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Council Building
2 High Street
Perth
PH1 5PH

19 May 2020

A virtual Special Meeting of **Perth and Kinross Council** will be held via Microsoft Teams on **Wednesday, 20 May 2020 at 09:30**.

If you have any queries please contact Committee Services on (01738) 475000 or email Committee@pkc.gov.uk.

KAREN REID
Chief Executive

Those attending the meeting are requested to ensure that all electronic equipment is in silent mode.

Please note that the meeting will be streamed live via Microsoft Teams and a recording will be publicly available on the Council's website following the meeting.

Members:

Provost D Melloy
All Councillors

Perth and Kinross Council

Wednesday, 20 May 2020

AGENDA

MEMBERS ARE REMINDED OF THEIR OBLIGATION TO DECLARE ANY FINANCIAL OR NON-FINANCIAL INTEREST WHICH THEY MAY HAVE IN ANY ITEM ON THIS AGENDA IN ACCORDANCE WITH THE COUNCILLORS' CODE OF CONDUCT.

1 WELCOME AND APOLOGIES

2 DECLARATIONS OF INTEREST

3 OPERATIONAL UPDATE ON COUNCIL RESPONSE TO CORONAVIRUS (COVID-19)

Verbal Update by Chief Executive including Q&A session for elected members

4 DECISION MAKING AND COMMUNICATION ARRANGEMENTS 5 - 28

Report by Chief Executive (copy herewith 20/91)

5 APPOINTMENTS TO COMMITTEES

(i) Planning and Development Management Committee

Council is asked to make an appointment to the vacant position on the Planning and Development Management Committee.

IT IS RECOMMENDED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEM(S) IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973

P1 DISPOSAL OF FORMER COUNCIL OFFICES AT 1-5 HIGH STREET, PERTH

Briefing by Head of Planning and Development

P2 FINANCIAL UPDATE

Presentation by Interim Chief Operating Officer and Head of Finance

P3 RECOVERY AND RENEWAL

Presentation by Chief Executive and members of the Recovery and Renewal Group

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PERTH AND KINROSS COUNCIL

20 May 2020

DECISION MAKING AND COMMUNICATION ARRANGEMENTS

Report by Chief Executive (Report No. 20/91)

The purpose of the report is to brief the Council on the current decision making structure and elected member engagement in response to Coronavirus (COVID-19), as well as outline arrangements for continued decision-making during the response, recovery and renewal periods.

1. BACKGROUND

- 1.1 In response to the emerging situation in relation to Coronavirus (COVID-19), and following discussion with all political groups, the following information was issued by the Depute Chief Executive to all elected members on 16 March 2020:

“As part of measures in response to the Coronavirus (COVID-19), the decision has been taken in consultation with the Provost and relevant Group Leaders to cancel all scheduled meetings of the Council until further notice. This includes the Council, Committees, Sub-Committees, MOWGs, the Local Review Body and appeal hearings.

The Council’s current Scheme of Administration was approved by the Council with effect from January 2020. Section 15.5 of the Scheme states the following:

The Chief Executive, Depute Chief Executive or any Executive Director is authorised to take such measures as may be required in emergency situations, subject to reporting to Council or the relevant Committee as soon as possible on any matters for which approval would normally be necessary.

In the event that there are any urgent decisions to be made during this period that normally require Council approval, where it is practical to do so the Chief Executive / Depute Chief Executive / Executive Director will liaise with elected member representatives that will include Group Leaders as well as a representative on behalf of both the Independent and Scottish Labour Group and Councillors Purves / Stewart prior to making any decision. This group of elected members was called the Sounding Board.

The interim suspension of meetings will be kept under review in light of the information available and members will be informed immediately of any change.”

- 1.2 In the initial period, the views of the Sounding Board were sought on a number of areas with the following decisions then taken by the relevant Gold Command member in line with section 15.5 of the Scheme of Administration.
- An emergency grant of £10,000 to support local food banks running low on supplies.
 - Provision of payments to families usually in receipt of free school meals during both term time and the Easter holidays.
 - Waiving of the 3% increase for burial and cremation charges for 2020/21.
 - The setting of reserved places for schools for session 2020/21.
 - Variation to the School Admissions Policy for session 2020/21 in relation to the criteria for placing requests received from out with the local authority area.

2. CURRENT SITUATION

- 2.1 Following this, the Chief Executive sought, and was given, the agreement of all the members of the Sounding Board to begin virtual meetings of the Sounding Board. The first meeting of the Board took place on 3 April 2020. Membership of the Board is as outlined in section 1.1 above, with the meetings chaired by the Chief Executive, attended by the Executive Director of Housing and Environment, as the capacity as the Council's Gold Commander, and minuted by Committee Services.
- 2.2 The following are the standing items on the Sounding Boards agenda:
- Note from previous meeting
 - Operational Update by Chief Executive and Gold Commander – Verbal update by Chief Executive (Appendix 1)
 - Emergency Powers – Record of Decisions (Appendix 2)
 - Governance Process – Verbal update by Chief Executive
 - Latest Guidance/Legislation considered by Gold Command (Appendix 3)
 - Financial Update – Report by Head of Finance
 - Latest Statistics
 - Members Q & A
- 2.3 In addition, further items have been included for decision/information including the Coronavirus Act; the Council's Covid 19 Command, Control and Response structure; modelling for additional deaths; an update on current planning guidance and virtual users groups for Blairgowrie Recreation Centre and the replacement school in Perth. It was also agreed that the normal process for agreeing Service Business Management and Improvement Plans, along with Annual Performance Reports, would be halted. This allows services to focus on the current emergency, while ensuring future development of these documents is based on the Council's strategic direction in relation to future emerging issues, recovery and renewal, underpinned by the availability of budgets.
- 2.4 Following agreement with the Sounding Board, and in line with Scottish Government guidance in relation to the importance of a continued support to

the planning, a virtual Planning and Development Management Committee was held on 29 April 2020. As agreed with the Sounding Board, as a result of the successful use of technology, further consideration can now be given to examining the current governance arrangements put in place on 16 March 2020. Any changes to the agreed position need to reflect the ongoing response to the Covid 19 emergency, including the focus on the Council's 18 essential services, along with our emerging approach to recovery and response, while adhering to the UK and Scottish Government's most up to date guidance on physical distancing.

- 2.5 The Sounding Board also noted the expansion of the officer representation at the meeting. As such, from 11 May 2020, the Executive Director of Education and Children's Services and the interim Chief Operating Officer also attend Sounding Boards.
- 2.6 This Special Council meeting allows another opportunity to test the ability to undertake Council governance in a virtual environment. In addition, a virtual Integrated Joint Board meeting for the Health and Social Care Partnership will take place on 29 May 2020.
- 2.7 It should also be noted that SOLACE is undertaking work across the whole of Scotland to ensure that there is a consistent approach to elected member decision-making amongst all local authorities.

3. PROPOSALS

- 3.1 It is essential that elected members continue to provide strategic direction and scrutiny of the work of the Council. It is also vital that sufficient time is provided to officers to continue to respond to the current crisis and prepare the Council's approach to recovery and renewal, which will be presented at the next Council meeting.
- 3.2 To enable this, it is intended to re-establish Council meetings and other committees at the earliest opportunity, in line with the proposals noted in paragraph 3.4 below.
- 3.3 In addition, briefing sessions for all elected members will be scheduled which will cover a range of areas including finance, the capital programme, the Perth and Kinross Offer and the approach for recovery and renewal – *'building back an even better council'*. It is likely that the Council will need to consider setting a revised revenue budget for 20/21 and beyond, linked to SG and UK budget developments. This will have an impact on the capital budget decision making which was due to take place at the June Council meeting.
- 3.4 Taking these considerations into account, the following actions are proposed.
 - (i) The emergency powers as outlined in paragraph 1.1 remain in place, with a review date of 30 September 2020

Council Meetings

- (ii) A Council meeting is scheduled for 24 June 2020, with a focus on the Council's approach to recovery and renewal. This would also include any other reports which would normally require relevant committee approval.
- (iii) The Council meetings which are already in the diary for the remainder of the year will take place as planned

Finance

- (iv) Approval of the Council's capital programme and the Blueprint for the Future is delayed until later in the year when the Council's financial position is clearer
- (v) The need to set a new revenue budget will be kept under review, along the potential for a Special Council meeting to approve this
- (vi) All financial reports will also be tabled at Council meetings for discussion and approval.

Quasi-judicial meetings

- (vii) Committees and Boards linked to the quasi-judicial role of the Council, Licensing Board, Licensing Committee, Local review Body, a second Planning and Development Management Committee and Placing Request appeals will be arranged to take place in June 2020.

Common Good

- (viii) Decisions required by Common Good Committees will be taken at a Council meeting or, for financial assistance requests, this would be undertaken by email agreement of the members of each CG Committee, providing the amount of funding requested can be contained within the approved Financial Assistance Budget for the Fund, or in the absence of an approved Budget, within the estimated annual income for the Fund.

Sounding Boards

- (ix) The work of the Council will continue over the summer period, using the Sounding Board as the agreed forum, with weekly meetings taking place. This will include the Board acting as a Member Officer Working Group to support the recovery and renewal approach for '*building back an even better Council*'
- (x) Service Sounding Board meetings will be established monthly, commencing the week beginning 25 May 2020, chaired by the Executive Director of each service, to provide information and updates

to the convener and vice convener of each relevant committee, along with the nominated spokesperson from each political group.

- (xi) Spokesperson nominations from each group for the Service Sounding Boards are requested

Briefings

- (xii) Virtual briefing sessions for all elected members, including those outlined in paragraph 3.3 will be arranged to take place across June and the summer period

Trade Union meetings

- (xiii) Meetings of the JNC(T) and the JCC will also be convened before the summer period to support the ongoing importance of discussions with unions, particularly in relation to recovery and renewal.

Governance

- (xiv) A governance timetable for all meetings is attached as Appendix 4
- (xv) Work is also undertaken across the summer period to develop a revised governance structure for the Council, for approval in August/September, working in consultation with all elected members.
- (xvi) Work is undertaken over the summer period to develop an approach to reintroducing committees, while continuing to take into account the work associated with response and recovery, and the work that all officers across the Council will be required to focus on.

4. FINANCIAL IMPLICATIONS

- 4.1 The actions taken will have financial implications for the Council to varying degrees but it is not possible to fully quantify these at this stage. Additional funding has been provided by Scottish Government which will provide some cover for additional costs and lost income but whether this will be sufficient will depend on how long the current situation goes on for and what actions may need to be taken to keep essential services going. Existing approved budgets can also be re-deployed where necessary. Officers are putting in place measures to ensure additional costs and income lost is recorded and a national method of gathering this information is also in preparation to enable future reporting.

5. CONCLUSION AND RECOMMENDATION

- 5.1 The paper outlines the governance arrangements put in place as a response to the Covid 19 emergency. It also provides proposals for future governance arrangements for Perth and Kinross Council.

- 5.2 It is recommended that Council approve the proposals as outlined in section 3.4 above.

Author

Name	Designation	Contact Details
Karen Reid	Chief Executive	chiefexec@pkc.gov.uk

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- Appendix 1** Operational Update by Chief Executive/Gold Commander
Appendix 2 Emergency Powers – Record of Decisions
Appendix 3 Latest Guidance/Legislation considered by Gold Command
Appendix 4 Governance Timetable

Operational Updates by Chief Executive/Gold Commander

3 April	<ul style="list-style-type: none"> • A relaxation from the Scottish Government on the requirement of 1140 hours of early learning and childcare and a re-evaluation from August 2020. • Work was taking place with the Council's ALEOs to assist with additional staff for re-tasking to critical areas. • Children's Activity Centres were now set up for key workers in five areas with further provision also being investigated. • Personal Protective Equipment (PPE) being provided to Waste Services operators in all vehicles to reduce the spread of infection following national guidance. • A new website Tayside Cares (www.taysidecares.co.uk) created to provide information, advice and assistance regarding Coronavirus for citizens living in Angus, Dundee and Perth and Kinross. • A database of volunteers being established and co-ordinated by the Council to support vulnerable people across the Perth and Kinross area, involved in such activities as the distribution of food parcels across rural areas to essential people. • Further support in terms of welfare, business grants, and support to self-catering businesses. • The by-election for Ward 11 caused by the resignation of former Councillor Dave Doogan provisionally scheduled to take place on 26 November 2020.
10 April	<ul style="list-style-type: none"> • Testing – this was being expanded to both teaching and non-teaching staff in addition to those staff already being tested in Health and Social Care. Guidance would be coming out to all Council staff on testing. Gill Reeves from Learning and Development had been appointed as a Staff Wellbeing Champion for Council staff. • Agreement had been reached at COSLA level on average pay rates for supply teachers until the end of June. • The Re-tasking process of staff into critical service areas was on-going and increasing in pace. • Business grants were continuing. • The Registrars function would now be open to the public seven days a week from this weekend. • Legislation coming forward next week to the Scottish Parliament to extend the timescales for both the submission of school placing requests for 2020/21 and the holding of any required appeal hearings. • The Council was adhering to new guidelines published by the Scottish Government this week on the use of Personal Protective Equipment (PPE).
17 April	<ul style="list-style-type: none"> • The issue of business grants only being given out per business and not per premises had now been addressed. Funding was also coming in for those who registered as self employed after April 2019. This would come into effect from the beginning of May. • Concerns relating to lack of flexibility of Non-Domestic Rates cut-off at 17 March for rates relief had been raised with the Deputy First Minister. A response is awaited.

	<ul style="list-style-type: none"> • The Council has provided updated guidance on PPE for all staff. This includes a flow chart and tool kit which reflects national guidance. Liaison has also taken place with Trade Unions. • The re-tasking of staff predominantly to health and social care continues and training is now underway. A clarification has been issued to elected members that the training will take place in the Gleneagles Day Centre, not at the Gleneagles Hotel. A buddy system has also been introduced for those individuals moving into health and social care so that they are not working on their own and are very clear about the tasks that they are undertaking. • The video recording of services at Perth Crematorium has been tested and is now in situ. This is a webcast which will allow families to participate. • The Registrars Service is now operating 7 days a week. • The National Helpline for non-Shielding Vulnerable Groups is now in place. • Over 900 volunteers are now formally registered to offer support across Perth and Kinross. Perth and Kinross, Dundee City and Angus Councils are working with a group of businesses pan-Tayside on how they might support us in terms of some of the essential services we need to deliver and are offering their staff in a volunteering capacity.
24 April	<ul style="list-style-type: none"> • KR advised that a Care Home Action Plan was in place involving the Health and Social Care Partnership, Public Health, as well as the Care Inspectorate. Approximately two thirds of care homes in Perth and Kinross had been contacted so far by the Council in relation to general support and supplies of PPE. It was noted that the Council's guidance in relation to PPE had been recognised as good practice at national level. Following a query by Councillor Laing in relation to privately operated care homes, KR confirmed that whilst the Council issues specific guidance, it is the duty of the individual care home employer to undertake a risk assessment and manage the process as necessary. KR would seek any further update from the Chief Officer/Director – Integrated Health and Social Care. • KR confirmed that a further Children's Activity Centre was opening in the coming week at Aberfeldy, and increased provision was also being provided at North Inch Community Campus. • In terms of business grants, KR confirmed that as of the previous day, 2720 applications had been received and 2212 had been processed. Councillor McDade commented that there had been positive feedback at a national level on the PKC approach to business grants during the current crisis. • KR reported that the early release of some prisoners would commence from 30 April 2020. This was being co-ordinated by the Scottish Prison Service and would involve approximately 450 people across Scotland, with around 10 people in Perth and Kinross. • KR informed members that the Scottish Government had announced changes in the timescales for decisions by the Council on any school placing requests for session 2020/21 and any subsequent placing request appeals.

	<ul style="list-style-type: none"> • KR informed members that a staff pulse survey had been issued yesterday to obtain feedback from all staff. • KR confirmed that as previously advised, Beechgrove House was now ready to be used as a step-down facility for patients being discharged from hospital who were not quite ready to return to their own homes. It was noted that this facility was not being used for any patients who currently were infected with Coronavirus. Following a suggestion by Councillor McDade, BR agreed to arrange further corporate communications around this at the appropriate point. Councillor Laing raised concern about any former Coronavirus patients moving to Beechgrove House, KR agreed to pass this to the Chief Officer/Director – Integrated Health and Social Care.
4 May	<ul style="list-style-type: none"> • KR advised that the Deputy First Minister had set up a national Education Recovery Group that was co-chaired with COSLA to examine the process and timescales for pupils and staff returning to schools. • There had been approximately 7000 welfare calls made the previous week by staff to vulnerable people. • 4340 Perth and Kinross citizens had been identified for shielding, with 2860 who had spoken to the Council so far. Work was continuing on contacting people regarding essential food and pharmacy items. • The Perth and Kinross Health and Social Care Partnership (HSCP) Gold Command were monitoring the situation regarding care homes on a daily basis. • The approach taken by the Perth and Kinross HSCP in relation to the supply of Personal Protective Equipment (PPE) had been recognised as good practice on a national basis. • KR advised that the Chief Officer Group (involving Council, Police Scotland and NHS Tayside senior staff) were now meeting every three weeks. • KR informed members that the early release of some prisoners was expected to commence this week, with 13 expected to be released in Perth and Kinross within the next four or five weeks. • KR advised that as of Friday 1 May, 2964 business grants had been received, 2788 had been processed and 2332 had been paid. An appeals process is being introduced locally which will take into account SG guidance; and an appropriate audit system is now in place. • A session with all elected members would be arranged shortly on the revenue and capital budget. In response to a query from Councillor Laing on whether charging for day care services was still continuing, KR agreed to investigate this further. • KR reported that the first virtual Planning and Development Management Committee the previous week had been a success, with a further meeting to be arranged at the end of May / beginning of June. It was agreed that a special Council should take place on 20 May with training for all members to take place in advance. The agenda for the meeting would include scrutiny of current operations, finance, question and answers for members, as well as the future of the Council. There may also be a need to consider some business in private. It was also agreed that a further business meeting of the Council would take place

	<p>in June. Virtual meetings of the Licensing Board, Licensing Committee and Local Review Body were also being investigated. Councillor Laing suggested that there was not a need for a formal recess period over the summer due to the current situation. KR advised that the position could be determined at the June Council meeting. KR further advised that Sheena Devlin and Karen Donaldson would also now be joining the weekly sounding board meetings. In relation to previous discussions on either the re-establishment of weekly Convener meetings or sounding boards involving representatives from all political groups on a service basis, KR advised that there was not a unanimous view amongst all political groups so she would shortly be making a decision on this in consultation with Gold Command.</p> <ul style="list-style-type: none"> • BR reported that the V.E. day celebrations planned for 8 May had been cancelled. Pre-recorded online videos involving the Provost and Councillor Chris Ahern as Armed Forces Champion were being investigated.
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RECORD OF DECISIONS – 11 MAY 2020

Power Exercised	Date	Reason	Council Function
Suspension of recovery action on Council Tax and Rents Arrears collection for 3 months. This means no summary warrants or wage arrestments will be made and no action will be taken beyond standard reminders being issued	March 2020	Many tenants and council taxpayers across Perth and Kinross will be impacted to some degree by COVID-19 response and may be unable to pay bills timeously or in full. To avoid unnecessary stress for families who may be struggling and potential very negative publicity for the Council it was considered appropriate to temporarily suspend formal recovery action on arrears.	Duty to collect Council Tax and Rent applying all due diligence in doing so.
Closing Registrars Offices to the public	March 2020	To reduce the health risk to staff and public in terms of COVID-19 and in compliance with Government Directions.	Duty to provide a Registrars Service. (Registration of deaths can now be done remotely.)
Closing Council schools	March 2020	To reduce the health risk to staff pupils and public in terms of COVID-19 and in compliance with Government Directions.	Duty to provide Education Services Duty to meet additional support needs.
Closing Council Buildings	March 2020	To reduce the health risk to staff and public in terms of COVID-19 and in compliance with Government Directions.	Duty to provide Council Services.
Closing all Council Recycling Centres	March 2020	To comply with government guidance in relation to the spread of covid 19 by preventing non-essential travel and members of the public from visiting busy sites where social distancing could not be safely implemented.	Environmental Protection Act 1990, duty to provide facilities for the public to deposit their waste.

Power Exercised	Date	Reason	Council Function
Closing all public conveniences	March 2020	Lack of staffing resource and also to minimise the risk of the spread of infection.	No statutory requirement in this case, but seen as an important public service.
Stand down all designated street sweepers	March 2020	Non-essential service. To comply with government Regulations in relation to spread of covid 19 and to protect staff from the risk of infection.	Environmental Protection Act 1990, code of practice in relation to street cleanliness.
Temporary suspension of bulky / special waste collections	March 2020	Lack of staff resource. To allow redeployment of existing resource to essential services.	Waste (Scotland) Regulations 2012.
Suspension of parking charges	March 2020	Lack of staff resource. To allow redeployment of existing resource to essential services and support key workers.	Car Park Traffic Orders.
Reduce road and street lighting maintenance	March 2020	Lack of staff and contractor resource. Non-essential service. To comply with government Regulations in relation to spread of Covid 19 and to protect staff from the risk of infection.	Roads (Scotland) Act 1984 duty to maintain roads and street lighting.
Reduce property maintenance	March 2020	Lack of staff and contractor resource. Non-essential service. To comply with government Regulations in relation to spread of Covid 19 and to protect staff from the risk of infection.	Duty to maintain property.
Changes to school and public transport arrangements/ contracts	March 2020	Changes to school opening times/use as key worker childcare hubs, as per government guidance in relation to spread of Covid 19; Changes to regulated bus services due to lack of contractor	Service Contracts/Traffic Commissioners requirements.

Power Exercised	Date	Reason	Council Function
		resources/passenger uptake.	
Suspension of unplanned repairs except emergency repairs (includes suspension of Right to Repair)	March 2020	Reduce risk to contractors and tenants. Government Regulations require that all but essential work should stop.	
Suspend tenant evictions from residential properties who find themselves in financial or other difficulties as a result of the coronavirus pandemic	March 2020	To comply with new legislation and guidance	
Civic Government (Scotland) Act 1982 Extension of all licences granted under the Civic Government (Scotland) Act 1982 or other legislation for a period of three months.	March 2020	The current circumstances have impacted 1) the ability of licence holders to obtain and produce required documentation (photographs, medicals, Public Liability Insurance); and 2) the ability of staff to process applications and ensure that all relevant documentation has been received.	The processing and granting of licences under the Civic Government (Scotland) Act 1982.
Emergency grant to foodbanks	March 2020		Duty to promote social welfare; power of wellbeing.
Free School Meals Payments to families	March 2020	To ensure alternative mechanism to provide meals and comply with duty.	Duty to provide free school meals to eligible children.
Waiving of the 3% increase for burial and cremation charges for 2020/21	March 2020	To assist with costs at difficult time.	
The setting of reserved places for schools for session 2020/21	March 2020	To ensure that reserved places are retained in schools ahead of determining placing requests.	Duty to set reserved places in schools.

Power Exercised	Date	Reason	Council Function
Variation to the School Admissions Policy for session 2020/21 in relation to the criteria for placing requests received from out with the local authority area.	March 2020	To ensure that the amended policy is in place prior to determining placing requests for the coming school year.	Duty to publish admissions policy; duty to determine placing requests.
Reduce provision of temporary accommodation to high risk groups	March 2020	Reduced availability of temporary accommodation due to suspension of housing allocation policy.	
Funding for community initiatives through Local Action Partnerships	March 2020	In order to speed up requests for funding from voluntary groups, decisions will be made only by Chairperson and Lead Officer of LAP, other than the Kinross LAP.	
Business Grants – agreed that small number of businesses who had applied for grants, but were not registered as rate payers at the start of the year, be given grants, subject to evidence checking by the relevant Council Team.	4 April 2020	To ensure service continuity during the current Coronavirus (COVID-19) outbreak.	
Support for Gypsy / Traveller Communities. Flexibility in approach to negotiated stopping, identification of potential mobile home/holiday sites which may need to be requested to re-open (subject to Gold Command approval), contact to be made with identified sites to ensure no barriers to prevent re-opening. Sites only to be re-opened for the purpose of Gypsy Travellers.	22 April 2020	To provide support to Gypsy / Traveller Communities during the Coronavirus pandemic.	

Power Exercised	Date	Reason	Council Function
Guidance on temporary supplier and provider relief. A suspension of part of the Council's Financial Regulations which states that all advance payments are individually approved by the Head of Finance. The Guidance on Supplier and Provider Relief suspends that requirement for an initial period until 30 June 2020 (or earlier if current restrictions are lifted). The revised arrangements provide that the accountable budget holder for the areas concerned retain discretion over and are responsible for all decisions over supplier and provider relief, subject to a general cap of 25% of the annual contract value.	22 April 2020	The Council is dependent upon its suppliers and providers continuing to deliver critical services as part of the ongoing COVID 19 response. Longer term, the Council also needs to protect its local supply chain.	

Guidance/Legislation Received in Respect of Covid-19

Date	Type	Item
6 May	Request	Scottish Government Consultation - Coronavirus (COVID-19): framework for decision making - Response Date 11 May 2020 https://consult.gov.scot/covid-19/dialogue/
6 May	Guidance	Healthy Living Survey and School Estates Core Facts Survey
5 May	Guidance	Updated Shielding Guidance for LAs and LRPs - Version 6 (1.5)
5 May	Guidance	SG Guidance – Framework – Further Guidance https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2020/05/coronavirus-covid-19-framework-decision-making-further-information/documents/coronavirus-covid-19-framework-decision-making-further-information/govscot%3Adocument/coronavirus-covid-19-framework-decision-making-further-information.pdf
4 May	Guidance	SG Guidance - Test, Trace, Isolate, Support https://www.gov.scot/publications/coronavirus-covid-19-test-trace-isolate-support/
4 May	Legislation	Prisoner Release Regulations https://www.gov.scot/news/short-term-prisoner-release/ . The relevant Regulations can be found in the following two links: http://www.legislation.gov.uk/ssi/2020/138/contents/made & http://www.legislation.gov.uk/ssi/2020/137/contents/made
4 May	Info	National Education Recovery Group https://www.gov.scot/publications/covid-19-education-recovery-group-april-2020/
4 May	Info.	ELC COVID-19 Update for May 2020
3 May	Guidance	Letter from Population Health Directorate in relation to the distribution of naloxone by non-drug treatment services
1 May	Guidance	Letter from Clare Haughey, Minister for Mental Health - Principles for Mental Health
1 May	Guidance	Letter from Scottish Government - Care Homes and COVID-19
1 May	Guidance	Letter from John Connaghan Update on Testing Strategy and Delivery
1 May	Guidance	'Scotland Cares' volunteering campaign - pausing recruitment
1 May	Info.	Information from Cosla re Supporting Communities Fund update
30 April	Guidance	Correspondence from the Scottish Government - Covid-19 - Contingency Planning for Opioid Substitution Therapy (OST) in Prisons
30 April	Guidance	Letter from Richard Lochhead, MSP, re CLDMS membership
30 April	Guidance	Prisoner Release Regulations - Letter from Quentin Fisher
30 April	Guidance	Letter from Clare Haughey re National Adult Support and Protection Guidance Publication https://www.gov.scot/publications/coronavirus-covid-19-adult-support-and-protection-guidance/

Date	Type	Item
29 April	Guidance	Email from Solace re Re-opening of HWRCs
28 April	Guidance	Update on Children's Advocacy in the Children's Hearings System
28 April	Guidance	Letter from Michael Matheson MSP, Cabinet Secretary for Transport, Infrastructure & Connectivity re 'Spaces for People'
28 April	Request	Request from SG re Mental Health and Wellbeing of Children and Young People
28 April	Letter	Letter from Children & Young People Improvement Collaborative re Covid Response Offer of Assistance
27 April	Request	Information request re No one Left Behind
27 April	Guidance	Letter from DFM re Placing Requests
26 April	Guidance	Letter from SG - Materials to support expanded Hub process
25 April	Guidance	Letter from SG re Expansion of the UK Government Testing Programme for priority key workers in Scotland
25 April	Guidance	Updated Shielding Guidance for LAs and LRPs - Version 5 (1.4)
24 April	Guidance	Update from SG on interaction between continued payments for funded ELC hours and the coronavirus job retention scheme
23 April	Guidance	Scotland Excel Support for Local Authority sourcing of PPE Supplies
23 April	Guidance	Letter from Scottish Government re PPE for social care providers, unpaid carers and personal assistants
23 April	Guidance	Letter from Cabinet Secretary for Finance – Advice re business grants
23 April	Guidance	Covid-19: A Framework for Decision Making https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making/
23 April	Guidance	Email from Scottish Government - Shielding - clarification on funding position
22 April	Guidance	Letter from Scottish Government re Early Release of Prisoners
22 April	Guidance	Mental Welfare Commission advice for people using services and their family/carers A copy of the Advice Note can be found here
21 April	Legislation	Schedule 28 to the Coronavirus Act 2020 - new powers for local authorities and government to support the resilience of local death management systems https://www.gov.scot/isbn/9781839607028
20 April	Guidance	Letter from John Connaghan re Care Homes: Enhanced System of Assurance – Residents & Staff
20 April	Guidance	Updated travel guidance for the education sector https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings
20 April	Guidance	Guidance from SQA re Information for schools, colleges and local authorities on producing estimates for National Courses
20 April	Guidance	Letter from Minister for Mental Health – Staff Wellbeing Toolkit
20 April	Guidance	NRPF Framework for Councils http://www.migrationscotland.org.uk/uploads/Guidance%20Covid%2019%20Supporting%20People%20with%20NRPF%20200420_0.pdf
20 April	Letter	Letter from Epilepsy Scotland re implications of Coronavirus Act

Date	Type	Item
20 April	Guidance	Scottish Government Advice on Home Learning https://www.gov.scot/news/guidance-for-home-learning/
18 April	Guidance	Updated Shielding Guidance for LAs and LRPs - Version 4 (1.3)
18 April	Info.	Letter of appreciation from Secretary of State for Housing, Communities and Local Government
17 April	Guidance	Joint COSLA, the SJC and SNCT Unions Frequently Asked Questions (FAQs) https://www.cosla.gov.uk/non-healthcare-setting-faqs-17042020
17 April	Guidance	Email re Joint BPA/COSLA parking guidance for Local Authorities on PCN Case Progression
17 April	Guidance	Letter from Scottish Government re Early Release of Prisoners
17 April	Guidance	Letter from Aileen Campbell – Update on National Government Actions
16 April	Guidance	Supplementary National Child Protection Guidance
16 April	Guidance	Letter from CNO re Testing
16 April	Guidance	Continuation of Alcohol and Drug Services - letter from Minister for Public Health and Chief Medical Officer
16 April	Guidance	Letter from Equality and Human Rights Commission re Public Sector Equality Duty (PSED) – reporting obligations
15 April	Circular	CCD 1/2020 – Revised Charging for Residential Accommodation Guidance
15 April	Circular	CCD 2/2020 – The Community Care (Personal Care and Nursing Care) (Scotland) Amendment Regulations 2020
14 April	Guidance	Guidance from NSS - Guidance for non-healthcare settings
10 April	Guidance	Letter from Jeane Freeman re fair work in social care
10 April	Guidance	Letter from DFM to MSPs re Shielding
9 April	Guidance	Letter from Scottish Government re Early Prisoner Release
9 April	Guidance	Shielding - Guidance for Local Authorities and Local Resilience Partnerships on support for those who are clinically at high risk from COVID-19 (Updated 9 April)
9 April	Request	Request from DFM re Shielding Performance Info. By 10 April
9 April	Guidance	Letter from Jeane Freeman re access to testing for social care workers
9 April	Guidance	Letter from Deputy Registrar General re 1. Continuity of Service - Death and Still-birth Registration 2. COVID-19 and SARS-COV-2 Naming Conventions in the Registers 3. Contacting NRS Colleagues at Weekends and in Holiday Periods 4. Stakeholder Feedback and Appreciation
9 April	Request	Request from SG - Intelligence Gathering - Daily Monitoring Return - Easter Weekend arrangements and new data requirements
9 April	Guidance	Guidance from BPA/Cosla re parking provision https://www.britishparking.co.uk/COVID-19-Local-Authority-advice
8 April	Update	Cosla update to Directors of Finance re Business Grants
8 April	Guidance	Letter from Paul Wheelhouse MSP, Minister for Energy, Connectivity and the Islands re Telecommunications – Vital Services
8 April	Guidance	SG Guidance re cremations https://www.gov.scot/publications/coronavirus-act-2020-c-7-direction-under-paragraph-91-of-part-2-of-schedule-14/

Date	Type	Item
		SG Guidance re funerals https://www.gov.scot/publications/coronavirus-act-2020-c-7-direction-under-paragraph-81-of-schedule-14/
7 April	Guidance	Letter from John Swinney to Shielding Patients
7 April	Guidance	Scottish Government Early Learning and Childcare Covid-19 Update No 1
7 April	Guidance	Letter from Kevin Stewart re Extending the validity and Determination of application – refusal and deemed refusal as a result of the COVID-19
7 April	Letter	Letter from Malcolm Wright re Signposting
7 April	Guidance	Email from Alison Cumming re LA access to staff in PVI childcare settings
7 April	Guidance	Framework to support gypsy/traveller communities https://www.gov.scot/publications/coronavirus-covid-19-supporting-gypsy-traveller-communities/
6 April	Guidance	Email from SEPA CEO re regulatory activities
6 April	Guidance	Letter from Alison Cumming re continued payments for funded Early Learning and Childcare hours and the coronavirus job retention scheme
6 April	Guidance	Food Fund Guidance and Request for Contact Person
6 April	Guidance	Letter from Scottish Roadworks Commissioner re essential activity
6 April	Guidance	Letter from Kevin Stewart re Certification Schemes under Section 7(2) of The Building (Scotland) Act 2003 Special measures to enable the acceptance of unsigned certificates of design as a result of the COVID-19 outbreak
6 April	Guidance	Guidance re Construction https://www.gov.scot/publications/coronavirus-covid-19-construction-sector-guidance/pages/overview/
5 April	Guidance	Letter from CNO re Social Care – Social Distancing and PPE provision
3 April	Guidance	Update from Cosla/Solace re Workforce Issues
3 April	Guidance	Letter from SCNT re Supply Teachers Job Retention Payment
3 April	Guidance	Cosla guidance on Asylum Accommodation and Contingency Planning
3 April	Request	Request from Cosla re Staff Absence and Issues Survey
3 April	Guidance	Letter from Jeane Freeman re Coronavirus Act 2020 - commencement of social care provisions Statutory Guidance for Local Authorities
3 April	Guidance	Letter from Rosemary Agnew, Scottish Public Services Ombudsman, on processing Scottish Welfare Fund applications
3 April	Guidance	Shielding - Guidance for Local Authorities and Local Resilience Partnerships on support for those who are clinically at high risk from COVID-19
3 April	Guidance	Letter from John McNairney re Planning Procedures
2 April	Guidance	Letter from Transport Scotland re Blue Badge and General Parking Guidance
2 April	Guidance	Letter from CNO and CMO re Revised PPE Guidance

Date	Type	Item
2 April	Guidance	Email from Kate Forbes re Self Catering and other grants - possible shortfall
2 April	Guidance	SQA update on arrangements for quality assurance and the certification of National Courses and Awards – a message to schools and colleges
2 April	Guidance	Letter from Food Standards Scotland re Food Delivery Project Update & Covid-19
2 April	Guidance	Letter from Jamie MacDougall re Statutory Guidance for local authorities on changes to social care assessments in Scotland
2 April	Legislation	Health Protection (Coronavirus) (restrictions) (Scotland) Regulations 2020 http://www.legislation.gov.uk/ssi/2020/103/contents/made
1 April	Letter	Letter from Catherine Calderwood re Shielding – Scottish Government Update
1 April	Guidance	Social distancing in non-healthcare public services https://www.gov.scot/publications/coronavirus-covid-19-social-distancing-in-non-healthcare-public-services/pages/implementing-social-distancing-in-the-workplace/
1 April	Letter	Letter from Fiona McQueen and Catherine Calderwood re Forthcoming PPE Guidance
1 April	Letter	Letter from Jeane Freeman re Supply of PPE
31 March	Info.	Summary of responses to the Coronavirus (COVID-19) outbreak from scrutiny bodies in Scotland
31 March	Guidance	Letter from John Swinney and Iona Colvin - Supplementary National Child Protection Guidance
31 March	Letter	Letter from Scottish Government re Key Worker Brokerage Hub
30 March	Letter	Letter from Stephen Gallagher re Support for Businesses – Grant 2020-2021
30 March	Legislation	Letter from Maree Todd re Legislation - Early Learning and Childcare 1140 Hours Expansion
30 March	Guidance	Letter from Food Standards Scotland re Contingency Measures for Delivery of Official Controls in Relation to Food
30 March	Letter	Letter from Bill Stitt re General Capital Grant 2020-21
30 March	Letter	Letter from Brenda Campbell re:- 1. LG Finance (Scotland) Order 2020 – Settlement for 2020-21 and Redeterminations for 2019-20 2. LG Capital Allocations 2019-21 3. Non-Domestic Rates for 2020-21
30 March	Legislation	Mental Health Directorate Update - Scottish Mental Health legislation
30 March	Guidance	Social distancing in education and childcare settings https://www.gov.scot/publications/coronavirus-covid-19-social-distancing-in-education-and-childcare-settings/
30 March	Guidance	Early Learning and Childcare Expansion https://www.gov.scot/news/early-learning-and-childcare-expansion-1/
30 March	Guidance	Letter from Jeane Freeman - Scottish Government Update (various)

Date	Type	Item
26 March	Letter	Letter from Fiona Hyslop re Fair Work Practices
26 March	Guidance	Letter from SNCT re School Closures
26 March	Guidance	Letter from Sam Anson and Iona Colvin re Protection of Vulnerable Children
25 March	Guidance	Email from Kirsten Maguire - Postponement of collection of 2018-19 and forecast 2019-20 spend on Early Learning & Childcare
24 March	Guidance	Letter from Maree Todd - Guidance Letter (various)
24 March	Guidance	Statement from SQA re coursework
23 March	Request	Email from Scottish Government - Intelligence Gathering – Schools
22 March	Guidance	Letter from John Swinney re SQA Senior Phase Pupils
20 March	Guidance	Letter from Maree Todd including guidance and Factsheets for ELC Providers
20 March	Guidance	Email from SQA re NQ Update
20 March	Guidance	Guidance on Critical Childcare Provision for Key Workers https://www.gov.scot/publications/coronavirus---school-and-elc-closures-guidance-on-critical-childcare-provision-for-key-workers/
19 March	Guidance	Statement by the Chief Executive of the Scottish Qualifications Authority and Scotland's Chief Examining Officer
19 March	Guidance	Letter from John Swinney re Closure of Schools and ELC Premises
18 March	Guidance	Letter from John McNairney re Relaxation of Enforcement where public houses and restaurants offer a takeaway service during the current outbreak
18 March	Request	Request letter from Andy Drought re - Planning for Potential Impacts on ELC and Schools
17 March	Request	Request from SG Learning Directorate - Intelligence Gathering – Education
16 March	Guidance	Email from Scott Johnston - Guidance for Non-Healthcare Settings
13 March	Request	Request from SG & Cosla - Planning for the Potential Impacts on ELC & Schools

Appendix 4

Revised 2020 Timetable

	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
MAY					1	4 SB	5	6	7	8	11 SB										25 SB	26 JNC	27	28	29 IJB
JUNE	1 SB	2	3 P&DM	4	5	8 SB	9	10	11	12	15 SB	16	17	18	19	22 SB	23 LRB	24 Council	25	26	29 SB	30			
JULY			1 P&DM	2 Licensing Board	3	6 SB	7	8	9 Licensing Cttee	10	13 SB	14	15	16	17	20 SB	21 LRB	22	23	24	27 SB	28	29 P&DM	30	31
AUGUST	3 SB	4	5	6	7	10 SB	11	12	13 Licensing Board	14	17 SB	18 LRB	19	20	21	24 SB	25 P&DM	26	27 Licensing Cttee	28	31 SB				
SEPTEMBER		1	2	3	4	7 SB	8	9	10	11	14 SB	15 LRB	16	17	18	21 SB	22	23 P&DM	24	25 Licensing Board	28 SB	29	30 Council		

P&DM	= Planning and Development Management Committee
LRB	= Local Review Body
JNC	= Joint Negotiating Committee for Teaching Staff
SB	= Elected Member Sounding Board
IJB	= Perth and Kinross Integration Joint Board

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