

## Notice of Meeting and Agenda Emergencies Board

Date	Time	Venue
Friday, 27 March 2020	11:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM  
Head of Corporate Governance

### Membership

Councillor Eddie Devine: Councillor Alistair Mackay: Councillor Iain Nicolson:  
Councillor Marie McGurk (Convener): Councillor Michelle Campbell (Depute Convener):

### Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please either email [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) or telephone 0141 618 7112.

### Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

### Apologies

Apologies from members.

### Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

## **Items of business**

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|----------|---|----------------|
| <b>1</b> | <b>Minute of Previous Meeting</b><br>Minute of Meeting held on 20 March, 2020.                | <b>3 - 8</b>   |
| <b>2</b> | <b>Update on Covid-19</b><br>Report by Chief Executive (Copy to follow)                       | <b>9 - 18</b>  |
| <b>3</b> | <b>Substitute Board Members</b><br>Report by Director of Finance & Resources (Copy to follow) | <b>19 - 22</b> |

### **EXCLUSION OF PRESS AND PUBLIC**

**The Board may by resolution exclude the press and public from the meeting during consideration of the following items of business as it is likely, in view of the nature of the business to be transacted, that if members of the press and public are present, there could be disclosure to them of confidential information.**

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| <b>4</b> | <b>Confidential Updates</b><br>Verbal Updates by Services |
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## Minute of Meeting Emergencies Board

Date	Time	Venue
Friday, 20 March 2020	11:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Councillor Michelle Campbell, Councillor Eddie Devine, Councillor Alistair Mackay, Councillor Marie McGurk, Councillor Iain Nicolson

### Chair

Councillor McGurk, Convener, presided.

### In Attendance

S Black, Chief Executive; S Quinn, Director of Children's Services; M Crearie, Director of Communities, Housing & Planning Services; G McNeil, Director of Environment & Infrastructure; A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning and L Mahon, Head of Communications & Marketing (both Chief Executive's); O Reid, Head of Communities & Public Protection (Communities, Housing & Planning Services); J Trainer, Head of Childcare & Criminal Justice (Children's Services); and K Graham, Head of Corporate Governance and L Belshaw, Democratic Services Manager (both Finance & Resources); S Strachan, Acting Head of Health & Social Care (Paisley) (Renfrewshire Health & Social Care Partnership) and V Hollows, Chief Executive (Renfrewshire Leisure).

### Declarations of Interest

There were no declarations of interest intimated prior to the commencement of the meeting.

## **Order of Business**

The Convener intimated that the report by the Director of Finance & Resources - First Meeting of the Emergencies Board - would deal with items 1, 2, 3, 6 and 7 of the agenda and that the report by the Chief Executive - Update on Covid 19 - would deal with items 4 and 5 of the agenda.

### **1 First Meeting of the Emergencies Board**

There was submitted a report by the Director of Finance & Resources relative to proposed arrangements for the operation of the Emergencies Board, including the Board's membership, appointment of substitute members, and frequency and conduct of meetings. The report also considered arrangements for Council and Board meetings and the delegation of functions to officers.

The report intimated that the Emergencies Board, which was part of the Council's decision-making structure, had been convened in the context of an outbreak of the Covid-19 virus which had been classed as a global pandemic and which had caused significant consequences to the services provided by the Council. The report recognised that due to the impact of the pandemic, it would not be possible for the Council's existing decision-making arrangements to operate effectively and proposed that the Emergencies Board would operate in place of the Council and its Boards for the duration of the emergency to decide all major policy matters. All other decisions to be delegated to officers unless there was a statutory requirement that prevented such a delegation. The report proposed that all Council and Board meetings with effect from 27 March to 24 June be cancelled, with the Council meeting scheduled to be held on 25 June remaining available at present. The report noted that it was not possible to predict how long the current emergency would last.

It was proposed that in addition that the meeting of the Finance, Resources & Customer Services Policy Board scheduled to be held on 25 March 2020 be cancelled but that the meeting of the Regulatory Functions Board scheduled to be held on 26 March 2020 take place as planned. This was agreed.

In relation to the appointment of substitute members, Councillor Devine intimated that his substitutes would be Councillors Sheridan and Kennedy and that would be their order of priority.

#### **DECIDED:**

(a) That it be noted that the current membership of the Emergencies Board comprised Councillors McGurk (Convener); Campbell (Depute Convener); Nicolson, Devine and Mackay;

(b) That there be no changes to the Board's membership;

(c) That the appointment of up to two substitute members for each Board member be agreed to attend the Board should the Board member not be available with the substitutes being chosen in the order of priority intimated by the Board member. Board members to provide names of their substitutes who must be from the same political group as the original Board member, to the Head of Corporate Governance prior to the next meeting of the Board; noting that Councillor Devine's substitutes were Councillor Sheridan and Councillor Kennedy and that was their order of priority;

- (d) That it be agreed that the Board would meet weekly each Friday at 11 am in Renfrewshire House, Paisley or at such other time or venue as the Convener may decide;
- (e) That it be agreed that the quorum for Board meetings be at least three members or their substitutes and that members would be able to attend meetings of the Board remotely either through an audio or an audio/visual link to the meeting and that the ability to access meetings remotely would also be extended to any other Board meeting that took place;
- (f) That it be agreed that due to the sensitive nature of some of the information it might be asked to consider, that the Chair, in consultation with the Chief Executive, might decide that any item of business or part of an item should be considered in private;
- (g) That it be agreed that where a decision was required which could not wait until the next meeting of the Board, that the Convener might permit a decision to be taken by the majority written consent of the members of the Board or their substitutes where all members were invited to participate;
- (h) That it be agreed to waive the notice requirement in terms of the Council's Procedural Standing Orders to enable reports to be submitted to the Board at short notice, to reflect the rapidly changing circumstances of the emergency;
- (i) That it be noted that, except as expressly altered in the report, that the Procedural Standing Orders of the Council would continue to apply to meetings of the Emergencies Board;
- (j) That it be agreed to cancel all meetings of the Council and its Boards in the period from 20 March to 24 June 2020, with the exception of the meeting of the Regulatory Functions Board to be held on 26 March 2020 which would proceed as planned, and that authority be delegated to the Chief Executive in consultation with the Provost to cancel the Council meeting on 25 June 2020 if, in the Provost's reasonable opinion, it would not be practicable for the meeting to take place or where there was no substantive business for the meeting to consider;
- (k) That it be noted that any major policy decisions would be made by the Emergencies Board and subject to paragraph (l) below; it be agreed to delegate to the Chief Executive or her nominee all decisions in relation to the functions of the Council throughout the duration of the emergency provided that they were in accordance with existing Council policy;
- (l) That it be agreed that in relation to regulatory and quasi-judicial matters the Head of Corporate Governance would develop a procedure involving the Conveners of the relevant Boards being consulted to enable the Board to consider whether it wished to decide the matter instead of officers; and
- (m) That it be noted that the Chief Executive would provide regular updates to the Board and to elected members more widely on the impact of Covid-19 and the actions being taken to minimise or restrict its consequences for Renfrewshire and its residents.

## **2 Update on Covid-19**

There was submitted a report by the Chief Executive relative to an overview of the Council's current preparations and response to the ongoing Covid-19 pandemic. The report intimated that this was a rapidly-changing situation which was being monitored carefully by the World Health Organisation (WHO), UK and Scottish Governments, NHS and local authorities. WHO had declared a global pandemic with cases rising across the world on a daily basis. The UK Government had identified four phases to tackle the virus being contain/delay/research/mitigate and was currently in the delay phase. The report

outlined the national situation, current advice, issues in relation to vulnerable people and summarised the financial measures announced by the Scottish Government to support businesses and communities. The report highlighted the local situation, including mitigation measures in place, referred to numbers of staff who were currently self-isolating either because they had symptoms; had other people in their household with symptoms or because they had returned recently from a category 1 country. The report also detailed the numbers of staff who had been identified as vulnerable/at risk and who were being shielded from social contact for a period of time. The report referred to the recent decision to close schools and the pressure that this would put on some employees as they balanced their work requirements and family commitments and caring responsibilities, and how the Council's ICT service was responding to and supporting demand for large scale flexible/home working across services. The report provided details of business continuity arrangements for priority services and appendices 1 and 2 to the report highlighted prioritisation of services and the latest online information of service changes respectively.

The report referred to the support to public communications by sharing and signposting to information from the NHS and the Scottish Government and the channels by which this was being done.

The Chief Executive updated the numbers of confirmed cases and deaths across the UK which now stood at 3269 and 144 respectively. It was noted that there were 71 cases within the Greater Glasgow & Clyde Health Board area and that there would be an update on the Scottish position later today.

The Director of Children's Services gave an update on school closures, emphasising that the care and welfare of children and young people were priorities, and outlined the arrangements in place in terms of outreach, identification of key workers' children and vulnerable children; indicated that three primary schools, yet to be identified, and all 11 secondary schools would remain open, pupils who required to complete assessments/folios for SQA would be able to attend the secondary schools for this purpose next week. He indicated that head teachers continued to work daily with staff and their school communities and that teachers who were fit and able would be working in some capacity in terms of providing children with distance learning and on-line provision, and that home study packs had been provided. Nursery provision would also be available for key workers' children and for children in vulnerable groups. It was noted that a letter would be issued to all parents/guardians over the weekend advising of the arrangements that were being put in place.

It was proposed that all elected members be provided with a copy of the briefing by the Director of Children's Services; that there be single contact numbers within the Council for elected members and for members of the public; that consistent information be provided to all elected members and that members be kept as up to date as possible with the situation as it evolved. This was agreed.

**DECIDED:**

- (a) That the current national and local situation with regards to Covic-19 and the current plans and guidance from both the UK and Scottish Governments be noted;
- (b) That the current position and mitigation measures being put in place by the Council, including the prioritisation of services as highlighted in Appendix 1 to the report, and the latest on-line information on service changes highlighted in Appendix 2 to the report be noted;
- (c) That all elected members be provided with a copy of the briefing by the Director of Children's Services;

- (d) That there be single contact numbers within the Council for elected members and for members of the public; and
- (e) That consistent information be provided to all elected members and that members be kept as up to date as possible with the situation as it evolved.

### **Exclusion of Press and Public**

The Board resolved to exclude the press and public from the meeting during consideration of the following items of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there could be disclosure to them of confidential information.

### **3 Confidential Updates**

The Board then considered confidential updates in relation to arrangements for schools and education; the provision of food support; critical care and care for the elderly; children's residential and protective services, homelessness and allocations and the Council's finances and delivery of Council services. Updates were provided on each of these areas by the Director of Children's Services; the Director of Infrastructure & Environment; the Acting Head of Health and Social Care (Paisley); the Head of Child Care & Criminal Justice; the Director of Finance & Resources and the Chief Executive respectively.

**DECIDED:** That the updates be noted.







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**To:               Emergencies Board**

**On:               27 March 2020**

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**Report by:    Chief Executive**

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**Heading:      Update on Covid-19**

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## **1.     Background**

- 1.1   This report provides an overview of the Council's current arrangements and response to the ongoing international Coronavirus, Covid-19 pandemic.
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## **2.     Recommendations**

- 2.1   It is recommended that the Emergencies Board:

- (a)   Notes the current national and local situation with regards to Covid-19 and the current plans and guidance from both the UK and Scottish Governments.
  - (b)   Notes the current position and response measures being put in place by the Council.
  - (c)   Note that the emergency provisions in the Coronavirus Bill have now been approved by Parliament and that the Council is awaiting information on when those provisions will come into force.
  - (d)   Notes the temporary suspension of charging in Council owned car parks to support key workers and notes that normal traffic restrictions e.g. double yellow lines will continue to apply.
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### 3. National Situation

- 3.1 The UK Government continue to monitor the situation and due to the rapidly developing picture, Senior Government Ministers continue to update the UK government and public on a daily basis. Each update requires consideration and most have resulted in changes to the Renfrewshire Council approach and mitigation arrangements when released.
- 3.2 Currently there are 9529 confirmed cases of COVID – 19 in the UK up from 2626 reported on 20 March 2020. There have been 465 deaths across the UK (up from 108 in the last report). In Scotland there are now 894 confirmed cases (up from 266) and 25 deaths (up from 6). Of these 258 cases are within the Greater Glasgow and Clyde Health Board Area (up from 57).
- 3.3 In response to this rapidly developing position, the Government has now implemented a “lock down” for the population. The current advice is that the only permissible reasons to leave your home are:
- to shop for basic necessities and that should be limited to once a day
  - to take exercise once a day - but alone or with your own household, not in groups
  - for medical reasons or to care for a vulnerable person
  - to travel to essential work if that cannot be done at home

In addition:

- Anyone who is suffering from a new, persistent dry cough and / or fever should self-isolate within their home for 7 days
  - All members of the same household must also self-isolate for 14 days;
  - They should only call NHS or GP's if their symptoms get worse and cause concern
  - Gatherings of more than 2 people other than a household group are banned
  - All non-essential shops should be closed as well as public spaces such as libraries, playgrounds, and places of worship
  - All cafes bars and restaurants are closed unless providing take away only
  - The ban extends to ceremonial social events, such as weddings and christenings, with the exception of funerals which are restricted to immediate family only
  - Visits to care homes and extra care housing are now closed to family and friends. Where a resident is at the end of their life the family or nominated other will be able to discuss a limited visiting arrangement with the Registered Manager.
  - Everyone should expect the rate of cases to escalate dramatically
- 3.4 The UK Government has brought forward emergency legislation in the Coronavirus Act 2020 which contains a large number of measures to address the Coronavirus epidemic. A number of these measures have a direct impact on local authorities while others are of more general application to our communities. The Act enables action in five key areas:

- Increasing the available health and social care workforce
  - Easing the burden of frontline staff (eg by reducing administrative tasks and allowing remote working).
  - Containing and slowing the virus by reducing unnecessary social contacts
  - Managing the deceased with respect and dignity including relaxing rules on death registrations
  - Supporting people - including measures such as allowing them to claim statutory sick pay sooner and by supporting the food industry to maintain supplies.
- 3.5 Vulnerable people – those over 70 or anyone under 70 with an underlying health condition, are being asked to take steps to socially distance themselves for a period of around 12 weeks. In addition, it is our understanding that letters will be issued shortly by the NHS to a sub-group of these people that are deemed at most significant risk due to their underlying health conditions. We understand that they will be asked to completely socially isolate themselves for a period of 12 weeks and the letters will provide specific additional advice to them.
- 3.6 To support these most vulnerable people, and those that otherwise find themselves in crisis - with no family or friend support available - arrangements for humanitarian assistance are being put in place to ensure access to essential care, medicines and food.
- 3.7 Extensive engagement is being undertaken with partner organisations who are playing a critical role in terms of supporting vulnerable people in communities through, for example, the provision of food and provisions, and/or mental health and wellbeing support. A network of communication has been established to support regular dialogue with these partners. A verbal update on arrangements being made locally will be available at the Emergencies Board Meeting.
- 3.8 At the Emergencies Board Meeting on 20 March 2020, reference was made to the package of financial assistance announced by the Government for businesses and communities.
- 3.9 The Council's Website has been updated with information about all of the support available across all levels of government and application forms have now been made available for specific business grants being administered by local government on behalf of the Scottish Government. A significant number of applications for these grants have already been received. Guidance is expected shortly from the Scottish Government on assessment and distribution arrangements, with payments expected to begin to flow to businesses during the first week in April.
- 3.10 The Economic Leadership Panel met on Wednesday 25 March and ongoing contact is being maintained with the Chamber of Commerce and Federation of Small Businesses locally. A verbal update on the discussions that took place on Wednesday and on the up to date position will be available at the Emergencies Board Meeting.

## Local Situation

- 4.1 Renfrewshire Council is currently following all guidance from both the UK and Scottish Governments and a number of operational service changes have been put in place.

### Council Management Arrangements

- The Council's Emergency Management Team continues to meet by Skype twice weekly on a Monday and Thursday and the Corporate Management Team currently meet twice daily by Skype to respond to the developing situation.
- Renfrewshire House and all other main office buildings were closed on Tuesday 24<sup>th</sup> March, with minimal and restricted daily access at Renfrewshire House only to ensure essential mail is collected and distributed and essential documents are scanned for processing.
- All Council employees are now working from home wherever possible – this includes employees from the Council contact and service centres who continue to respond to members of the public by phone and email.
- Essential frontline services are continuing to be provided in line with the Council business continuity arrangements. A range of key workers in the Council are still involved in face to face or community service delivery, with arrangements for maintaining effective social distancing in place and/or equipped with appropriate protective equipment where that is not possible.
- Where public contact, or access to an office or depot is required to provide an essential frontline service, this is being delivered through reduced numbers of allocated properties in line with government and health guidance. Minimal staffing, arrangements for social distancing and relevant PPE and cleaning protocols are in place.
- Where employees are unable or not required to carry out their normal duties, options for redeployment are being developed. These are focused on maintaining the provision of the priority services reported to Board on 20 March 2020. Where relevant, additional training is being provided to employees moving into new areas of service provision.

### Service Update – Health and Social Care Partnership

- In line with the national guidance, care homes and extra care housing are operating with strict arrangements to protect their vulnerable residents. This includes maintaining social distancing where this is possible and appropriate PPE being available. Visits to care homes and extra care housing are now closed to family and friends. Where a resident is at the end of their life the family or nominated other will be able to discuss a limited visiting arrangement with the Registered Manager.
- Care at home continues to operate to deliver services to people with the most critical levels of need only.
- Arrangements have been put in place to redeploy and train additional employees to support essential home care, catering and support services for vulnerable residents – to be able to maintain minimum levels of staffing throughout this period.
- Working with Environment and Infrastructure, catering services for Home Care, Care Homes and Community Meals and to provide care packages for vulnerable residents have been consolidated and will be provided from

Baltic House and kitchens at Castlehead High School, with appropriate distribution arrangements in place.

### **Service Update – Children’s Services**

- Schools have been closed to normal service delivery and pupils are being supported to continue their learning at home, by their teachers using e-learning and remote learning approaches. The SQA is continuing to assess options and will provide guidance for the award of qualifications to pupils following the cancellation of the forthcoming exam diet.
- Secondary Schools have remained open to support the arrangements to provide care to children of key workers. West Primary, St James’ Primary (Renfrew), the West Johnstone campus (includes nursery provision), Hugh Smiley Nursery, Moorpark Nursery and Riverbrae school have also remained open to support this programme which will be continued through the school Easter holiday period. All other Schools and Pre 5 establishments have been closed.
- Next week, in line with reduced requirement to support S4 – S6 pupils in school, it is likely that only 3 Secondary Schools will be opened to provide care to children of key workers. West Primary, St James’ Primary (Renfrew), the West Johnstone campus, Hugh Smiley Nursery, Moorpark Nursery and Riverbrae school are also likely to remain open for this service provision.
- Direct payments to families in receipt of clothing grant to replace the free school meals service have been arranged as noted at the last Emergencies Board.
- Children’s Services are paying particular focussed attention on supporting vulnerable children and families through regular contact. They will also move to a model of trying to get vulnerable children into school for some days each week.
- Children’s social work continues to undertake priority visits to children on the child protection register and those identified as high need. The service has arrangements in place to support care leavers. The service maintains regular contact with foster carers and kinship carers. The children’s houses are settled and staff are demonstrating significant commitment to maintain a safe care environment for the young people.
- Criminal Justice maintains regular contact with the highest risk offenders and those with highest needs. The high needs service users are mainly vulnerable women. The Unpaid Work scheme has been suspended on a temporary basis. Arrangements are in place to support the Court.

### **Service Update – Communities Housing and Planning**

- Sheltered Housing officers continue to visit each of the 10 sites daily to ensure welfare contacts are maintained. Employees are observing social distancing and safe working practices.
- Concierge and caretaking services for high rise blocks are being maintained to ensure fire safety and cleaning of communal areas / lifts.
- Housing repairs and repairs to public buildings are now restricted to emergency repairs, priority voids, gas servicing and required maintenance checks only – with strict protocols in place to allow appropriate social distancing and the provision of cleaning materials and equipment to employees to maintain a safe working environment in line with health guidance.

- Homeless Services are continuing to be delivered with the assessments being completed by telephone and arrangements are being made to provide access to temporary accommodation where required.

#### **Service Update – Environment and Infrastructure**

- HWRC sites and special uplift services have been closed in line with government guidance on maintaining social distancing - Waste collection services are operating as normal.
- In recognition of the requirement to support front line key workers, parking charges have been temporarily suspended in Council owned car parks. Normal traffic restrictions e.g. double yellow lines will continue to apply.

#### **Service Update - RLL**

- All RLL properties and services are closed in line with government guidance.

### **5. Renfrewshire Council Services/Staffing**

- 5.1 HR and OD are currently putting in place arrangements to identify and record the key skills and experience of all employees that are not currently required within their normal job role in order that they can be easily matched to redeployment areas where there is an additional requirement for staffing to maintain priority services.
- 5.2 Amongst Renfrewshire Council employees there are currently 646 employees self-isolating either because they have symptoms; or because they have other people in their household experiencing symptoms: or because they have recently returned from a Category 1 country and are following government and health guidance. (This is an increase from 538 reported on 20 March 2020) Of these 173 are currently working from home.
- 5.3 The 646 are split across Services as follows:

<b>Service</b>	<b>Number of employees</b>
Chief Executive Services	6
Children's Services	319
Communities, Housing and Planning	42
Environment and Infrastructure	155
Finance and Resources	72
Health and Social Care Partnership	52
<b>Council Total</b>	<b>646</b>

- 5.4 The number of employees now being "shielded from social contact" in line with government and health guidance is 957, up from the approximate figure of 700 reported on 20 March 2020. Of these 394 are currently working from home. Where employees are not able to carry out their normal duties from home options for redeployment on a home working basis are being actively considered and put in place.

## **Renfrewshire Council Communications**

- 5.5 The Council has worked hard to match the pace of the national response to COVID-19 with public communications addressing 3 aims: keeping people informed; maintaining public confidence in the Council's ability to respond to the crisis; and maintaining staff and community morale.
- 5.6 The approach adopted has been to:
- Provide advice on lockdown measures and how to stay well by signposting to trusted, official sources such as NHS Inform and the Scottish Government
  - Thank and recognise the efforts of the workforce and partners
  - Encourage everyone to work together to help keep people safe and well
  - Outline the Council's response and that of key partners including the Health and Social Care Partnership and Renfrewshire Leisure Limited:
    - Explaining changes to services and why some services have temporarily stopped
    - Providing advice on how to access welfare and support for those who find themselves in crisis
    - Providing advice and support for the local business community
    - Building awareness and helping people to access services online and by phone
- 5.7 A daily communications update is provided to all Elected Members. Daily updates on the latest national position and guidance are issued to all managers following each government announcement and a weekly brief from the Chief Executive to all employees is also being issued.
- 5.8 The Council public website, social media channels and information line continue to be the main sources of live information for local people. A new section within the Council website has been developed to provide a single point of truth for COVID-19 information and service updates. This includes public information and information for staff. The latest information can be found online - <http://www.renfrewshire.gov.uk/coronavirus-public>
- 5.9 Public communications continue to be directed through partner channels, local community groups, local Facebook groups, local business organisations, community websites and via third sector partners.

## **Support for Elected Members**

- 5.10 Elected Members are receiving a number of enquiries in relation to both the Council's response to Coronavirus and also specifically about the impact that changes are having on local people, groups and businesses.
- 5.11 A mailbox has been set up to support enquiries from Elected Members. Using this mailbox will help services to respond effectively to issues that are being raised. Elected Members will receive a response individually and information will also be shared on the issues raised through the daily Elected Member briefings provided by the communications service. Frequently asked questions will be used to populate information on the Council's website so that people can

be signposted directly to information about the support which is available on the issues that they raise most frequently.

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## Implications of the Report

1. **Financial** – although at this stage not quantified, the Council will experience a wide range of significant financial pressures arising from the impact of the pandemic on the population as well as the economic and social disruption caused by the associated restrictions being deployed by national governments. Significant financial pressures will emerge in a wide range of forms from loss of income, exceptional service costs, significant increase in demand for services, the need for additional and new interventions, urgent and immediate support arrangements and services from the Council to help individuals, families and businesses across Renfrewshire as well as the Council's workforce. The Scottish Government has provided a range of immediate funding announcements to provide specific support via local authorities to both individuals and businesses as well as a degree of general funding to assist local authorities in managing immediate financial pressures. Engagement will continue between COSLA and the Scottish Government regarding further funding as the period of emergency extends, however notwithstanding, the Council will experience significant financial impact and disruption that will require it to draw heavily on all its financial reserves and which is likely to take some time to recover.
1. **HR & Organisational Development** – the Council's workforce represents a major part of the local population and as such is being impacted directly by the spread of confirmed cases, but much more significantly by the public health directions for self-isolation given to those displaying symptoms and those with family members displaying symptoms as well as those in the at risk groups instructed to pro-actively implement strict social distancing arrangements. Full support and communication are being provided to all staff members to ensure they remain fully informed of the developing situation and where appropriate and practical, are being supported to work safely at home and or safely return to active work once recovered or free of recommended self-isolation periods. The impact of these factors will increase exponentially over coming days and weeks and therefore the scale of availability across the Council's workforce will come under unprecedented pressures. Working closely with national government, partners and trade unions the Council will by necessity be required to actively manage and redeploy staffing resources to meet the most critical services over this exception emergency period.
2. **Community/Council Planning** –  
  
Covid-19 will impact on the operations of Council partners and on services to the community. This paper highlights the work being undertaken to mitigate this impact as far as possible and maintain essential services for the safety and wellbeing of the community.
3. **Legal** – N/A



4. **Property/Assets** – N/A
  5. **Information Technology** – ICT are working to ensure staff have the capability to work from home wherever possible to reduce social contact in line with government and health guidance.
  7. **Equality & Human Rights**
    - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report.
  8. **Health & Safety** – Advice and guidance is being given to protect the health and safety of employees and service users when carrying out priority services for the Council in line with government and health guidance.
  9. **Procurement** – N/A
  10. **Risk** – Due to the severity of the global pandemic and Covid-19, there is a risk to the delivery of the services with staff levels being reduced. This is being closely monitored by the Emergency Management Team. Business Continuity Plans have been reviewed and the risk has been added to the Corporate Risk Register.
  11. **Privacy Impact** - None.
  12. **COSLA Policy Position** – Not Applicable
  13. **Climate Risk** – Not Applicable
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### List of Background Papers

None

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**Author:** Oliver Reid, Head of Communities and Public Protection.

**Email:** [oliver.reid@renfrewshire.gov.uk](mailto:oliver.reid@renfrewshire.gov.uk)





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**To:           Emergencies Board**

**On:           27 March 2020**

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**Report by: Director of Finance and Resources**

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**Heading:   Substitute Members of the Emergencies Board.**

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**1.           Summary**

- 1.1           At its meeting on 20 March 2020, the Emergencies Board agreed to allow the appointment of up to two substitute members for each Board member to attend the Board should the Board member not be available. The substitutes are chosen in the order of priority intimated by the Board member and members were invited to provide the names of their substitutes who were to be from the same political group as the original Board member to the Head of Corporate Governance.
- 1.2           This report lists the substitute members that have been nominated.
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**2.           Recommendations**

- 2.1           The Board is asked to note that
- a)   the substitute members for Councillors Marie McGurk, Michelle Campbell and Iain Nicolson shall be Councillors Jim Paterson and John Shaw, in that order of priority
  - b)   the substitute members for Councillor Eddie Devine shall be Councillors Jim Sheridan and Karen Kennedy, in that order of priority; and

- c) the substitute members for Councillor Alistair MacKay shall be Councillors John McIntyre and Neill Graham, in that order of priority
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### 3. **Background**

- 3.1 The Emergencies Board is part of the approved governance structure of the Council. Its remit is: "To oversee the activities of the Council, including the deployment of resources, in the event of any emergency, such as may be defined by the chief executive."
  - 3.2 To facilitate the continued operation of the Board during the ongoing Covid-19 epidemic the Board has agreed that up to two substitutes can be appointed for each member of the Board.
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### **Implications of the Report**

- 1. **Financial** – The Board has the authority to deploy the Council's financial resources throughout the duration of the emergency.
- 2. **HR & Organisational Development** – N/A
- 3. **Community/Council Planning** – There are no implication for community/Council planning arising directly from this report although it is recognised that the Board may make decisions that will affect these matters.
- 4. **Legal** – N/A
- 5. **Property/Assets**- N/A
- 6. **Information Technology**- N/A
- 7. **Equality & Human Rights** -
  - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

The results of the assessment will be published on the Council's website.

8. **Health & Safety** – The Board may be required to deal with urgent matters regarding health and safety.
9. **Procurement** – The Board may be required to deal with urgent procurement reports.
10. **Risk**- n/a
11. **Privacy Impact** – n/a
12. **Cosla Policy Position** – n/a
13. **Climate Change** – neutral. The report concerns the operation of a Council Board which creates no direct implications for the climate.
14. **Fairer Scotland Duty (Strategic Decisions Only)** – n/a

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#### List of Background Papers

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**Author : Ken Graham, Head of Corporate Governance (ext 7360)**

