

Notice of Meeting and Agenda Emergencies Board

Date	Time	Venue
Friday, 03 April 2020	11:00	skype meeting,

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):

Apologies

Apologies from members.

Chair

In Attendance

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

- | | | |
|-------------|---|----------------|
| 1 | Minute of Previous Meeting | 3 - 6 |
| | Minute of Meeting of Emergencies Board held on 27 March 2020. | |
| 2 | Update on COVID 19 | 7 - 20 |
| | Report by Chief Executive | |
| 3 | Items for Decision by the Board | |
| | . | |
| 3(a) | Licensing Contingency Matters | 21 - 28 |
| | Report by Director of Finance and Resources | |
- EXCLUSION OF PRESS AND PUBLIC**
- The Board may by resolution exclude the press and public from the meeting during consideration of the following item 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 exempt information.
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| 4 | Confidential Updates | |
| | <ul style="list-style-type: none">• Information relating to the financial or business affairs of any particular person (including the authority holding that information); | |

Minute of Meeting Emergencies Board

Date	Time	Venue
Friday, 27 March 2020	11:00	skype meeting,

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; 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, L Mahon, Head of Communications & Marketing, A Morrison, Head of Regeneration and R Cooper, Economic Development Manager (all Chief Executive's); O Reid, Head of Communities & Public Protection (Communities, Housing & Planning Services); J Trainer, Head of Childcare & Criminal Justice and G McKinlay, Head of Schools (both Children's Services); and K Graham, Head of Corporate Governance, R McGrath, Head of Customer and Business Services, L Neary, Head of Transformation, HR and OD, P Murray, Head of ICT and D Low, Democratic Services Manager (all Finance & Resources); D Leese, Chief Officer and S Strachan, Acting Head of Health & Social Care (Paisley) (both Renfrewshire Health & Social Care Partnership); V Hollows, Chief Executive (Renfrewshire Leisure) and D Mair, Senior Civil Contingencies Officer, Civil Contingencies Service.

Declarations of Interest

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

Welcome from Chair

The Convener advised those present that it had not been possible to hold this meeting of the Emergencies Board in Renfrewshire House and that, for the first time, a meeting of the Council would take place by Skype. She outlined the procedure to be used to ensure that the meeting proceeded effectively.

1 Minute of Previous Meeting

There was submitted the Minute of meeting of the Emergencies Board held on 20 March 2020.

DECIDED: That the Minute be approved.

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As a result of the loss of her Skype connection, Councillor McGurk left the meeting during consideration of the following item of business. In her absence, Councillor Nicolson took the Chair for the remainder of the meeting.

2 Update on Covid-19

There was submitted a report by the Chief Executive providing an overview of the Council's current arrangements and response to the ongoing international Coronavirus, Covid-19 pandemic.

The report intimated that the UK Government continued to monitor the situation and due to the rapidly developing nature of the pandemic, Senior Government Ministers continued to update the UK government and public on a daily basis. Each update required consideration and most had resulted in changes to the Renfrewshire Council approach and mitigation arrangements when released.

The Chief Executive updated the statistics included in the report, intimating that there were now 11,658 confirmed cases of Covid-19 in the UK, including 894 confirmed cases in Scotland. The report highlighted the implications of the lock down implemented by the Scottish and UK Governments and set out the measures contained in emergency legislation, the Coronavirus Act 2020, which had been brought forward by the UK Government.

The report advised that vulnerable people had been asked to take steps to socially distance themselves for a period of around 12 weeks. In addition, letters would be sent by the NHS to a sub-group of these people that were deemed at most significant risk due to their underlying health conditions. This group of people would be asked to completely socially isolate themselves for a period of 12 weeks. The Head of Policy and Commissioning set out the Council's humanitarian response to this situation including linking with partner agencies, identifying the issues this isolating group of people would be facing, ensuring that families with children who qualified for free school meals had

access to food and other services and delivering food packs to vulnerable people. She also advised that the Council had distributed surplus foodstuffs held by it to partner agencies and community groups for distribution. Information was also provided in relation to the co-ordinated and consistent provision of services by community pharmacies and other joined-up working with the Health and Social Care Partnership.

A further significant development outlined in the report related to the packages of support offered to businesses by the UK Government and which would be delivered by local authorities. The Economic Development Manager provided an update on business grants, advising that an online application form for financial support had gone live on the Council website on Tuesday 24 March. Over 1,000 online applications had been received to date and a team of officers was answering telephone queries and assessing forms submitted. Methods of making payments to businesses would be considered once resources had been transferred to the Council from the Scottish Government. The Head of Customer and Business Services provided an update on non-domestic rates relief. She advised that the 1.6% increase in non-domestic rates for all businesses would not be implemented and that there would be 100% relief for businesses in the retail, leisure and hospitality sector. The annual non-domestic bills had yet to be issued and this would happen once guidance had been received from the Scottish Government on the application of the rates relief. Information for businesses would be published in a suitable format on the Council website.

The report intimated that a meeting of the Renfrewshire Economic Leadership Panel had been held on Wednesday 25 March and that ongoing contact was being maintained with the Chamber of Commerce and Federation of Small Businesses locally. The Head of Regeneration provided an update on support for businesses, advising that he had participated in the Economic Leadership Panel meeting held on Wednesday 25 March and he highlighted the nature of the discussions that had taken place at the meeting.

In relation to the ongoing operation of the Council, the report provided updates on the provision of Council services. The Acting Head of Health & Social Care (Paisley), Renfrewshire Health & Social Care Partnership provided an update on the actions being taken by local health services. The Chief Executive highlighted the thousands of staff working successfully from home and praised the commitment of staff to maintain services wherever possible.

DECIDED:

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

3 Substitute Board Members

Under reference to item 1 of the meeting of this Board held on 20 March 2020, there was submitted a report by the Director of Finance & Resources relative to the appointment of up to two substitute members for each Board member to attend the Board should the Board member not be available. The report detailed the substitutes nominated for each member.

DECIDED:

(a) That it be noted that the substitute members for Councillors Marie McGurk, Michelle Campbell and Iain Nicolson would be Councillors Jim Paterson and John Shaw, in that order of priority;

(b) That it be noted that the substitute members for Councillor Eddie Devine would be Councillors Jim Sheridan and Karen Kennedy, in that order of priority; and

(c) That it be noted that the substitute members for Councillor Alistair MacKay would be Councillors John McIntyre and Neill Graham, in that order of priority.

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.

4 Confidential Updates

The Chief Executive provided a verbal confidential update to those present.

DECIDED: That the update be noted.



To: Emergencies Board

On: 3 April 2020

Report by: Chief Executive

Heading: Update on Covid-19

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) Notes that most of the provisions in the Coronavirus Act 2020 are now in force and further notes that the Scottish Parliament has approved two significant pieces of legislation; (i) The Health Protection (Coronavirus) (Restrictions)(Scotland) Regulations 2020; and (ii) The Coronavirus (Scotland) Act 2020, details of which are provided in paragraph 3.3 – 3.9 of this report.
 - (d) Agrees to amend the Renfrewshire Council Scheme of Delegations to include the authorisation of Environmental Health Officers and Trading Standards Officers and their managers as relevant persons under the Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 as made under the Coronavirus Act 2020.
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3. National Situation

- 3.1 Currently there are 33,718 confirmed cases of COVID – 19 in the UK up from 9529 reported on 27 March 2020. There have been 2,921 deaths across the UK (up from 465 in the last report). In Scotland there are now 2,602 confirmed cases (up from 894) and 126 deaths (up from 25). Of these 682 cases are within the Greater Glasgow and Clyde Health Board Area (up from 258).
- 3.2 In response to this rapidly developing position, the Government has continued the “lock down” for the population. A number of nationally driven legislative and operational issues have been focused on over the past week as a key part of the Council and partners response to the pandemic and to protect and support local residents.

Legislative and Regulatory Issues

- 3.3 The report submitted to Board on 27 March 2020 contained information on the provisions of the Coronavirus Act 2020 passed by the UK Parliament. It can now be confirmed that the vast majority of the measures in the Act have now been brought into force and a note has been sent to all elected members outlining the provisions of the Act. The Scottish Parliament has now approved two very significant pieces of legislation as result of the Coronavirus emergency:

The Health Protection (Coronavirus)(Restrictions)(Scotland) Regulations 2020

- 3.4 These regulations give statutory force to a number of measures that were announced prior to the regulations being approved to establish social distancing and to force the closure of premises and businesses that are not seen as essential.
- 3.5 Part 2 of the Regulations sets out the requirement to close premises and businesses during the emergency period and Schedule 1 to the Act lists those types of premises that are permitted to stay open.
- 3.6 Part 3 of the Regulations imposes restrictions on movement and gatherings of more than two people and provides some exceptions for example for funerals.
- 3.7 Part 4 gives enforcement powers mainly to the Police to enable them to enforce the measures outlined in the Regulations. Enforcement powers are also given to “relevant officers” appointed by local authorities but only in relation to those provisions in Part 2. It is recommended that the Council Scheme of Delegation is updated to reflect this responsibility and that Environmental Health Officers and Trading Standards Officers and their managers are the officers authorised to undertake this enforcement role on behalf of the Council. This report seeks the authority of the Board to amend the Council Scheme of Delegation in this regard.

The Coronavirus 2020 (Scotland) Act

- 3.8 The Bill was published on Tuesday 31 March 2020 and approved by the Scottish Parliament on 1 April 2020. The Act recognises that to comply with public health guidance business and public authorities will require to operate very differently - by implementing for example, social distancing policies or by requiring their workforce

to remain at home. The Act contains measures to enable public authorities to continue to discharge essential public functions, with some necessary temporary changes being made to ways of operation and regulation. The areas where changes have been made are:

- i) preventing evictions
- ii) protection of debtors
- iii) looked after children and children's hearings
- iv) adults with incapacity
- v) suspension of impediments to social distancing in courts and tribunals
- vi) Changes to the criminal justice system including early release of prisoners
- vii) Alcohol licensing to enable hearings to be held remotely or by written submissions and to extend time limits for various applications
- viii) Measures in relation to the functioning of public bodies including relaxation of Freedom of Information deadlines and the power to hold meetings without the public being present for public health reasons
- ix) Other measures including irritancy clauses in commercial leases and extension of the duration of planning permissions

- 3.9 A number of these measures will have a direct impact on the way some council services operate and a more detailed note on the provisions in the Act is currently being prepared and will be provided to elected members.

Food Standards Scotland (FSS)

- 3.10 Given the unprecedented nature of the Covid-19 pandemic, the Minister for Public Health and Sport has agreed to allow local authorities to deviate from certain elements of the Food Law Code of Practice (Scotland) 2019. This will provide greater flexibility for local authorities to allocate resources to areas of most critical priority. The requirement for this flexibility will be reviewed by Food Standards Scotland and the Minister after 16 weeks. In terms of priorities, intelligence driven interventions at all food business establishments will continue where possible in Renfrewshire in line with Food Standards Scotland guidance. Officers are currently working with Take-Away premises to ensure they maintain social distancing rules and minimise contact e.g. when making payments, wherever possible.

Supporting Additional Deaths and Funeral Arrangements

- 3.11 Under the Public Health etc (Scotland) Act 2008, local authorities have a responsibility for the provision of temporary mortuary facilities in instances where additional deaths (beyond those normally to be expected) have taken place. Under most circumstances these responsibilities can be fulfilled through additional mortuary capacity which was created at the Queen Elizabeth University Hospital when it was constructed. At the moment, projections indicate that this additional capacity may not cope with the peaks that may occur during this pandemic and further capacity needs to be available if required. Renfrewshire Council Environmental Health Officers are currently working with the NHS Greater Glasgow and Clyde Health Board and other relevant agencies, to examine options for how this can be provided.
- 3.12 Normally around 2000 deaths are registered in Renfrewshire annually - about 40 registrations per week. Additional deaths will place operational demands on key areas of activity in relation to managing and conducting burials, the death registration service, the burial & cemetery management service and the Council's

streetscene service who prepare lairs for burials and maintain 9 active cemeteries. Measures to support this increased demand, with additional personnel resource, staff training, and equipment procured have been put in place.

- 3.13 Around two thirds of deaths registered in Renfrewshire have their funeral at Woodside Crematorium in Paisley, a commercially operated crematorium. The Council has been working closely with funeral directors and the crematorium as part of its planning arrangements and the crematorium has arrangements in place to increase resources to support any additional demand for funeral services.

Support for Shielded Residents

- 3.14 Shielded Renfrewshire residents have been identified and written to by NHS Scotland as they are at most risk from COVID -19 due to their underlying health conditions. To support these residents, Local Assistance Centre arrangements have been established with a dedicated team of Local Response Officers established to provide essential practical support and a single point of contact. This team will seek to ensure that these residents can maintain access to essential supplies of food and medicines as well as other practical support during the period of their shielding.
- 3.15 The confidentiality of information that is shared is critical and all Local Response Officers in the Team have been required to sign and adhere to the terms of the Renfrewshire and Inverclyde Public Protection Information Sharing Protocol and to ensure that the information they are dealing with is protected and dealt with sensitively.
- 3.16 A dedicated support helpline has been set up and is open from 08:45 to 4:45, 7 days a week. There is also a dedicated mailbox that can be used for out of hours enquiries. Information on Shielding can be accessed from the Council's main home page on the website, and this includes FAQ's that cover every aspect of the support that can be provided. A new Help and Advice directory is currently being developed and further information can also be found on volunteering and the community support available to local people at - <http://www.renfrewshire.gov.uk/coronavirus-communities>.
- 3.17 Calls are being routed through the Council's existing contact centre with an appropriate script to ensure effective triaging and logging of issues and requirements before being passed to a dedicated team to conduct follow up welfare calls and ensure provision of appropriate prioritised support:
- Priority 1 - Prescription or food delivery required
 - Priority 2 - Welfare / Social work support (adult or children's)
 - Priority 3 - Income advice, more general health and wellbeing support.
- 3.18 The team are working with colleagues in Renfrewshire Health and Social Care partnership to ensure shielded people requiring medicines are prioritised. The HSCP is providing a dedicated medicine delivery service for those on the Shielding List, who are not already receiving this type of service from their local pharmacy. This is to provide additional driver capacity to local pharmacies as demand levels are anticipated to increase in the coming weeks.

- 3.19 Food delivery is being carried out through a team of dedicated drivers from within the Council Environment and Infrastructure services that have already commenced vital food delivery services to vulnerable people across Renfrewshire - having delivered around 150 food parcels to identified individuals/families even prior to the shielded service commencing.
- 3.20 The Local Assistance Team service will route straightforward food delivery calls into the anticipated national supermarket delivery scheme as this becomes established in the area – allowing the Council Environment and Infrastructure services to begin to focus more on meeting the needs of residents with specific dietary and other support requirements.
- 3.21 The provision of welfare and social work support is being routed through established professional teams using the ASERT service and more general health, wellbeing and income advice is also being provided and routed through other relevant professional services.
- 3.22 Over coming weeks it is intended to align the operation of the Local Assistance Team, with our established local network of community organisations. We are working through mechanisms to support these organisations with increases in demand and to explore how we can work better to maximise resources.
- 3.23 Over time the team will conduct further follow up welfare checks to ensure that the circumstances of shielded individuals have not changed and that appropriate support is being provided. This will include outbound calls to people that have received shielded letters within the community, but have not made initial contact with the service. Having early access to the list of people in our own area who are receiving a shielding letter will be critical to the success of this response effort overall – and in particular the proactive outbound calls and welfare checks so that we can ensure that everyone who needs help gets it.

Funding and Financial Implications

- 3.24 Officers are actively engaging with national arrangements being organised through COSLA, SOLACE and Director of Finance, to establish a financial template to capture the net additional costs to LG as a result of COVID19. The template should be agreed this week and shared with Scottish Government, with a view to issuing to Councils later next week. The additional costs will cover a very wide range of issues including, but not limited to:
- Additional Staffing Costs - particularly to fill gaps in service and offer additional services
 - Additional supplies spend – PPE etc.
 - Additional welfare support – welfare fund payments, food deliveries, meal provision.
 - Additional support to the vulnerable
 - Lost council tax collection and increased council tax reduction costs
 - Increased debt write-off across a number of debt streams
 - Lost income due to closed facilities e.g. RLL, car parks
 - Support to key suppliers through ongoing contractual payments where no or limited service may be provided e.g. school buses.
 - Planned efficiencies where delivery is now stalled

- 3.25 All councils are beginning to gather detailed information, but this is likely to take time and will continue throughout the period of the emergency. However, this nationally agreed process will establish key consistent strategic costs that can be shared with Ministers as part of the ongoing dialogue in relation to funding support. Work is also being done to ensure that this template links clearly to IJB Mobilisation plans, to avoid duplication but ensure that all social care costs are captured.

Community and Business Financial Support

- 3.26 To date the Scottish Government has announced a £350 million Communities Fund. Engagement has been ongoing between the Scottish Government and COSLA in relation to the release and distribution of the various elements of this funding package. The current position is summarised below:
- £50m hardship fund for Local Government with full flexibility on how this can be utilised recognising the wide range of costs which councils will be incurring. The distribution has been confirmed with circa £1.6m being received by the Council.
 - £45m additional funding for Scottish Welfare Fund, administered by Local Government for Community Care and Crisis Grants. This is in addition to the current £38m annual funding. £22m will be distributed for 20/21 as per current Scottish Welfare Fund of which Renfrewshire receives £1.261m of the original £38m with an additional £0.782m being received from the additional £22m distributed. This provides a total of circa £2.2m to support the Scottish Welfare Fund and this is being fully deployed. There has already been a significant increase in demand for crisis payments (almost threefold increase) and it is expected that even at this enhanced level the Scottish Welfare Fund risks being exhausted during the course of the new financial year and may require direct intervention from the Council – this position will be monitored on a weekly basis moving forward. The remaining £23m is being kept back by the Scottish Government with a view to targeting it to areas of greatest need and therefore there may be an opportunity to secure a greater proportionate share in coming months.
 - £50m for increased eligibility for social security benefits and increased cost to the Council Tax Reduction Scheme - this fund will provide “extra headroom” for both Council Tax Reduction and Scottish Social Security payments. At present this remains undistributed and therefore it is unknown how much will be directed toward Renfrewshire.
 - £70m food fund to address food insecurity, especially for older people, vulnerable individuals and families who rely on free school meals. COSLA discussions with Scottish Government suggest that the majority of this funding will come to Local Government, but this remains subject to confirmation.
 - £50m wellbeing fund for 3rd sector partners, provided directly to third sector.
 - £40m supporting communities fund to address social isolation, distancing etc, to go to community groups – COSLA has made the point of local authorities key leadership role and the necessity to get to get this money on the ground quickly. Details have yet to emerge in relation to the distribution of this funding.
 - £20m for a Third Sector Resilience Fund, to address business health of third sector organisations.
 - £25m reserve held by Scottish Government, to be deployed flexibly as required

Business Financial Support

- 3.27 As covered in the previous report to the Board, the Council is administering support to businesses across Renfrewshire on behalf of the Scottish Government in relation to:
- additional reliefs being provided via Non-Domestic Rates (the Council's grant settlement is fully compensated by the Scottish Government for this) and
 - business grants – it is estimated by the Scottish Government that around £30 million of grants will be distributed by the Council on their behalf. The Scheme is now up and running with the first payments expected to be released next week. To date, approximately 45% of expected eligible businesses have applied and once processed this will release circa £14 million of support into the economy.

Overall Financial Position

- 3.28 A level of financial assurance has already been provided by the Scottish Government to IJB's. This commitment provides that reasonable additional costs incurred by IJB's as part of their mobilisation arrangements to bolster capacity in Social Care and support the emergency in the NHS, will be funded where this is immediately recorded and shared with the Scottish Government through national reporting arrangements. This commitment was provided through a letter to COSLA from the Director General for Social Care and Chief Exec of NHS in Scotland and local IJB staff are actively supporting this process.
- 3.29 Similar to the assurance reached around Health and Social Care, COSLA have been seeking general funding assurance from Scottish Government and a compromise on wording that takes us to a place of risk sharing for councils.
- 3.30 Councils are at present focused on doing all they can to support communities but want to avoid being constrained in any way due to funding uncertainty. Whilst it is recognised that the Scottish Government does not have funding information from UK Government, COSLA is continuing to work in partnership and seek some degree of financial assurance in relation to identified costs that are significant and additional as a direct result of responding to COVID-19.
- 3.31 Further updates will be provided on costs and funding as further details emerge and are confirmed. However, as previously outlined for the board, unless there is a significant funding commitment provided via national government, it is expected that the Council's unallocated reserves will be fully committed to manage the financial impact of the emergency. This will be the most significant unplanned financial event ever experienced by the Council and in such a scenario there will be a requirement for the Council to build utilised reserves back up as part of an overall financial recovery process.

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.

Service Update – Health and Social Care Partnership

- Health and social care services are being delivered to people with the most critical levels of need only.
- Currently all services are stable however the HSCP continues to proactively manage capacity and demand pressures on a daily basis.
- We are continuing 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.
- As Members are aware, catering services for Care Homes and Community Meals are being delivered by a consolidated service, supported by Environment and Infrastructure. Residents continue to receive two meals per day which are now delivered in one visit.
- A Learning Disabilities home care service is currently being established to support the families and carers of service users with the most complex needs.
- To safely manage demand, NHS GGC Board and HSCP Chief officers, based on senior clinical advice, have moved to two admission hubs – Stobhill and Leverndale. As Renfrewshire service users already access services at Leverndale, there is no major change to the current pathway. The HSCP continues to develop its approach to supporting people in the community who are under the care of our community based mental health services.
- Addictions Services continue to carry out triage and assessment and operate essential services from Back Sneddon Street.
- Whilst all staff are equipped with PPE, and have clear guidance on its appropriate use, there are ongoing supply issues nationally. A regular flow of PPE is critical for the HSCP to continue to operate safe services and protect frontline staff and supply issues are being escalated to Scottish Government.
- Delayed discharge – we continue to see a reduction in the numbers of delayed discharges at the RAH. We are exploring how we can make further progress within the existing guidance and legal framework
- The HSCP is providing a dedicated medicine delivery service for those on the Shielding List who are not already receiving this type of service from their local pharmacy. This will provide additional driver capacity to local pharmacies as demand levels are anticipated to increase in the coming weeks.

Service Update – Children's Services

- As a result of schools remaining closed, teachers are undertaking a critical role in directing remote learning and ensuring all families are supported effectively through regular contact both online and by telephone. 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.

- Trinity High and St Mary's Primary, West Primary, St James' Primary (Renfrew), the West Johnstone campus (includes nursery provision), Hugh Smiley Nursery, Moorpark Nursery and Riverbrae school have remained open to provide childcare to support key workers which will be continued through the school Easter holiday period. All other Schools and Pre 5 establishments have been closed. So far, over 300 families have been able to take up the offer of supported childcare with approximately 220 children across early years, primary and secondary being accommodated on any given day.
- Children's Services are paying particular focussed attention to supporting vulnerable children and families through regular contact. In addition to social work intervention, school staff are making regular phone calls and keeping in touch with families via other means wherever possible. Where a specific concern is raised, children's services staff are making arrangements to undertake home visits.
- 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.
- Routine housing allocations are not taking place, priority is being given to identifying properties for potential use as temporary accommodation for homeless people, and those applicants with a critical housing need, if the wraparound services can be arranged to allow the safe movement of people and facilitate safe living arrangements.
- Homeless services are continuing to be delivered with the assessments being completed by telephone and arrangements being made to provide access to temporary accommodation where required, work is ongoing to identify additional temporary accommodation which may be required to meet homeless presentations.
- Work has ceased on all Housing related construction contracts that are being delivered by external companies such as the HEEPS / ABS programme and new build construction at Johnstone Castle and Dargavel Village. The

relevant sites have been suitably secured and appropriate health and safety measures put in place during this deferment of works.

Service Update – Environment and Infrastructure

- Support is now being provided to the Local Assurance Team to prepare and make deliveries of essential Food supplies to shielded individuals across Renfrewshire. This builds on the service already provided to vulnerable residents where over 150 food parcels were delivered over last weekend and the catering support for Children's Services child-care support for key workers programme and to the HSPC for Care at Home services.

Service Update – Finance and Corporate Services

- All service areas are coping well despite high demand in certain areas e.g. customer services and supporting the Scottish Welfare Fund.
- Support service functions to support front line services are being maintained in line with government and health guidance and the Council's business continuity arrangements.
- The registration service has been temporarily relocated to the Community Safety Hub to ensure ongoing access to the office facilities required to manage the death registration process.
- A database to capture information on the skills and experience of employees that could be available for redeployment into priority service areas has been developed by HR and OD services to support the redeployment of employees into maintaining critical services for the community.

Service Update - RLL

- All RLL properties and services are closed in line with government guidance, a significant number of staff continue to work from home.
- Online services were immediately launched for a range of physical activity, including children's weekly dance classes, which have been accessed by audiences across Scotland.
- 10 weekly Move More and Vitality classes have also been launched online, with advisors also providing support to users by phone. Macmillan have recognised Renfrewshire as leading the sector once again. Health & Wellbeing packs have been despatched to people with no online access.
- New online activities will continue to expand in the coming days and weeks for both culture and leisure content.
- Existing online services such as Library e-books and magazines have seen an increase in traffic.
- Leisure membership fees have been automatically frozen for customers.
- Cash flow is being managed by spend holds where contractually possible and through payment deferral.
- Clarity awaited on RL's ability to access business support packages due to its legal status; with the Council being the sole member of the company, it may be precluded from some government support packages. We are actively engaging with Community Leisure UK, the Charity Tax Group and other national forums seeking this understanding for Scottish leisure trusts.
- Stakeholder management with major museum project funders continues, particularly NLHF, with scenario planning for scheduled delays underway. On

26th March RLL submitted a claim to RCGF for £1.5m and are awaiting confirmation of payment. This is an early claim requested by RCGF and represents an increase on the Year 2 claim.

- RL staff are actively supporting the call out for volunteers to support essential Council services; approximately 20 casual staff have supported the School Camps to allow front line workers to attend work.

5. **Renfrewshire Council Staffing Update**

- 5.1 Amongst Renfrewshire Council employees there are currently 726 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 646 reported on 27 March 2020) Of these 178 are currently working from home.
- 5.2 The 726 are split across Services as follows:

Service	Number of employees
Chief Executive Services	5
Children's Services	344
Communities, Housing and Planning	45
Environment and Infrastructure	201
Finance and Resources	75
Health and Social Care Partnership	56
Council Total	726

- 5.3 The number of employees now being "shielded from social contact" in line with government and health guidance is 993, up from the figure of 957 reported on 27 March 2020. Of these 413 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.

6. **Renfrewshire Council Communications Update**

- 6.1 A regular update is provided to all Elected Members with information on public communications, UK and Scotland COVID-19 cases, government guidance and local issues and developments. This is designed to support members respond to local enquiries. 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 with a new weekly staff newsletter. The staff section of the council website is updated daily.
- 6.2 The Council public website, social media channels and information line continue to be the main sources of live information for local people and this is updated daily. Key messages continue to include health advice, Stay Home Stay Safe, service updates and information on how local people can access services and find help

and advice. We are also supporting Scotland Cares and our local volunteering drive. A new directory-style home page has been put in place to improve access for mobile users and make it easier for people to find their way to information quickly. A new section has been created to provide Shielding information and help for local people who need to access food and medicine, with additional information on existing community support.

- 6.3 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.

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
2. **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.
3. **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.

4. **Legal** – N/A
5. **Property/Assets** – N/A
6. **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

List of Background Papers

None

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To: Emergencies Board

On: 3 April 2020

Report by: Director of Finance and Resources

Heading: Licensing Contingency Measures

1. Summary

- 1.1 The situation with Coronavirus continues to develop by the day and the Council continues to follow the latest advice from the Scottish and UK Governments. This is an unprecedented time and services will be severely tested.
- 1.2 At its meeting on 20 March 2020, the Board 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 Board being consulted. This report sets out revised processes in relation to some quasi judicial applications.
- 1.3 The Scottish Government published the Coronavirus (Scotland) Bill on 31 March 2020. The Bill makes a number of changes to licensing practice under the terms of the Civic Government (Scotland) Act 1982. However, a number of other emergency measures still remain to be implemented to ensure that the Council is able to meet its statutory obligations in relation to the determination of licence applications. This report outlines proposals to change policies and procedures for dealing with some licensing applications in the absence of meetings of the Regulatory Functions Board.

2. **Recommendations**

2.1 The Board is asked to:

2.1.1 Approve the measures proposed in paragraph 3.9 and 3.10 in relation to decisions normally taken by the Regulatory Functions Board and agree to delegate authority to the Head of Corporate Governance, the Legal and Democratic Services Manager and Assistant Managing Solicitor (Licensing) to make decisions in consultation with the Convenor or Depute Convenor of the Regulatory Functions Board.

2.1.2 Agree that powers be delegated to the officers specified at Paragraph 2.1.1 above to extend the duration of any licence falling within the remit of the Regulatory Functions Board, which would otherwise expire on or before 30 June 2020, for a period of three months.

2.1.3 Agree to introduce a temporary policy permitting the temporary cessation of Taxi and Private Hire Car Licences where requested by the vehicle operator.

2.1.4 Note that any application that is contrary to an existing policy of the Council will continue to be referred to Board following consultation with the Convenor or Depute-Convenor of the Regulatory Functions Board.

3. **Background**

Applications under the remit of the Regulatory Functions Board

3.1 The Council acts as Licensing Authority for a range of legislation including the Civic Government (Scotland) Act 1982 ('the 1982 Act') and the Housing (Scotland) Act 2006 ('the 2006 Act').

3.2 Under the Council's Scheme of Delegated Functions, Council officers currently have authority to deal with non-contentious applications, including where the application has attracted no objection and is in accordance with the policies of the Council. Otherwise, applications are determined by the Regulatory Functions Board.

3.3 The majority of civic licence applications under the Civic Government (Scotland) Act 1982 have a nine month determination period, which the new Bill seeks to increase to 12 months. House in Multiple Occupation

(‘HMO’) licences have a one year determination period under the Housing (Scotland) Act 2006. Scope for continuation of applications is therefore limited. If a determination date is passed, the outcome is that a licence is granted by operation of law (a “deemed grant”). It is not recommended that these situations arise as this removes scrutiny of an applicant, and where appropriate, premises, by the Council.

- 3.4 The Council has ceased all committee meetings until, at least, 24 June 2020. Additionally, the staffing resource available to maintain normal services is expected to be limited as the Council will be focusing on maintaining critical services to vulnerable communities as a priority.
- 3.5 In the coming weeks and possibly months, a number of measures will be required to ensure that the Council’s licensing service is able to maintain some level of normal operation. The current circumstances also pose significant challenges to licence holders/applicants in terms of their ability to trade, to submit, and make payment for, applications for renewals of licences.
- 3.6 It is proposed that Council officers will take a risk-based approach to dealing with applications. The majority of licensing applications are already able to be determined by officers using delegated powers, as they have not resulted in any objection and seek a licence in accordance with the licensing policies of the Council.
- 3.7 The Licensing Service will continue to deal with and process those licensing applications already received. New licence applications will not be accepted.
- 3.8 The vast majority of applications for licences are typically non-contentious, particularly renewals. In the absence of objections or negative comments from consultees, under the current Scheme of Delegated Functions, applications can be granted by Council officers (provided that the terms of the application are within the terms of the licensing policies of the Council).
- 3.9 It is proposed to temporarily change the Scheme of Delegation to allow applications which receive adverse comments or attract objections to be determined by officers. The following change is recommended, to apply in these circumstances and in the circumstances set out in Paragraph 3.10 below:

“During the period of time for which the Council’s Emergencies Board is in operation, the requirement for decisions to be made by the Regulatory Functions Board (“the Board”) shall not apply. Instead, such decisions shall be made by the Head of Corporate Governance, Legal and

Democratic Services Manager and Assistant Managing Solicitor (Licensing), in consultation with the Convener or Depute Convener of the Board, having regard to the public interest. Such decisions will be reported to the next meeting of the Regulatory Functions Board”.

3.10 It is anticipated that, for some licence application types, the relevant consultees may be unable to respond to renewal applications due to an inability to inspect premises or due to staffing shortages. As an interim measure it is proposed that a risk-based approach should be adopted. This approach would mean that, where it is not possible to find resolution to identified issues by consultees, applications would be considered under the Scheme of Delegated Functions as proposed at paragraph 3.9 above and either refused, or granted for a limited period of time, e.g. six months. Equally, it may be appropriate to approve applications, but subject to additional conditions. These matters would not require an additional delegation as they would be encompassed within the process set out at Paragraph 3.9.

3.11 Subject to approval of the proposed temporary change to the Scheme of Delegated Functions set out at Paragraph 3.9, officers will begin to determine applications where objections have been received following consultation with the Convenor or Depute Convenor of the Regulatory Functions Board. It should be noted the Council also receives from time to time a relatively small number of licensing applications where the terms of the application fall outwith the terms of the licensing policies agreed by the Council. These include applications for both grant and renewal of licences. In the case of renewals, these are generally to seek renewal on similar terms as previously agreed at a meeting of the Regulatory Functions Board. While delegated authority is not sought at this time to determine applications which are not in accordance with Council policy, existing applications will have to be determined within statutory time limits. This may require a further report to be brought to the Board seeking the delegation of additional powers, or alternatively those applications will require to be referred to the Emergencies Board for determination. However, any change to existing procedures will be discussed with the Convenor or Depute Convenor of the Regulatory Functions Board.

Extension of Duration of Licences

3.12 As stated at Paragraph 3.7, above, the Council is currently unable to receive new applications, including applications for renewal. Many licences falling under the remit of the Regulatory Functions Board expire after either a one, two or three-year period. In order to relieve pressure on both licence holders/applicants and the Licensing team, it is

recommended that the Council's policy on the period of grant of licences be varied, and that the officers specified at Paragraph 3.9 also be given power to extend any licence which is otherwise to expire on or before 30 June 2020 for a period of three calendar months. This would mean that the duration of any licences due to expire during the coming months would be extended as follows:

Date of Expiry	Date of Extension
31 March 2020	30 June 2020
30 April 2020	31 July 2020
31 May 2020	31 August 2020
30 June 2020	30 September 2020

A number of other Councils have adopted a similar course of action.

The Scottish Government are supportive of a pragmatic and sensible approach being taken to licensing procedures to help minimise the disruption caused to licence holders by the ongoing medical emergency.

The proposed arrangement will require to be reviewed further by the Board should current restrictions continue beyond 30 June 2020.

- 3.13 A record of the above decisions will be retained and reported to the next meeting of the Regulatory Functions Board.
- 3.14 The Licensing Section have been approached by a number of Taxi and Private Hire Vehicle operators who have advised that the current COVID-19 restrictions have resulted in a significant reduction in trade. This in turn has meant that they have ceased operating. A number of requests have been made seeking that they be allowed to reduce their current insurance cover to social, domestic and pleasure use on basis that they will, on a temporary basis, no longer undertake public or private hire. This is not permitted under current Council Policy and officers have been unable to agree to such requests. Accordingly, the Board is asked to agree recommendation 2.1.3. This would allow officers to authorise a temporary cessation of the licence upon receipt of a request in writing from the licence holder. They will be required to remove their plates upon granting of the cessation. This would then permit the licence holder to the use their vehicle for personal use only. Police Scotland will be notified of the temporary cessation. Operation of the Licence could only resume upon public or private hire insurance being exhibited. A similar approach has been adopted by neighbouring authorities.

Implications of the Report

1. **Financial** – There will be a reduction in income from licensing renewal income as licences are extended for an additional three months without payment of an application fee.
 2. **HR & Organisational Development** – N/A
 3. **Community/Council Planning** – it is unlikely that the recommendations will affect this directly, but the extension of licences will help sustain the livelihoods of licence holders
 4. **Legal** – as detailed in the report.
 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; only positive benefits are likely to result from the extension of duration of existing licences due to the ongoing medical emergency. 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** – nil.
 9. **Procurement** – nil

- 10. **Risk-** nil.
- 11. **Privacy Impact** – n/a
- 12. **Cosla Policy Position** – n/a
- 13 **Climate Change** – neutral. The report concerns the operation of the statutory licensing system to ensure the Council can meet the statutory requirements.
- 14 **Fairer Scotland Duty (Strategic Decisions Only)** – n/a

List of Background Papers

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