strategic plans.</p>
<p>The directorate planning process will identify a range of additional budget pressures over and above those currently considered in this Financial Strategy.</p>	<p>The Directorate Planning Guidance identifies that Corporate Directorate Improvement Plans (CDIP) should reflect the resources allocated – the need for additional resources to achieve a particular priority should be specifically identified via the Financial Strategy prior to the preparation of the CDIP.</p>
<p>Forecasts within the Financial Strategy are not accurately determined or reviewed on a regular basis.</p>	<p>The Budget and Financial Strategy set out the expected levels of expenditure and income for the future. The forecasts are arrived at through careful consideration of historic trends and actual expenditure levels and any factors which may have an impact in the future.</p> <p>Three scenarios are included in the Strategy based on Pessimistic, Mid-Range and Optimistic. This provided a broad range of potential outcomes.</p> <p>Throughout the financial year, the Council regularly monitors its financial performance against its budgets and will revise them where necessary, subject to remaining within the agreed overall budget for the Council.</p>
<p>There is a continuing need to deliver significant cuts and efficiencies over the medium to long term. Robust and detailed plans will be required on an operational level to ensure that this risk is mitigated and savings are duly delivered.</p>	<p>The risks relating to the delivery of savings will be mitigated by robust monitoring and financial control through the budget monitoring process, with action plans being required to find compensating savings for any overspends identified.</p> <p>Individual savings are reviewed by Change Boards and lead officers on a regular basis with material issues reported to the CMT and if required, Committee.</p>

<p>Income budgets not achieved or become unsustainable.</p>	<p>Chief Officers are consulted on proposed increases in income budgets/fees and charges and have the opportunity determine the levels of individual charges to achieve the budgeted income target.</p> <p>Equally, income budgets are monitored throughout the financial year and where a shortfall in income is anticipated, this is highlighted in reports to Committee.</p> <p>Proposals to increase fees and charges are reviewed in line with the Council's Charging Policy prior to reporting to Committee.</p>
<p>The Council has insufficient capital resources to sustain capital commitments.</p>	<p>The Council has already identified through the Financial Strategy a reduced reliance on capital receipts and Government Grants in the medium term.</p> <p>The combination of reduced funding and the economic position mean that the Council has to focus on maintaining key infrastructure whilst utilising prudential borrowing for specific capital projects.</p> <p>The Council has Asset Management Plans for all its assets with all the above issues captured within the Financial Strategy.</p> <p>The Council produces a Capital Strategy which looks at the longer term need, funding &amp; sustainability of the capital programme.</p>
<p>Bankruptcy of a major supplier or customer which could result in the Council having to pay twice for the same service or see artificially inflated prices if a replacement service needs to be obtained at very short notice.</p>	<p>The Council has reviewed its procurement process and a procurement manual has been developed which includes supplier financial appraisal at PQQ stage. This will ensure that the financial position of new contractors is vetted prior to ITT stage and entering into any large contracts.</p> <p>The Council only pays in advance for Services by exception.</p> <p>Regular reviews of financial position are undertaken for key suppliers on an ongoing basis.</p>
<p>Legislative changes are not anticipated and the financial impact is not addressed through the budget process of Financial Strategy.</p>	<p>Chief Officers are required to highlight the impact of legislative changes through the strategic planning and budgeting process and the likely resource requirement.</p> <p>In addition COSLA has a key role in assessing the financial impact of changes in legislation and lobbying for Councils to be funded appropriately.</p>

<p>Interest rates on borrowing may be higher than forecast.</p>	<p>Regular review of treasury management decisions. Prudent assumptions on likely interest rates have been incorporated into Financial Strategy. Borrowing is spread to reduce impact of short-term changes.</p>
<p>Reserves are required to cashflow unanticipated budget shortfalls and fall below minimum recommended level.</p>	<p>Reserve Strategy is in place which clearly states that there must be a clear route to bring reserves back up to the minimum level over the subsequent 3 financial years.</p>
<p>Revenue implications of capital programme/projects are not fully anticipated.</p>	<p>All capital projects identify revenue implications and link into Council priorities. All capital projects are subject to a robust approval process which includes a review of revenue implications.</p>
<p>The decision to leave the European Union will provide impacts which are not fully reflected in the Financial Strategy.</p>	<p>The Council engages with partners in assessing potential risks and impacts. The Scottish Planning Assumptions are regularly reported to the Environment &amp; Regeneration Committee.</p>
<p>As the threats from the Covid-19 pandemic continue, the economic landscape is marked by volatility. The Council is facing significant financial challenges as a result of disrupted operations, higher revenue costs and lost income. The Council continues to incur significant additional costs in responding to the crisis. There is also a significant risk to the delivery of planned savings.</p>	<p>There is regular reporting to Members on the budget position and forecasts with the Policy &amp; Resources Committee scheduled to agree how the extra costs are funded in August. Cosla continues to lobby Scottish and UK Governments for funding. Directors of Finance share common information and assumptions.</p>

**Short-Term Issues (2020/22)**

The tables in Appendices 1, 2 and 3 have been developed through ongoing consultation with the CMT by the Chief Financial Officer to develop detailed knowledge of the issues to inform the Financial Strategy and future budget setting.

<u>Service</u>	<u>Issues Identified</u>	<u>Issues &amp; Potential Impacts</u>	<u>Action Taken</u>	<u>Responsible Officer</u>	<u>Timescale to report back</u>
Corporate	Covid-19	Increased costs/reduced income will impact on the approved 2020/21 Budget and the 2021/22 Budget Plans.	Members to decide how estimated 2020/21 costs are funded. MBWG/CMT to consider all on going impacts on 2021/22 Budget.	Alan Puckrin	August 2020
	Equal Pay	Provision for outstanding claims may not be sufficient.	Offers issued and payments made to address the vast majority of outstanding claims. Provision will continue to be monitored and reviewed taking account of relevant legal judgements and advice from the Council's legal advisors.	Alan Puckrin	March 2021
	Inflation	Uncertainty over non-pay inflation pressures are not fully clear over the period.	Offers issued and payments made to address the vast majority of outstanding claims. Provision will continue to be monitored and reviewed taking account of relevant legal judgements and advice from the Council's legal advisors.	Steven McNab	Ongoing
	Auto-enrolment	Amount set aside for auto-enrolment is an estimate and full cost may be greater than estimated.	Inflation allowances are regularly reviewed. Regular monitoring and reporting to CMT/Members.	Alan Puckrin	Ongoing
	Brexit	There could be an immediate impact of the UK leaving the EU and this may result in funding pressures from 2021.	Monitoring via the Bottom Up Budget.	Steven McNab	February 2021
			The CMT will monitor the situation and will present reports to Committee as required.	Scott Allan	Ongoing

Social Care	Relationship with Service Providers.  Children's Services	Managing provider expectations whilst in a period of uncertainty over the future of the National Care Home Contract along with expectations from those providers out with this contract to fund inflation/impact of pensions/living wage.  Significant demand in the system will lead to increased costs.	Monitor development and report as required.  Monitor and report as required and consider as part of 2021/23 Budget.	Louise Long  Louise Long	Ongoing  October 2020
Environment & Regeneration	Biodegradable Waste diversion from Landfill.	From January 2021 all biodegradable waste is to be diverted from landfill. The financial implications could be significant.	Monitor and develop options and report to Committee via CMT.	Scott Allan	??
	Inverclyde Leisure – Reduction in Income	A major source of income for IL comes from its fitness gyms. Competitors are due to move into the area and this plus Covid legacy could lead to an increase in Council funding.	Monitor via regular meetings with IL and identify financial implications at an early stage.	Ruth Binks/Alan Puckrin	November 2020

**Medium-Term Issues (2022/24)**

<u>Service</u>	<u>Issues Identified</u>	<u>Issues &amp; Potential Impacts</u>	<u>Action to be Taken</u>	<u>Responsible Officer</u>	<u>Timescale to report back</u>
Corporate	Reductions in other public sector partner's funding streams	As Public Sector funding reductions continue, partners are reducing their contributions to key Council priorities.	Continue dialogue with partners.	Corporate Directors	Ongoing
	Reduction in Council Funding	Funding over 2022/24 likely to be further reduced in real terms in line with UK Fiscal Policy and increasing ring fencing by the Scottish Government.	Await next Scottish Government Spending Review figures and factor into revised Financial Strategy.	Alan Puckrin	December 2021
	Government needs to reduce Public Sector Borrowing	Prudential Borrowing Capping would require revision of capital plans. Borrowing interest rate increases will increase loans charges.	Rolling Capital Programme developed annually and longer term loan charges projections undertaken.	Alan Puckrin	Ongoing
	Welfare Reform	Impact of Welfare Reform and increase in demand for Services can only be estimated.	Update reports going to Committee each cycle.	Alan Puckrin	Ongoing
	Removal of key services from Council control.	Scottish Government could review Public Sector landscape which could result in loss of large parts of the Council remit and resultant impact on corporate viability.	Keep track of developments and report to Committee as required.	Aubrey Fawcett	Ongoing
	Increased cost for externally provided contracts and services due to the Living Wage.	There is a clear desire to ensure suppliers of Council Services pay the Living Wage. This could add significant costs to the Council if passed on by suppliers.	Monitor developments and report to Committee when required.	Corporate Management Team	Ongoing
	Potential changes to funding of Local Government	Scottish Government continues to cap Council Tax but may introduce local taxation flexibility.	Monitor National developments and report as required.	Alan Puckrin	Ongoing
	Further increase in Pension Costs	Potential changes to Pension Tax Relief would add costs to both to Council and employees.	Monitor development and report to Committee when required.	Steven McNab	Ongoing
	Brexit	In addition to the immediate impact of the UK leaving the EU and this may result in funding pressures in the medium term.	The CMT will monitor the situation and will present reports to Committee as required.	Scott Allan	Ongoing

<u>Service</u>	<u>Issues Identified</u>	<u>Issues &amp; Potential Impacts</u>	<u>Action to be Taken</u>	<u>Responsible Officer</u>	<u>Timescale to report back</u>
Social Care	Ongoing Demographic demand pressures across many Social Care areas and ongoing drive towards Self-Directed Support, Independent Living and Continuing Care.	Continuing increased demand will put considerable pressure on “flat cash” budgets.	Await detail of future settlements and model potential scenarios.	Louise Long/Alan Puckrin	December 2020
	Impact of inclusion of elements of the Acute Health Services within the IJB Budget.	Potential for the Council to have to meet a proportion of any overspend caused by increasing pressure on Health Budgets.	Regular monitoring of the IJB Strategic Plan and financial projections added to supporting robust financial scrutiny by the IJB.	Louise Long	On Going
Education & Communities	School Estate Management Plan	Reduced Capital resources and corporate cost pressures may make current planned investment in SEMP post 2021 unsustainable.	Six monthly review of all aspects of SEMP to continue. Recent review reflects approved acceleration programme is still affordable in line with plan for completion	Ruth Binks/ Alan Puckrin	On Going
	Early Years – Funding Review	Funding is not sufficient to meet all the requirements in the legislation.	Funding now known to 2022. Council Costs to be contained within this sum.  Review sustainability once 2022/23 figures are known.	Ruth Binks	March 2022

**Long-Term Issues (Post 2024)**

<u>Service</u>	<u>Issues Identified</u>	<u>Issues &amp; Potential Impacts</u>	<u>Action to be Taken</u>	<u>Responsible Officer</u>	<u>Timescale to report back</u>
Corporate	Depopulation and Change of Demographics	Continued loss of grant income, over provision of infrastructure. Viability of area under threat.	Population/Demographic trends to be monitored and reported to the Council and Alliance on a regular basis.	Steven McNab	Ongoing
Social Care	Increase in number of Elderly and Adults with Learning Difficulties and resource implications of policy direction of Independent Living and Self Directed Support.	Significant costs associated with reshaping, expanding delivery models.	Develop as part of HSCP Strategic Plan.	Louise Long	Ongoing
Environment & Regeneration	Regeneration of Greenock and Port Glasgow Town Centres.	Reports to Committee have identified significant investment needs within the Greenock and Port Glasgow Town Centre areas. Whilst contributions will be sought from Partners and the Private Sector the Council will require to provide a large amount of the funding.	Develop a funding model with clear outputs and funding sources.	Scott Allan	Ongoing
	Global Warming/Climate Change leading to rising sea levels	Significant impact on Council area with increased flooding and expenditure on sea defences.	6 year SEPA Flood Plan includes funding for a number of Council projects approved in Summer 2016.	Scott Allan	Ongoing
	Closure of major local employer	Could further increase rate of depopulation and would significantly impact of areas regeneration efforts.	Work with all partners to identify areas of risk and mitigating actions.	Scott Allan/Stuart Jamieson	As required

School Estate - Earmarked Reserves

	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>
	<u>£000</u>										
Earmarked Reserve b/fwd	1,932	668	73	376	724	909	1,180	1,367	1,457	1,437	1,310
Available Savings added (a)	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682
Extra Financing (b)	2,745	2,505	3,155	3,155	3,155	3,155	3,155	3,155	3,155	3,155	3,155
Prudential Schools Loan Charges (c)	-4,592	-4,608	-4,658	-4,613	-4,656	-4,690	-4,774	-4,871	-4,981	-5,088	-5,190
Unitary Charge Payment (d)	-8,742	-8,742	-8,742	-8,742	-8,742	-8,742	-8,742	-8,742	-8,742	-8,742	-8,742
Unitary Charge Inflation Element (e)	-1,392	-1,455	-1,729	-2,011	-2,301	-2,598	-2,903	-3,316	-3,638	-3,968	-4,307
Unitary Charge Funding from Inflation Contingency	1,274	1,455	1,729	2,011	2,301	2,598	2,903	3,316	3,638	3,968	4,307
One Off Costs (f)	-805	-298	0	0	-120	0	0	0	0	0	0
Extra Revenue Repairs (g)	-230	-230	-230	-230	-230	-230	-230	-230	-230	-230	-230
Unitary Charge RSG	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096
Written Back to / from General Reserves (h)	-300	0	0	0	0	0	0	0	0	0	0
Earmarked Reserve c/fwd	<u>668</u>	<u>73</u>	<u>376</u>	<u>724</u>	<u>909</u>	<u>1,180</u>	<u>1,367</u>	<u>1,457</u>	<u>1,437</u>	<u>1,310</u>	<u>1,081</u>

(a) Savings now completed.

(b) 650k increase from 2021/22 to fund acceleration of programme. £240k reduction proposed from 2020/21 due to Capital Fund contribution in lieu of receipts ceasing.

(c) Uses a pool fund rate of 3.50% for 19/20 and 20/21, 3.54% for 21/22, 3.47% for 22/23, 3.50% for 23/24, 3.52% for 24/25, 3.60% for 25/26, 3.70% for 26/27. 3.82% for 27/28, 3.94% for 28/29, 4.06% 29/30.. No contingency. Reflects costs of acceleration of programme.

(d) Based on Actual Unitary Charge at Jan 2011 RPI of £8.842 million less £100k saving from 2018/19.

(e) Base at Jan 2020 RPI. Assumes 2.7% annual inflation (4% RPI discounted by factor of 1.5).

(f) £375k per year added for additional school buses up to Aug 20, £10k Hillend Costs moved fr+A41:X43om 19/20 to 20/21, £90k added 2020/21 for 6 additional months hire of Modular Buildings at Gourrock PS. £72k added 20/21 for 4 months St Mary's Decant Buses. After 2023/24 all one-off costs cease.

(g) Extra revenue repairs budget set aside for School buildings life cycle works as per Property Services schedule.

(h) Contribution to Whiteboard Refresh

Finance Strategy  
General Fund "Free" Reserves  
June 2020

	£000
Reserves Balance at 31st March 2019	5,087
<b>Budgeted Contribution to Reserves: Note 1</b>	
2018/19 Outturn Earmarked for 2019/23	11,631
	<u>0</u>
	11,631
Planned Use of Reserves 2019/23 <b>Note 2</b>	(20,458)
Projected Surplus (Deficit) 2019/20 <b>Note 3</b>	9,045
Projected Free Reserves Balance 31st March 2020	<u>5,305</u>

GRG/NDR/Council Tax is approximately £190 million. Recommended minimum level of reserves is 2% / £3.8 million.

**Notes:**

- 1/ 2019/20 figures reflect a balanced budget set at 2019/20 budget setting process.
- 2/ Represents decisions taken between February 2015 and March 2020 and based on latest phasings.

<u>Approved Use of Reserves</u>	2019/20 £000	2020/21 £000	2021/22 £'000	2022/23 £'000	Total £000
February 2015 - £5.305m	(250)	0	0	0	(250)
February 2017 - £5.500m	(35)	(1,129)	(1,314)	0	(2,478)
March 2018 - £8.858m	(542)	(1,474)	(1,578)	(1,140)	(4,734)
January 2019	(169)	0	0	0	(169)
March 2019 - £4m	(2,745)	(184)	(981)	(90)	(4,000)
May 2019 - £0.12m	(33)	(87)	0	0	(120)
September 2019 - £0.5m	(23)	(200)	(277)	0	(500)
March 2020 - £8.207m	0	(6,687)	(960)	(560)	(8,207)
	<u>(3,797)</u>	<u>(9,761)</u>	<u>(5,110)</u>	<u>(1,790)</u>	<u>(20,458)</u>

- 3/ Figure reflects projected surplus reported to Policy & Resources Committee March 2020 (Period 9) and further surplus projected at Period 11:

	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £001	Total £000
Projected Surplus (Period 9)	2595	0	0	0	2,595
Additional Projected Surplus (Period 11)	90	0	0	0	90
Additional Projected Surplus (Final Outturn)	1535	0	0	0	1,535
Approved write back Earmarked Reserves	1825	0	0	0	1,825
Approved write back Capital Fund	2000	0	0	0	2,000
Approved write back Insurance Fund	1000	0	0	0	1,000
	<u>9,045</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,045</u>

AP/AE  
12/06/2020

**Finance Strategy**  
**Capital Fund**

		2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
<b>Balance B/fwd</b>		(2,236)	(346)	(1,807)	(1,958)	(2,134)	(2,235)	(2,236)
Additions (Estimate)	a	(635)	(2,061)	(150)	(175)	(100)	0	0
Interest (Estimate)		(15)	0	(1)	(1)	(1)	(1)	(1)
Principal Repayments	b	240	0	0	0	0	0	0
Other Payments	c	2,300	600	0	0	0	0	0
<b>Balance at Year End</b>		<b>(346)</b>	<b>(1,807)</b>	<b>(1,958)</b>	<b>(2,134)</b>	<b>(2,235)</b>	<b>(2,236)</b>	<b>(2,237)</b>

Notes

- a Estimated Receipts:
- 2019/20 SEMP Receipts, £0.015, Kings Glen Licence  
SEMP Receipts, return of £0.43m, Kings Gen, due to site abnormalities.  
Other Receipts, £0.279m, Business Store, Ravenscraig Deed of Servitude  
Recovery of Scottish Enterprise Clawback, £0.731m  
Contribution from Affordable Housing Fund, Cumberland Walk, £0.040m
  - 2020/21 SEMP Receipts, £1.835m remainder of Greenock Academy & Sacred Heart Sites, Kings sGlen House Plot  
SEMP Receipts, return of £0.535m, St Stephens & Barmoss, due to site abnormalities.  
AMP Receipts, £0.050m, Glenbrae  
Other Receipts, £0.670m, Golf Road, Bank St & McPherson Centre
  - 2021/22 AMP Receipts, £0.050m, Glenbrae  
Other Receipts, £0.100m, Leperstone Avenue
  - 2022/23 Other Receipts, £0.175m, Former Garvel Centre, Leperstone Avenue
  - 2023/24 Other Receipts, £0.100m, Leperstone Avenue

**Finance Strategy**  
**Repairs & Renewals Fund**

		2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
<b>Balance B/fwd</b>		(3,256)	(3,338)	(2,774)	(2,601)	(1,916)	(1,885)	(1,859)
<b>Additions:</b>								
Environmental Maintenance								
Leisure Strategy	a	(134)						
Central Energy Efficiency Fund		(1)	(1)	(9)	(9)	(9)	(9)	(9)
<b>Maintenance Payments:</b>								
Environmental Maintenance		34	36	71	36	41	36	36
Leisure Strategy	b		370	113	660			
Former Housing Repairs & Renewals Fund	c		140					
Affordable Housing Fund	d	40						
Contribution to Energy Efficiency Administration	e		21					
<b>Interest</b>								
Environmental Maintenance		(4)						
Leisure Strategy		(8)	(1)	(1)	(1)			
Former Housing Repairs & Renewals Fund		(8)	(1)	(1)	(1)	(1)	(1)	(1)
Affordable Housing Fund								
Central Energy Efficiency Fund		(1)						
<b>Balance:</b>								
Environmental Maintenance	f	(609)	(573)	(502)	(466)	(425)	(389)	(353)
Leisure Strategy		(1,393)	(1,024)	(912)	(253)	(253)	(253)	(253)
Former Housing Repairs & Renewals Fund		(1,199)	(1,060)	(1,061)	(1,062)	(1,063)	(1,064)	(1,065)
Affordable Housing Fund		(28)	(28)	(28)	(28)	(28)	(28)	(28)
Central Energy Efficiency Fund		(109)	(89)	(98)	(107)	(116)	(125)	(134)
<b>Balance at Year End</b>		<b>(3,338)</b>	<b>(2,774)</b>	<b>(2,601)</b>	<b>(1,916)</b>	<b>(1,885)</b>	<b>(1,859)</b>	<b>(1,833)</b>

**Finance Strategy**  
**Repairs & Renewals Fund**

Notes

- a Future contribution to Leisure Strategy subject to confirmation of available funds.
- b Leisure Strategy commitments:
  - 2017-25 Pitches/MUGA's Lifecycle costs in excess of recurring £120k Leisure Strategy AMP budget.
- c Allocations for LHCS £80k & Eldon Street Affordable Housing Contribution £60k
- d Contribution towards demolition of Cumberland Walk, £40k
- e Central Energy Efficiency Fund commitments:
  - 2020/21 £17k LED Lighting, Inglseton MRF
  - 2020/21 £4k LED Lighting, GMB Carraigeway
- f Environmental Maintenance is a combined fund used for ongoing maintenance of Greenock Cut, Gallaghers (Port Glasgow) Development and Inverkip Footbridge.

**Insurance Fund**

	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
	<u>£m</u>									
Opening Balance	4.586	3.087	3.302	3.382	3.442	3.482	3.502	3.502	3.482	3.442
Contribution to Fund (a)	0.565	0.565	0.450	0.450	0.450	0.450	0.450	0.450	0.450	0.450
Payments Made From Fund (b)	(0.190)	(0.350)	(0.370)	(0.390)	(0.410)	(0.430)	(0.450)	(0.470)	(0.490)	(0.510)
MMI Clawback (c)	(0.074)	-	-	-	-	-	-	-	-	-
Other (d)	(1.000)	-	-	-	-	-	-	-	-	-
	3.887	3.302	3.382	3.442	3.482	3.502	3.502	3.482	3.442	3.382
Estimated Outstanding Charges at 31 March (e)	(0.800)									
Balance for Future Claims	3.087	3.302	3.382	3.442	3.482	3.502	3.502	3.482	3.442	3.382

**Notes**

(a) Amount paid by Services and not paid to external insurers.

(b) Charges paid from Fund net of interest income.

(c) Allowance for Council Contribution to the legacy MMI claims. The total allowance at 31 March 2020 was £0.370 million.

(d) 2019/20 - £1 million transfer to the General Fund as part of the 2020/21 Revenue Budget.

(e) Estimate settlement value (plus costs) of claims received.

**Finance Strategy**  
**Vehicle Replacement Programme**

Inverclyde  
council

**Appendix 9**

<b>Earmarked Reserve</b>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
	£000's						
<b>Capital Requirements:</b>							
Vehicle Purchases	1,524	1,448	1,490	477	1,075	1,802	2,083
Grant Funding	(33)	0	(19)	0	0	0	(44)
Residual Value	(274)	(543)	(328)	(95)	(296)	(500)	(470)
Net Capital Requirement	<u>1,217</u>	<u>905</u>	<u>1,143</u>	<u>381</u>	<u>779</u>	<u>1,302</u>	<u>1,569</u>
Earmarked Reserve b/fwd	193	178	190	372	378	413	351
Loan Charges	(1,054)	(1,118)	(948)	(1,124)	(1,095)	(1,192)	(1,168)
Additional Revenue Costs, Tracking System	(32)	(32)	(32)	(32)	(32)	(32)	(32)
	<u>(1,086)</u>	<u>(1,150)</u>	<u>(980)</u>	<u>(1,156)</u>	<u>(1,127)</u>	<u>(1,224)</u>	<u>(1,200)</u>
Funding Available							
Loan Charges	1,071	1,162	1,162	1,162	1,162	1,162	1,162
Other Adjustments	0	0	0	0	0	0	0
Total Funding Available	<u>1,071</u>	<u>1,162</u>	<u>1,162</u>	<u>1,162</u>	<u>1,162</u>	<u>1,162</u>	<u>1,162</u>
Annual Funding Surplus/(Shortfall)	<u>(15)</u>	<u>12</u>	<u>182</u>	<u>6</u>	<u>35</u>	<u>(62)</u>	<u>(38)</u>
Earmarked Reserve c/fwd	<u>178</u>	<u>190</u>	<u>372</u>	<u>378</u>	<u>413</u>	<u>351</u>	<u>313</u>

It should be noted that the model:

- a Includes Low Carbon Vehicles, 2016/17 funded from a combination of Government grant and reductions in Service Revenue budgets.  
In 2018/19 & 2019/20 a further 28 vehicles will be replaced with Low Carbon Vehicles, funded from Government grant and existing replacement budget.
- b Includes an allowance for a further £110k spend per annum following review of Loan Charges 2019/20
- c While the full impact of the Covid situation is not yet known an allowance for slippage in spend from 2020/21

**Finance Strategy**  
**Roads Asset Management Plan**

**Appendix 10**

		<u>2012/18</u> Actual £000's	<u>2018/19</u> Actual £000's	<u>2019/20</u> Approved £000's	<u>2020/21</u> Approved £000's	<u>2021/22</u> Approved £000's	<u>2022/23</u> Approved £000's	<u>2013/18</u> 5 Year £000's	<u>2018/23</u> 5 Year £000's	<u>2013/23</u> 10 Year £000's
<b>Funding Available</b>										
Core/Supported Borrowing	a	6,700	2,683	2,819	2,959	3,000	3,000	6,700	14,461	21,161
Prudential Borrowing		13,400						13,400		13,400
CFCR:										
Early Allocation (Feb 2012)	b	3,000						3,000		3,000
Further Allocation (Feb 2013)	c	5,900						5,900		5,900
Further Allocation (March 2018)	d			620					620	620
<b>Total Funding Available</b>		<b>29,000</b>	<b>2,683</b>	<b>3,439</b>	<b>2,959</b>	<b>3,000</b>	<b>3,000</b>	<b>29,000</b>	<b>15,081</b>	<b>44,081</b>
<b>Allocation of Expenditure</b>										
Carraigeways		17,095	1,723	1,907	1,252	1,600	1,800	17,095	8,282	25,377
Footways		3,189	421	267	272	300	300	3,189	1,560	4,749
Structures		1,020	105	811	96	250	250	1,020	1,512	2,532
Lighting		3,483	1,203	339	531	450	450	3,483	2,973	6,456
Drainage		325	166	122	153	150	150	325	741	1,066
Fees & Staffing Costs	e	1,977	399	383	402	370	370	1,977	1,924	3,901
<b>Total Allocation of Expenditure</b>		<b>27,089</b>	<b>4,017</b>	<b>3,829</b>	<b>2,706</b>	<b>3,120</b>	<b>3,320</b>	<b>27,089</b>	<b>16,992</b>	<b>44,081</b>
<b>Over/(Under) Allocation</b>		<b>(1,911)</b>	<b>1,334</b>	<b>390</b>	<b>(253)</b>	<b>120</b>	<b>320</b>	<b>(1,911)</b>	<b>1,911</b>	<b>0</b>

Notes

- a 2019/23 funding approved March 2019.
- b Funds were set aside during February 2012 budget process prior to the formal approval of the RAMP model.
- c CFCR part funded from underspends due to reduced requirement for Loan Charges in early years.
- d Additional CFCR allocation to fund final phase of lighting programme.
- e Staffing requirements from 2019/20 onwards confirmed and built into core roads establishment as part of the budget process, Capital/RAMP Fees have been increased accordingly.

**City Deal - First 10 Years**

<b>Capital</b>	<u>£m</u> 15/19	<u>£m</u> 19/20	<u>£m</u> 20/21	<u>£m</u> 21/22	<u>£m</u> 22/23	<u>£m</u> 23/24	<u>£m</u> 24/25	<u>£m</u> Total
Overall Grant	120	30	30	30	70	60	60	400
Regional Projects	2.4	0.53	0.2	30	34	45	33	145.13
Grant Available	117.6	29.47	29.8	0	36	15	27	254.87
<b>Inverclyde's Grant Share</b>	<b>3.410</b>	<b>0.855</b>	<b>0.864</b>	<b>0.000</b>	<b>1.044</b>	<b>0.435</b>	<b>0.783</b>	<b>7.391</b>
<b>Project Spend</b>								
Ocean Terminal	0.493	3.904	3.898	1.434	0	0	0	9.729
Inverkip	0.008	0.010	1.350	1.882	0	0	0	3.250
Inchgreen	0.001	0.028	0.400	4.500	4.498	0	0	9.427
Borrowing	0	0	0	0	(1.320)	0	0	(1.320)
<b>Grant Eligible Costs</b>	<b>0.501</b>	<b>3.942</b>	<b>5.648</b>	<b>7.816</b>	<b>3.178</b>	<b>0</b>	<b>0</b>	<b>21.086</b>
Annual Grant (Shortfall)/Surplus	2.909	-3.087	-4.784	-7.816	-2.134	0.435	0.783	-13.694
Cumulative (Shortfall)/Surplus	2.909	-0.178	-4.962	-12.778	-14.912	-14.477	-13.694	
<b>Revenue</b>	<u>£m</u> 15/19	<u>£m</u> 19/20	<u>£m</u> 20/21	<u>£m</u> 21/22	<u>£m</u> 22/23	<u>£m</u> 23/24	<u>£m</u> 24/25	
Revenue Budget	681	400	400	360	320	320	320	
PMO Central Team Costs	0	(55)	(60)	(62)	(64)	(66)	(68)	
Interest Charge	0	0	(24)	(63)	(149)	(148)	(137)	
Loans Charges (Inchgreen)	0	0	0	0	(26)	(81)	(81)	
<b>Balance at Year End</b>	<b>681</b>	<b>1,026</b>	<b>1,342</b>	<b>1,577</b>	<b>1,658</b>	<b>1,683</b>	<b>1,717</b>	

**Notes**

- 1/ The project spend profiles reflect the FBC figures for Greenock Ocean Terminal, OBC for Inverkip and initial project allowance for Inchgreen. Costs will be firmed up as part of the detailed Business Case preparation. Figures exclude partner contributions. Phasings per April FSG. Due to GOT contractor going into liquidation the project will be retendered. The impact of this on costs and phasings is not yet reflected
- 2/ The Council will require to finance the interest costs associated with the grant shortfall and has set aside up to £400,000 per year for this purpose of which £60,000 is currently set aside for the Programme Management Office. A saving approved by the Sept 2019 P&R Committee reduced the £400k budget by £80k from 2022/23 on the assumption that loans charges will be met from the earmarked reserve balance
- 3/ Assumes that the City Deal will pass the first 2 milestones (2019 & 2024) and as such the UK and Scottish Government will honour their grant commitments.
- 4/ Regional projects have first call on the grant and total £174.3million. Phasing of these for 2020/21 and beyond is indicative at this stage.
- 5/ The Interest Charge is based on the investment return foregone by the Council on the assumption the capital investment will be funded from cash balances and fully repaid by 2035. Interest rates used , 19/20(0.85%), 20/22(0.5%) and 22/23 onwards (1.0%)

**Finance Strategy**  
**Loan Charges**

		2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	2029/30 £'000	2030/31 £'000
<b>Balance B/fwd</b>		6,086	4,150	1,621	2,090	1,769	1,648	1,930	2,197	2,592	2,975	3,283	3,906
Projected Loan Charges	a	13,611	13,874	9,926	10,416	10,316	10,013	10,128	10,100	10,212	10,387	10,172	10,021
Available Budget	b	11,675	11,345	10,395	10,095	10,195	10,295	10,395	10,495	10,595	10,695	10,795	10,895
Loan Charge Surplus/(Deficit)		(1,936)	(2,529)	469	(321)	(121)	282	267	395	383	308	623	874
Other Adjustments:		---											
<b>Balance at Year End</b>		<b>4,150</b>	<b>1,621</b>	<b>2,090</b>	<b>1,769</b>	<b>1,648</b>	<b>1,930</b>	<b>2,197</b>	<b>2,592</b>	<b>2,975</b>	<b>3,283</b>	<b>3,906</b>	<b>4,780</b>
Interest Rate (Assumed):		3.50%	3.50%	3.54%	3.47%	3.50%	3.52%	3.60%	3.70%	3.82%	3.94%	4.06%	4.16%

Notes

Revised projections as at June 2020 and excludes Loan Charges relating to funded models (SEMP, AMP, VRP, City Deal, Birkmyre Trust). Includes the effect of decisions on SEMF acceleration taken in March 2016 including the £650k annual budget transferred to SEMF from 2021/22. From 2018/19 onwards, general capital grant is applied to core allocations only and not to individually funded models (e.g. VRP).

- a Includes loan charges for new LD Centre based on spend between 2021/22 and 2022/23.  
£100k annual cost increase from 2023/24 to reflect increased prudential borrowing of £1,400k.
- b Adjustments to Available Budget:  
For 2019/20  
 £30k removed for ICT saving agreed February 2015 (additional sum removed each year until last year 2020/21).  
 Budget from 2018/19 onwards reduced by £300k annually to 2022/23 to reflect reduction in Scottish Government grant support resulting from repayment of historic debt.  
 £30k removed from ongoing budget for saving due to debt restructuring undertaken in February 2019.  
 Budget from 2019/20 onwards reduced by £70k due to use of reserves for premiums write-off in 2018/19.  
 £30k removed from ongoing budget for loan charges saving by using reserves to balance 2019/23 Capital Programme (agreed March 2019).  
 £400k removed from ongoing budget from 2019/20 following the Loan Charges review in 2019.  
For 2021/22  
 £650k removed from ongoing budget and transferred to SEMF relating to SEMF acceleration, as agreed in March 2016.  
For 2023/24  
 Budget from 2023/24 onwards increased by £100k annually for annual Prudential Borrowing.

## **Summary of 2019/20 Accounts**

### **Preparation of Accounts**

The accounts have been prepared in the midst of the Covid pandemic with the usual busy year end period in late March/early April coinciding with the initial Council response. Despite concerns over the ability of Services to process debtors, creditors etc there has been no noticeable impact on the accounts. Similarly Finance staff working remotely and in the Municipal Buildings have ensured all year end deadlines have been met and Officers are able to submit a complete set of accounts in the normal timeframe. The assistance of all Services in such difficult circumstances should be recognised.

### **Impact of Covid pandemic**

While Members will be well aware of the significant impact Covid is having on both the operation and Finances of the Council it should be noted that the financial impact in 2019/20 is not material. The full financial impact will be felt in 2020/21 and beyond and is subject to separate reports to Committee.

### **Management Commentary**

The Management Commentary has been reviewed and amended significantly from previous years, the aim being to produce a useful summary of objectives and strategy of the Council as well as a review of the performance of the Council over the period while striking a balance between ease of reference and the level of detail included. Members will also note a significant section on the Council response to Covid.

### **Outturn and Reserves**

The Council returned a surplus of £3.227m for the year as a result of unused Inflation/Contingencies (£1.114m), increase Council Tax Income and Internal Resources Interest (£0.759m) and Service underspends, Turnover etc (£1.354m). This increases total General Fund Reserves to £37.983m, with a net increase £3.009m in Earmarked Reserves to £32.678m the unallocated portion of General Fund Reserves now sits at £5.305m, this represents 2.76% of the Council's running costs, £1.5m higher than the 2% or £3.8m recommended level.

In addition to the Earmarked and General Fund Reserves the Council has other Useable Reserves totalling £8.688m:

- Capital Fund £0.345m
- Repairs & Renewals Fund £3.338m
- Insurance Fund £3.887m
- Unapplied Capital Receipts £1.118m

The Unapplied Capital Receipts is new this year and relates to the 1140 hours/Early Years Capital Grant, offsetting this increase are disbursements from the Insurance Fund and Capital Fund agreed as part of the 2020/21 budget giving a net reduction in other Useable Reserves of £1.389m.

### **Capital Performance**

Capital spend in 2019/20 has been £25.8m, broadly in line with previous years spend of £26.9m, funded from Capital Grants and Receipts of £16.52 and borrowing of £9.28m. The

capital programme slipped by £3.389m, 13.27% compared to a small advancement in 2018/19 (0.17m, 0.5%). While the Covid pandemic undoubtedly affected the Capital Programme with construction sites closing down in late March a significant level of slippage was being reported prior to this.

More detailed reports on both the Revenue and Capital outturn will be presented to Policy & Resources Committee in August.

### **Balance Sheet**

The Balance Sheet shows Net Assets have increased by £54.533m to £159.425m. The majority of this is as a result of a decrease in the Pension Liability of £42.996m as a result of a decrease in the assumed salary increase rate and pension rate used by the actuaries to calculate future pension payments. In addition to this Property, Plant and Equipment has increased by £4.818m as a result of the investment in assets and there is a net increase in Bank and investment balances of £11.423m offset by an increase in short term borrowing of £16.718m. An increase in Debtors and decrease in Creditors and Finance Lease Liabilities and other minor movements makes up the remaining £12.014m movement.

### **Common Good**

The Common Good returned a deficit of £19k for the year bringing useable reserves down to £7k. The expected disposal of land in 20/21 for £35k together with budget decisions reducing Common Good expenditure are expected to bring the Common Good back to the recommended reserves balance of £100k in the coming years.

### **Group Accounts**

The Group includes the Common Good and Trust Funds as Subsidiaries consolidated on a line by line basis along with the Council's Associates (SPT, RVJB, Inverclyde Leisure and Riverside Inverclyde) and Joint Venture (Integrated Joint Board) as consolidated single lines. The IJB reported an underspend of £1.168m in 19/20 bringing total reserves to £8.450m.

### **Timetable for Public Inspection and Audit**

The notice for the Public inspection of accounts was published on 17<sup>th</sup> June with the public inspection period 30<sup>th</sup> June to 22<sup>nd</sup> July. This is in line with previous years. The audit is then carried out over July/August with the final accounts scheduled to be presented to Full Council on 28<sup>th</sup> September. Audit Scotland have indicated that due to changes to working practices as a result of the Covid pandemic they cannot at this time guarantee that the audit will be completed in the normal timescales. Members should therefore be aware that at this time the signing of the Audited Accounts by the end of September is not guaranteed. The relaxation of deadlines as a result of Covid allows for the signing of accounts by the end of November.

The Council has a very good working relationship with Audit Scotland and Officers will work closely with them over the coming months to minimise any delays with a view to meeting the September deadline if possible. If the September deadline is not met however a special Full Council meeting will require to be called prior to the end of November.

---

**Report To:** Policy & Resources Executive Sub-Committee      **Date:** 30 June 2020

**Report By:** Louise Long  
Corporate Director (Chief Officer)  
Inverclyde Health & Social Care  
Partnership      **Report No:** LP/071/20

**Contact Officer:** Louise Long      **Contact No:** 712722

**Subject:** COVID MORTALITY REPORT JUNE 2020

---

## 1.0 PURPOSE

- 1.1 The purpose of this report is to update the Policy & Resources Executive Sub-Committee on the epidemiological review by NHSGGC Public Health into the excess deaths in Inverclyde associated with COVID19.

## 2.0 SUMMARY

- 2.1 The enclosed paper sets out an analysis of excess deaths in Inverclyde associated with the current COVID19 pandemic.
- 2.2 Excess deaths associated with the COVID19 pandemic had been raised as an issue affecting the population of Inverclyde. The report considers a number of potential explanations for this, including age profile, socioeconomic deprivation and an earlier date of sustained transmission.
- 2.3 The report concludes that *“the most likely scenario ....is that the pandemic took hold earlier in Inverclyde in comparison with other areas of Scotland and NHSGGC. This fits with the higher positive rates of COVID19 testing in Inverclyde, and with the higher admission rates of patients with COVID19 in Inverclyde”*. Notwithstanding this the report also recognises that “socio-economic deprivation has a profound impact on Covid-19 related illness and death”.

## 3.0 RECOMMENDATIONS

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

**Louise Long**  
Chief Officer

## 4.0 BACKGROUND

- 4.1 COVID19 related deaths in Inverclyde were first reported in the week commencing 23 March 2020 when there were 3 reported deaths. The peak death rate with COVID19 was the week commencing 6 April 2020 when there were 32 deaths. From the report attached at Appendix 1, we can see that Inverclyde experienced an earlier rise in COVID19 deaths in comparison with NHSGGC and local partnerships, which were in turn higher than Scotland.
- 4.2 HSCP and Council officers engaged with NHSGGC Public Health to gain a better understanding of the disparity between the Inverclyde statistics on COVID19 and other excess deaths compared with the rest of GG&C and the rest of Scotland. This review and report were requested as part of those discussions.

## 5.0 CONCLUSIONS

- 5.1 It seems unlikely that age, sex and deprivation explain the pattern of COVID19 deaths in Inverclyde in comparison with NHSGGC. Notwithstanding this the report also recognises that “socio-economic deprivation has a profound impact on Covid-19 related illness and death”.
- 5.2 There is some evidence that the COVID19 positive testing rate was higher in Inverclyde than in other areas.
- 5.3 The most likely scenario which explains the excess deaths in Inverclyde is that the pandemic took hold earlier in Inverclyde in comparison with other areas of Scotland and NHSGGC. This fits with the higher positive rates of COVID19 testing in Inverclyde, and with the higher admission rates of patients with COVID19 in Inverclyde. This most likely reflects the early nature of the pandemic experience in Inverclyde, and a greater propensity to admit cases where there was no experience of their clinical needs at an early stage of the pandemic.
- 5.4 There is no evidence that the quality of care or access to care was worse in Inverclyde, as the admission rates were higher than across the rest of NHSGGC, and there was no difference in the death rates from those in Inverclyde admitted with COVID19 in comparison with NHSGGC as a whole. This would not support the access and quality of care hypothesis.

## 6.0 IMPLICATIONS

### 6.1 Finance

There are no specific financial implications in this report.

#### 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					

## 6.2 Legal

There no specific legal implications arising from this report.

## 6.3 Human Resources

There no specific human resources implications arising from this report.

## 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

Covid 19 related deaths will have impact on population of Inverclyde.

## 7.0 CONSULTATIONS

7.1 The report has been prepared based on discussions between HSCP, Council and Public Health officers and the attached report from Public Health.

## 8.0 BACKGROUND PAPERS

8.1 None.

## **AN ANALYSIS OF EXCESS DEATHS ASSOCIATED WITH COVID19 IN INVERCLYDE**

June 2020

John O'Dowd & Paul Burton

### **SITUATION**

1. This paper sets out an analysis of excess deaths in Inverclyde associated with the current covid19 pandemic. It analyses the impact of deprivation and age and considers possible explanations.

### **BACKGROUND**

2. Following the identification of a novel coronavirus in Wuhan, China in January of this year, deaths where the clinical disease associated with this virus, called COVID19, were recorded in Scotland starting in the week commencing 16 March 2020.
3. Deaths can be classified as relating to COVID19 in which the diagnosis COVID19 is mentioned somewhere on the death certificate, or non-COVID19 related. The main factors associated with raised death rates from COVID19 are: age, poverty (socio-economic deprivation); and having chronic diseases, so called 'co-morbidity'.
4. Excess deaths associated with the covid19 pandemic has been raised as an issue affecting the population of Inverclyde. A number of potential explanations for this finding need to be considered. Possible epidemiological reasons could include:
  - a. The age profile of the population
  - b. The socioeconomic deprivation profile of the population
  - c. An earlier date of sustained transmission for coronavirus in Inverclyde in comparison with other areas.
5. An alternative possible explanation for excess deaths relate to access and quality of services. Data on numbers of cases of covid19 and deaths from covid19 in hospitals as well as the distribution of deaths across other settings have been examined in this report in order to explore this possible hypothesis.

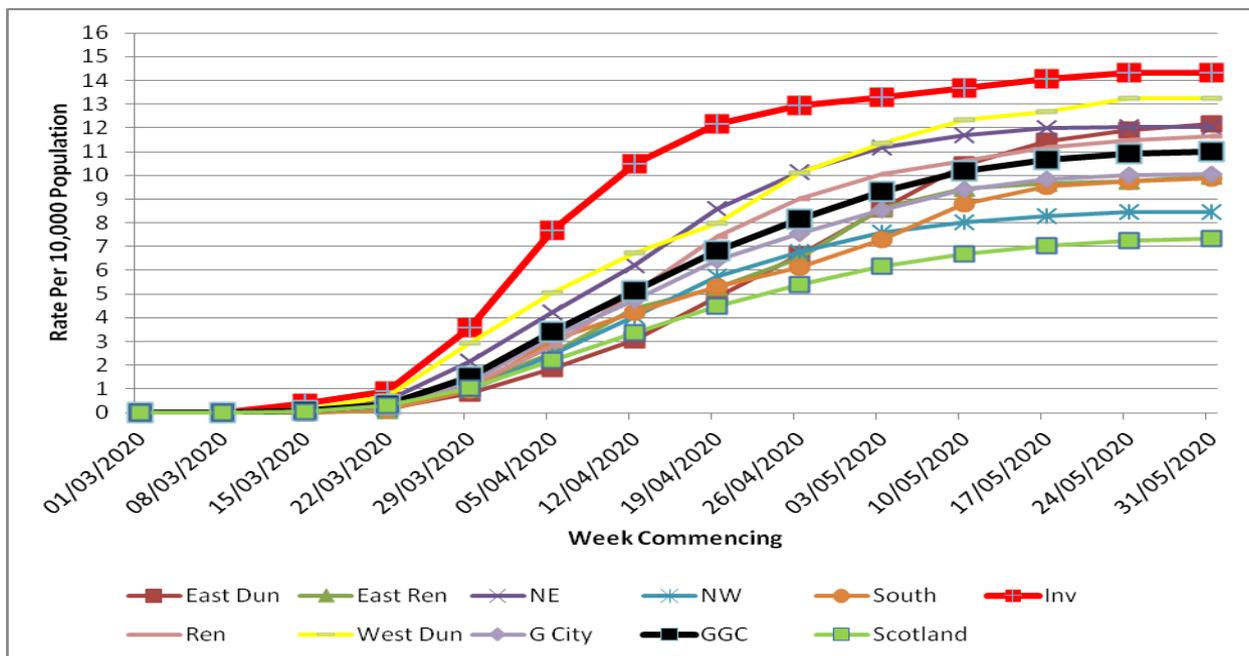
## METHODS

6. We explored the trajectory of deaths in Inverclyde, NHSGGC and other selected local authorities to identify if there was evidence that some of the excess deaths might be explained by an earlier impact of covid19 in Inverclyde. We used virus testing data to track the incidence of the disease. There is a significant caveat to the use of the testing data, as testing was not widespread or during the time in question, being limited initially to those meeting very tight case definition which involved travel or contact with a known case.
7. In order to explore the epidemiological hypotheses, we used the method of indirect standardisation in which the age, gender and area-based socioeconomic data across the wider NHSGGC population is applied to the local Inverclyde population in order to explore if the local rates are higher or lower than expected. In this method the rates from the NHSGGC population are applied to the Inverclyde population. The NHSGGC ratio is set at 100. A lower observed rate in Inverclyde is therefore lower than 100 and a higher rate is greater than 100. This standardised finding was then subjected to a statistical check to explore if the differences observed were robust, or if they may have arisen by chance. This method was designed to address hypotheses a and b: that the age and deprivation of the local population could explain all of the variation in Inverclyde. Hypothesis c was explored using the testing and disease data. Finally, the care access and quality hypothesis was explored by examining admission access to secondary care for covid19, and hospital-based death rates for those in hospital with covid19.

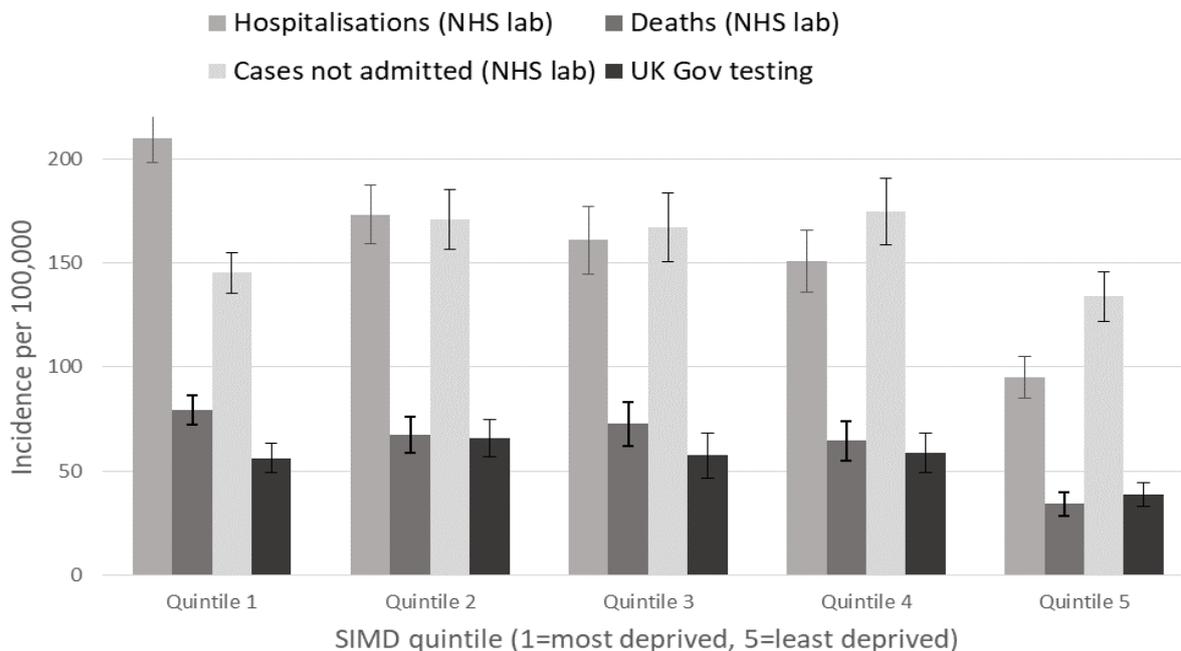
## ANALYSIS

8. COVID19 related deaths in Inverclyde were first reported in the week commencing 23 March 20 when there were 3 reported deaths. The peak death rate with COVID19 was week 15, commencing 6 April 2020 when there were 32 deaths. From week 10 to week 23 there were 112 deaths with covid19. The cumulative mortality rate across local geographies is shown in Figure 1. This shows the higher crude rate per 100,000 residents across NHSGGC, local partnerships and Scotland, with a higher rate in Inverclyde in comparison with NHSGGC and local partnerships, which were in turn, higher than Scotland. The chart also shows an earlier rise in Inverclyde in comparison with the other geographies.
9. We know that socio-economic deprivation has a profound impact on covid19 related illness and death and on the requirements for recovery. Figure 2 shows an analysis of covid19 by deprivation quintiles across NHSGGC, with quintile 1 being people living in the most deprived areas, and quintile 5 being those in the most affluent areas. It can be seen that both hospitalisations and deaths from covid19 are significantly higher in those living in the poorest circumstances in comparison with those in the most affluent areas. This analysis is challenging to perform at a partnership level due to the smaller numbers involved.

**Figure 1 Crude cumulative covid19 mortality rate for Inverclyde and local partnership and board areas.**

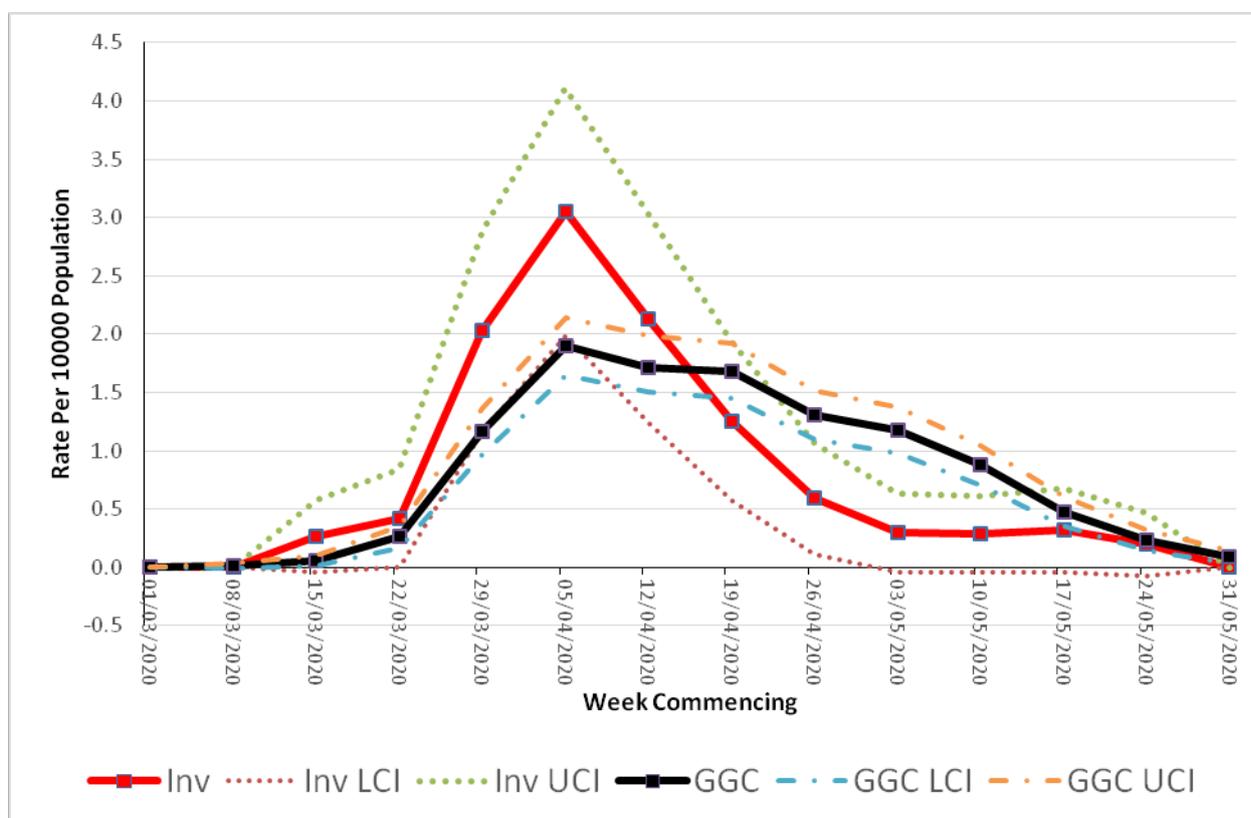


**Figure 2 Incidence of confirmed Covid-19 hospitalisations, deaths, and cases not admitted to hospital, by SIMD quintile, NHSGGC, 01 March - 10 June 2020. Reproduced courtesy of Dr Iain Kennedy.**



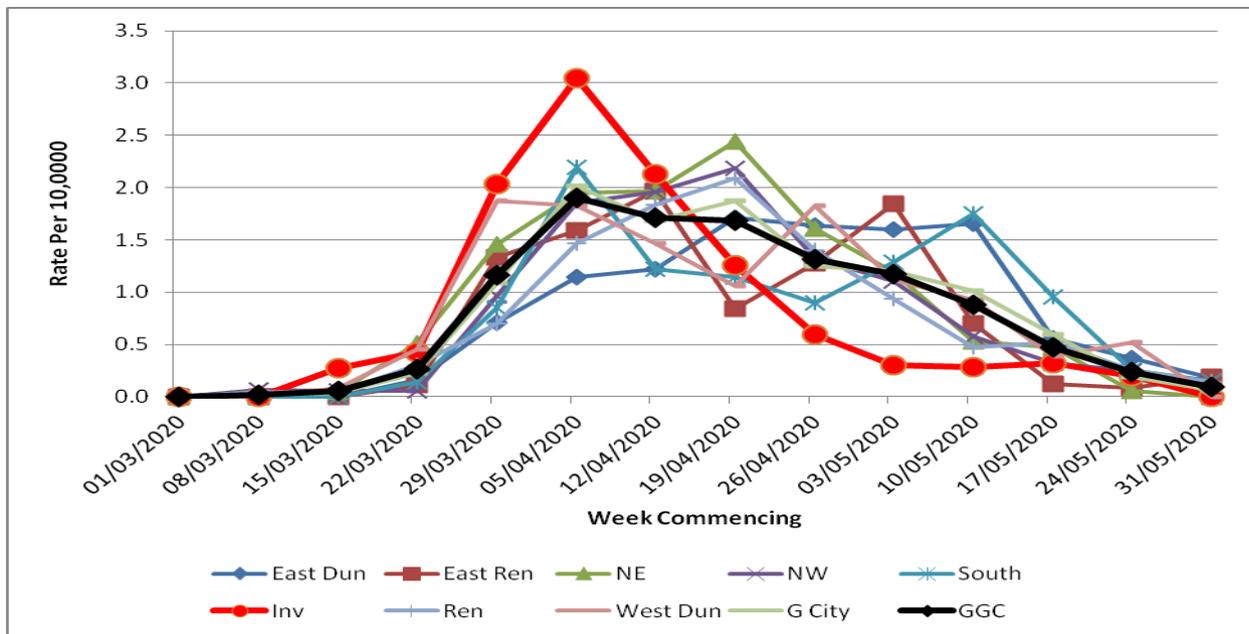
10. To test if the impact of an older population, or a more disadvantaged population might explain the higher numbers of deaths in Inverclyde, we used a method called indirect standardisation. This approach can be performed at local level and it involves taking the age, sex and deprivation specific death rates across NHS GGC and applying these to the Inverclyde population. In this method, the observed Inverclyde mortality is compared with the expected mortality which we would have seen had the NHS GGC rates applied in Inverclyde. In order to allow for the effect of chance in the figures we have calculated confidence intervals for this method.
11. Figure 3 shows the weekly standardised mortality rates from covid19 for Inverclyde and NHS GGC. The solid lines represent the weekly rates. The dotted lines and the confidence limits for Inverclyde rates, and the dashed lines are the confidence limits for the NHS GGC rates. The Inverclyde limits are very wide as the population is small, increasing the uncertainty. The NHS GGC limits are narrower as the population is larger, which reduces uncertainty. The only point where the limits do not overlap is in late April and early May where NHS GGC is significantly **higher** than Inverclyde. In the early part of the pandemic, the SMR for Inverclyde is far higher than that of NHS GGC (3.0 versus 1.9 per 10,000) but the difference at this point was not statistically significant in comparison with NHS GGC rates. We can therefore see that with standardisation for age, sex and deprivation, whilst a higher mortality rate remains, **the difference may have arisen by chance**.

**Figure 3 Weekly indirectly standardised mortality rates for covid19 for Inverclyde and NHS GGC. In addition to the rates, the 95% confidence intervals are plotted using dotted and broken lines.**



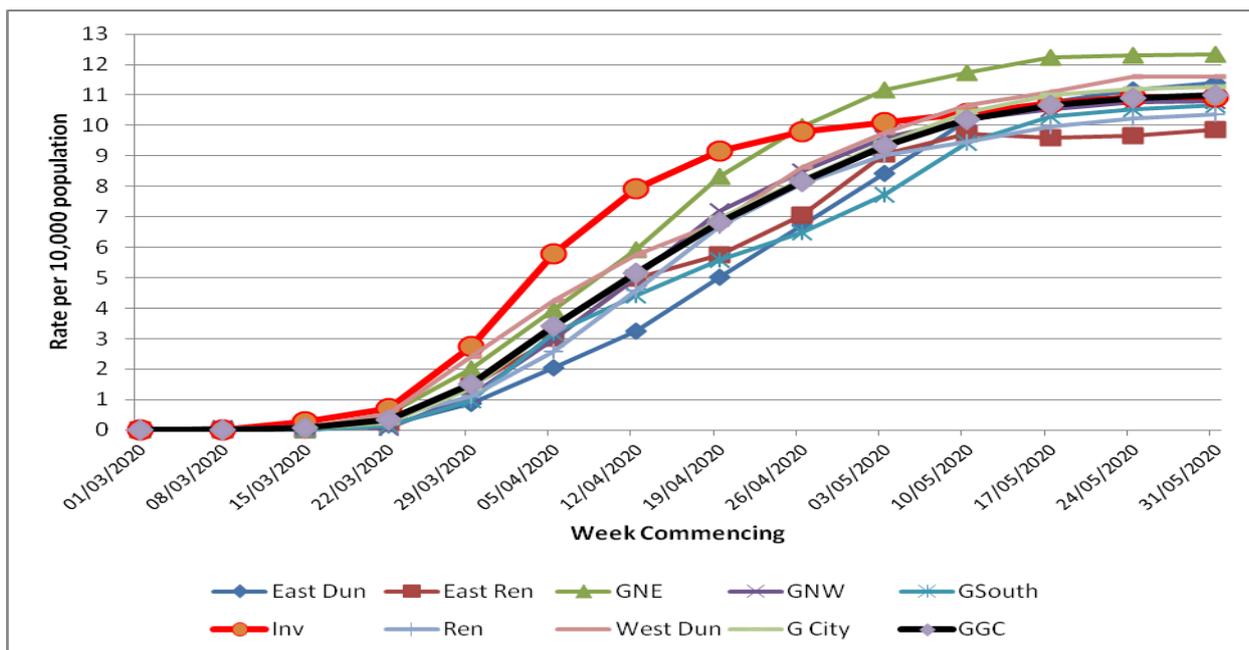
12. From Figure 4 we can see that Inverclyde experienced an earlier rise in COVID19 deaths than was the case in other similar-sized NHSGGC local authority areas.

**Figure 4 Indirectly standardised covid19 death rate for NHSGGC areas by week.**



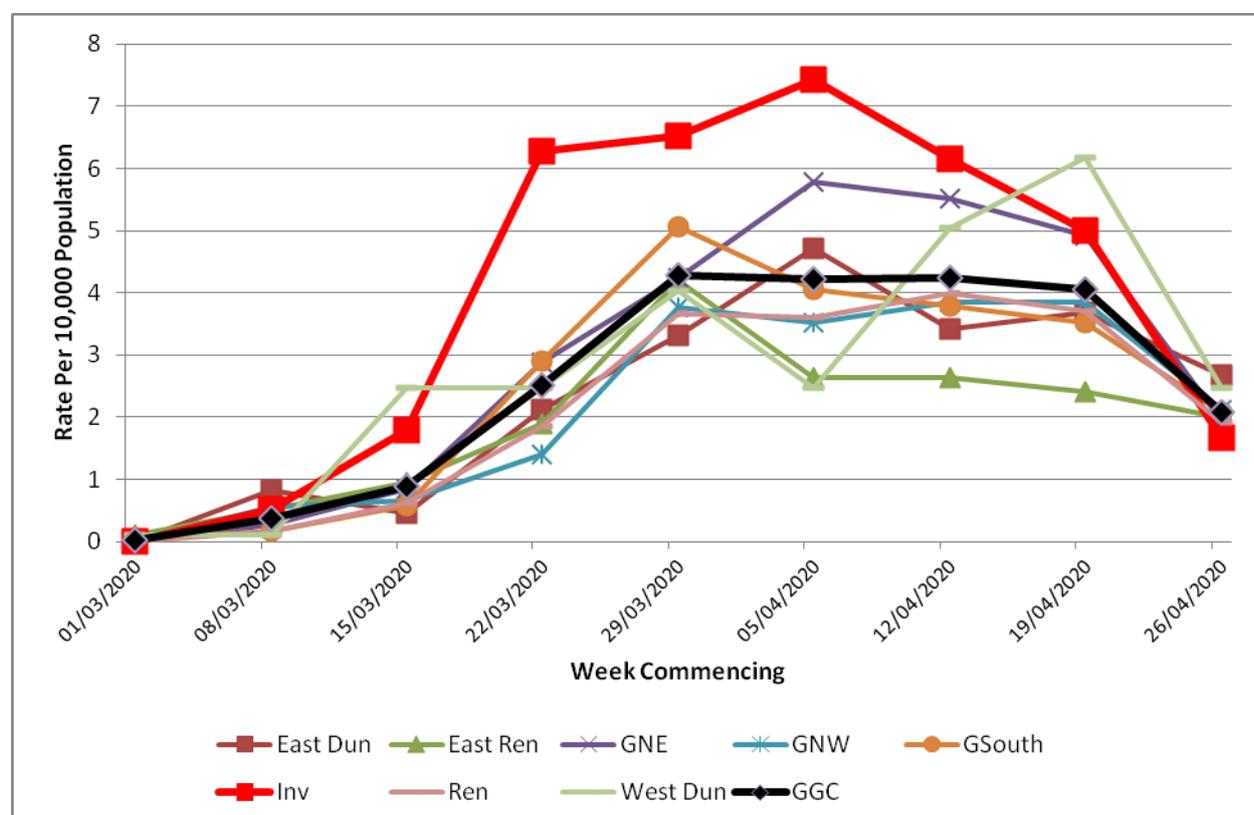
13. Figure 5 displays the trajectory of standardised, cumulative covid19 death rates for Inverclyde versus NHSGGC, and this also clearly shows the faster initial rise in Inverclyde, with the rates catching up later across the rest of NHSGGC.

**Figure 5 Standardised covid19 cumulative death rates per 10,000 residents for Inverclyde, NHSGGC and other local partnership areas. Source of data NRS.**



14. We examined the location of covid19 deaths: in hospital; in a care home; or other place. The crude proportion of covid19 deaths in Inverclyde initially appeared to be higher in hospital and lower in care homes in comparison with NHSGGC. However, when the deaths from covid19 were indirectly standardised, there was **no significant difference between Inverclyde and NHSGGC**.
15. We examined the admission rates with covid19 for Inverclyde versus NHSGGC, and over the period of the pandemic, the indirectly standardised **covid19 admissions rate in Inverclyde was significantly higher than that across NHSGGC as a whole** (SAR- Standardised Admission Rate – for Inverclyde was 121.8 in comparison with NHSGGC set at 100). We also compared the death rate from covid19 in Inverclyde with that across NHSGGC for the period, and in this case the SMR was 96.0 in comparison with 100 for NHSGGC: there was **no significant difference statistically**.
16. We examined the available covid19 testing data which was available from week 11 (w/c 8 March 2020) and this shows evidence of **higher rates of positive covid19 results per 10,000 population in Inverclyde in comparison with NHSGGC and other geographies**. It should be borne in mind that testing criteria and capacity were severely limited during the early part of the pandemic, however this evidence would suggest that there was a higher level of circulating covid19 in Inverclyde in comparison to the rest of NHSGGC (see Figure 6).

**Figure 6 Positive covid19 tests per 10,000 people per week for NHSGGC geographies. Week 10 starts week commencing 8 March 2020.**



## FINDINGS

17. Inverclyde experienced earlier rises in death rates in the pandemic. Age, sex and deprivation alone are unlikely to explain all of this difference. It should be noted that after standardisation, the difference in death rates may have occurred by chance.
18. Inverclyde appears to have experienced higher positive covid19 rates throughout the pandemic, and it is considered likely that the rates were much higher than recorded due to testing criteria and availability early in the pandemic.
19. Inverclyde experienced significantly higher rates of admission of persons with covid19 in comparison with NHSGGC.
20. There was no significant difference in place of death between Inverclyde and NHSGGC.
21. There was no significant difference in the hospital death rates for persons admitted with covid19 in Inverclyde in comparison with NHSGGC.

## CONCLUSIONS

22. It seems unlikely that age, sex and deprivation explain the pattern of covid19 deaths in Inverclyde in comparison with NHSGGC. This finding tends not to support hypotheses a and b.
23. There is some evidence that the covid19 positive testing rate was higher in Inverclyde than in other areas. This would tend to support hypothesis c.
24. The most likely scenario which explains the excess deaths in Inverclyde is that the pandemic took hold earlier in Inverclyde in comparison with other areas of Scotland and NHSGGC. This fits with the higher positive rates of covid19 testing in Inverclyde, and with the higher admission rates of patients with covid19 in Inverclyde. This most likely reflects the early nature of the pandemic experience in Inverclyde, and a greater propensity to admit cases where there was no experience of their clinical needs at an early stage of the pandemic.
25. There is no evidence that the quality of care or access to care was worse in Inverclyde, as the admission rates were higher than across the rest of NHSGGC, and there was no difference in the death rates from those in Inverclyde admitted with covid19 in comparison with NHSGGC as a whole. This would not support the access and quality of care hypothesis.

---

<b>Report To:</b>	<b>Policy &amp; Resources Executive Sub-Committee</b>	<b>Date: 30 June 2020</b>
<b>Report By:</b>	<b>Scott Allan Corporate Director, Environment Regeneration &amp; Resources</b>	<b>Report No: P+R/20/04/01</b>
<b>Contact Officer:</b>	<b>Stuart Jamieson</b>	<b>Contact No: 01475 712402</b>
<b>Subject:</b>	<b>COVID-19 – Business Support Scheme</b>	

---

## **1.0 PURPOSE**

- 1.1 The purpose of this report is to seek authority to amend the Scheme of Delegation (Officers) to allow the Head of Regeneration and Planning to issue business support interventions of up to £30,000 for a period of one year till 30<sup>th</sup> June 2021.

## **2.0 SUMMARY**

- 2.1 The Council provides a range of business support measures through economic development interventions, primarily through advice and guidance along with grants and loans for businesses within Inverclyde.
- 2.2 The impact of COVID-19 has resulted in many local businesses suspending operations and whilst a number of business support measures have been introduced by both governments, some local businesses find themselves unable to access specific schemes due to either documentary evidence not being available or in the format required to achieve eligibility. The availability of a short term business support of up to £30,000 repayable over a period of twenty four months, could be very attractive.
- 2.3 The Scheme of Delegation (Officers) currently affords the Head of Regeneration and Planning delegated authority to administer grants of up to £10,000, and loans of up to £5,000. Approval is sought to vary this authority up to £30,000 for a period of one year till 30<sup>th</sup> June 2021.
- 2.4 Whilst the impact of this new ceiling for interventions should be net zero, no budget exists to underwrite non-payment. It is proposed therefore that funds to administer this intervention will be recovered from the Council's share of the former West of Scotland Loan Fund which currently rests with Business Loans Scotland resulting in no strain on the Council's budget.

## **3.0 RECOMMENDATIONS**

- 3.1 It is recommended that Sub-Committee approves:-
- a) a temporary change to the Scheme of Delegation (Officers) to allow the Head of Regeneration and Planning to administer business support interventions of up to £30,000 for a period of one year till 30<sup>th</sup> June 2021;
  - b) that business development support is made available to businesses for up to £30,000 who find themselves disadvantaged in eligibility for governmental support as gap funding; and

- c) the transfer of £200,000 from funds held in Business Loans Scotland back to the Council for economic development interventions.

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

## 4.0 BACKGROUND

- 4.1 Inverclyde Council provided business support to over three hundred business through a number of business and property development interventions in the financial year 2019-20. These interventions are made up of a combination of advice, loans and grants.
- 4.2 The impact of COVID-19 has resulted in many local businesses suspending operations and whilst a number of business support measures have been introduced by both governments, some local businesses find themselves unable to access specific schemes due to either documentary evidence not being available or in the format required to achieve eligibility. The availability of a short term business support of up to £30,000 repayable over a period of twenty four months, could be very attractive, the proposed interest rate would be at PWLB rates for 2 years plus 0.5% ie 2.5%.
- 4.3 In October of last year the Environment and Regeneration Committee agreed to transfer all of its former West of Scotland Loan Fund (WofSLF) balance to Business Loans Scotland. These funds have been subject to European interventions and can only be used for limited economic development purposes. Including the original start up balance for Business Loans Scotland, the Council as of 31<sup>st</sup> March had a cash balance of £245,771 albeit with an ERDF liability of £33,982. It is proposed that the Council withdraws £200,000 from BLS for economic development activity in line the original aims and objectives of the WofSLF.
- 4.4 European State Aid rules must be considered when providing public funding, and where appropriate, the necessary State Aid cover through a notified scheme should be applied. The legal basis for provision of European Structural Funds is through the legal powers Scottish Ministers have in the Scotland Act 1998. Whilst the level of intervention proposed is likely to be considered de-minimus, by charging a commercial rate on the loan ensures compliance.
- 4.5 Support offered by the Council for business development purposes is often considered as gap funding, i.e. where the applicant has exhausted all other funding sources. This type of intervention does carry a higher risk of default and would not normally be supported by traditional credit checks.
- 4.6 In order to comply with FCA requirements it will be necessary to engage the support of a company listed on the financial services register.

## 5.0 IMPLICATIONS

### FINANCE

#### 5.1 Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
BLS		Up to June 2021	200		Backed by the former WoSLF balance

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
N/A					

**LEGAL**

5.2 There are legal issues within this report and the Head of Legal and Property Services has been consulted in the preparation of this report.

**HUMAN RESOURCES**

5.3 There are no human resource issues.

**EQUALITIES**

5.4 There are no equality issues within this report, access to this short term type of funding will be available to all businesses and will not disadvantage anyone.

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

## **6.0 CONSULTATION**

6.1 Legal and Property Services have been consulted in the preparation of this report.

## **7.0 BACKGROUND PAPERS**

7.1 None

---

<b>Report To:</b>	<b>Policy &amp; Resources Executive Sub-Committee</b>	<b>Date:</b>	<b>30 June 2020</b>
<b>Report By:</b>	<b>Corporate Director Environment, Regeneration &amp; Resources</b>	<b>Report No:</b>	<b>LP/068/20</b>
<b>Contact Officer:</b>	<b>Gerard Malone</b>	<b>Contact No:</b>	<b>01475 712710</b>
<b>Subject:</b>	<b>Freedom of Information Annual Report - 2019</b>		

---

## 1.0 PURPOSE

- 1.1 The purpose of this report is to provide the Policy & Resources Executive Sub-Committee with details of Freedom of Information (FOI) requests received by the Council during the period 1 January – 31 December 2019.

## 2.0 SUMMARY

- 2.1 The Freedom of Information (Scotland) Act 2002 (FOISA) came into effect on 1 January 2005. Under FOISA, a person who requests information from a Scottish public authority which holds it is entitled to be given it by the authority, subject to certain conditions and exemptions which are set out in the FOISA. The Environmental Information (Scotland) Regulations 2004 (the EIRs) also came into force on 1 January 2005 and give the public rights of access to environmental information held by Scottish public authorities.
- 2.2 The Council has adopted the Model Publication Scheme 2016 which was produced and approved by the Scottish Information Commissioner on 29 March 2016. The Model Publication Scheme (MPS) and the Council's Guide to information available through the MPS are on the Council's website at [www.inverclyde.gov.uk](http://www.inverclyde.gov.uk).

## 3.0 RECOMMENDATION

- 3.1 The Policy & Resources Executive Sub-Committee is asked to note the information provided in relation to FOI requests received by the Council during 2019.

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

## 4.0 BACKGROUND

- 4.1 FOISA provides a right of access to recorded information held by Scottish public authorities subject to certain conditions and exemptions which are set out in the FOISA.
- 4.2 The Council has adopted the Model Publication Scheme 2016 which was produced and approved by the Scottish Information Commissioner on 29 March 2016. The Model Publication Scheme (MPS) and the Council's Guide to information available through the MPS are on the Council's website at [www.inverclyde.gov.uk](http://www.inverclyde.gov.uk). The Council's Guide provides information on:-
- what information is available (and what is not available) in relation to each class;
  - charges that may be applied;
  - how to find the information easily;
  - contact details for enquiries and help with accessing the information; and
  - how to request information held by the Council that has not been published.
- 4.3 An applicant for information has the right to ask the Council to review its action and/or decisions if they are dissatisfied with the way in which the Council has dealt with the request for information. If still dissatisfied with the review decision, or if the review decision has not been received within 20 working days, an applicant may appeal to the Scottish Information Commissioner.
- 4.4 The Scottish Information Commissioner has since April 2013 asked all Scottish public authorities to provide statistics on FOI requests and requests under the EIRs, the number of Subject Access requests received, details of reviews dealt with and exemptions/exceptions applied on a quarterly basis. These statistics are available on the Scottish Information Commissioner's website at [www.itspublicknowledge.info](http://www.itspublicknowledge.info).
- 4.5 Although the Scottish Information Commissioner has no locus in relation to Subject Access Requests (SARs), this information is collected to see how the number of FOI and EIR requests authorities receive compares to the number of SARs received.

## 5.0 REQUESTS RECEIVED

- 5.1 During 2019, 1282 FOI requests, 16 requests under the EIRs and 64 SARs were received.
- 5.2 A comparison with the number of FOI and EIR requests received from 2014 is set out in the table below.

Year	FOIs	EIRs	Total	FOI/EIRs Responses Within Statutory Timescale	FOI/EIRs Response Outwith Statutory Timescale	Withdrawn/ Carried Forward (clarification/ fees)
2014	1121	19	1140	1030	89	21
2015	1029	12	1041	851	157	33
2016	1193	14	1207	1010	151	46
2017	1265	16	1281	1063	95	123
2018	1273	32	1305	1042	197	46
2019	1282	16	1298	1144	119	25

- 5.3 Members will note from the table above that, in comparison with 2018, there has been a marginal decrease in the number of FOI/EIR requests dealt with by the Council. It should also be noted that there has been a 50% reduction in the number of EIRs received in 2019. There has been a 60% increase in the number of SARs received when compared against the 2018 figures. This is largely attributable to individuals being more aware of their rights of access under the Data Protection Act 2018.
- 5.4 The number of FOIs/EIRs which were responded to out-with the statutory timescale decreased by 60% in 2019. This is largely attributable to the increased oversight and focus that services have

placed on responding to requests on time. The number of cases which were carried forward, required clarification or were withdrawn reduced by 54% and this reflects improved action by services in dealing with requests received. The Council is legally bound to comply with FOISA and EIRs. A failure to respond to a FOI/EIR request within the statutory timescale is a breach of the legislation.

- 5.5 During 2019, the Council received 9 FOISA requests for review and 3 EIR requests for review. Two cases were referred to the Scottish Information Commissioner for a decision. The Scottish Information Commissioner upheld the Council's decision on one appeal and the other was later withdrawn by the applicant once further information was disclosed.
- 5.6 FOI/EIR requests are dealt with within existing staff resources and are recorded and co-ordinated centrally by Legal & Property Services. In addition, Legal & Property Services deals with any requests which are specific to the service, all of the corporate requests, the preparation and submission of quarterly statistical returns to the Scottish Information Commissioner and quarterly monitoring reports to the CMT. This is supported by staff within the directorates who deal with service specific requests.
- 5.7 Quarterly reports on progress throughout the year are submitted to the CMT for overall review and any actions on a service specific basis and to ensure awareness of the impact on staff resources.

## 6.0 IMPLICATIONS

### 6.1 Financial

All costs associated with dealing with FOI and EIR requests, reviews and appeals and SARs are contained within existing budgets. Information on the time spent and estimated costs (based on the mid-point of the relative salary grade) of dealing with FOI and EIR requests across the Council has been collated from May 2016. Services are conscious of the need to accurately record the costs incurred and guidance and support are offered to assist in ensuring the Council has a clear view of the resources utilised. The time spent on and estimated cost of dealing with FOI and EIR requests during January-December 2019 is set out in the table below and show an increase in estimated hours and costs. It is recognised that services have improved the accuracy of providing time and cost recording for reporting purposes.

Period	Time Spent	Estimated Cost
January - December 2017	1814.4 hours	£30,112.93
January – December 2018	1412.20 hours	£23,953.28
January – December 2019	1934.95 hours	£39,122.34

One off Costs:

Cost Centre	Budget Heading	Budget Year	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 £'000	Virement From (If Applicable)	Other Comments
n/a	n/a	n/a	n/a	n/a	n/a

### Legal

- 6.2 The Council is legally bound to comply with FOISA and the EIRs. The Scottish Information Commissioner has powers of enforcement which can be used where a public authority is

consistently failing to comply with the legislation.

### **Human Resources**

6.3 None.

### **Equalities**

6.4 None.

### **Repopulation**

6.5 There are no direct implications in respect of repopulation.

## **7.0 CONSULTATIONS**

7.1 None.

## **8.0 LIST OF BACKGROUND PAPERS**

8.1 None