

EXECUTIVE CABINET

Day: Wednesday
Date: 24 June 2020
Time: 1.00 pm or on the rise of Strategic Commissioning Board whichever is later
Place: Zoom Meeting

Item No.	AGENDA	Page No
1.	APOLOGIES FOR ABSENCE To receive any apologies for the meeting from Members of the Executive Cabinet.	
2.	DECLARATIONS OF INTEREST To receive any declarations of interest from Members of Executive Cabinet.	
3.	MINUTES	
a)	EXECUTIVE CABINET To consider the Minutes of the meeting of the Executive Cabinet held on 27 May 2020.	1 - 6
b)	STRATEGIC COMMISSIONING BOARD To consider the Minutes of the meeting of the Strategic Commissioning Board held on 27 May 2020.	7 - 12
c)	COVID RESPONSE BOARD To receive the minutes of the Covid Response Board held on 20 May and 3 and 10 June 2020.	13 - 50
4.	COVID RESPONSE ITEMS	
a)	FINANCE REPORT - To consider the attached report of the Executive Member (Finance and Economic Growth)/CCG Chair/Director of Finance	51 - 82
b)	THE COUNCIL'S SPORT AND LEISURE FACILITIES – FINANCIAL SUSTAINABILITY DURING THE COVID-19 (CORONAVIRUS) PANDEMIC To consider the attached report of the Executive Member (Neighbourhoods, Community Safety and Environment)/Director of Population Health.	83 - 96

From: Democratic Services Unit – any further information may be obtained from the reporting officer or from Carolyn Eaton, Principal Democratic Services Officer, to whom any apologies for absence should be notified.

Item No.	AGENDA	Page No
c)	APPOINTEE AND DEPUTY SERVICE CONSULTATION OUTCOME To consider the attached report of the Executive Member (Finance and Economic Growth)/Assistant Director (Exchequer Services).	97 - 122
d)	REVIEW AND UPDATE OF SERVICE CHANGES ACROSS OPERATIONS AND NEIGHBOURHOODS To consider the attached report of the Executive Member (Neighbourhoods, Community Safety and Environment)/Director of Operations and Neighbourhoods.	123 - 132
e)	GM CLEAN AIR PLAN: UPDATE To consider the attached report of the Executive Member, Neighbourhoods, Community Safety and Environment / Director of Operations and Neighbourhoods.	133 - 154
f)	HEALTH & SAFETY - ENSURING COMPLIANCE WITH 'COVID-19 SECURE' GUIDELINES To consider the attached report of the Executive Member (Neighbourhoods, Community Safety and Environment)/Director of Operations and Neighbourhoods.	155 - 162
5.	URGENT ITEMS To consider any additional items the Chair is of the opinion shall be dealt with as a matter of urgency.	

From: Democratic Services Unit – any further information may be obtained from the reporting officer or from Carolyn Eaton, Principal Democratic Services Officer, to whom any apologies for absence should be notified.

EXECUTIVE CABINET

27 May 2020

Comm: 1.50pm

Term: 2.20pm

Present: Councillors Warrington (Chair), Bray, Cooney, Fairfoull, Feeley, Gwynne, Kitchen, Ryan, Wills

In Attendance:

Dr Ashwin Ramachandra	Co-Chair of NHS CCG Tameside & Glossop CCG
Dr Asad Ali	Co-Chair of NHS CCG Tameside & Glossop CCG
Steven Pleasant	Chief Executive & Accountable Officer
Sandra Stewart	Director of Governance and Pensions
Steph Butterworth	Director of Adults Services
Ian Saxon	Director of Operations & Neighbourhoods
Richard Hancock	Director of Children's Services
Jayne Traverse	Director of Growth
Jeanelle De Gruchy	Director of Population Health
Sarah Threlfall	Assistant Director, Policy, Performance & Communications
Simon Brunet	Head of Policy, Performance & Intelligence

1. DECLARATIONS OF INTEREST

There were no declarations of interest received from Members.

2. MINUTES OF EXECUTIVE CABINET

RESOLVED

That the Minutes of the meeting of the Executive Cabinet meeting held on 22 April 2020 be approved as a correct record.

3. MINUTES OF STRATEGIC COMMISSIONING BOARD

RESOLVED

That the Minutes of the meeting of the Strategic Commissioning Board held on 22 April 2020 be noted.

4. MINUTES OF THE COVID RESPONSE BOARD

RESOLVED

That the Minutes of the meetings of the COVID Response Board held on: 29 April, 6 May and 13 May 2020, be noted.

5. FINANCE REPORT – OUTTURN 2019/20 AND 2020/21 FORWARD LOOK

Consideration was given to a report of the Executive Member, Finance and Economic Growth / CCG Chair / Director of Finance, providing details of:

- Consolidated 2019/20 Revenue Monitoring Statement at 31 March 2020;
- Capital Programme Outturn Report 2019/20; and

- Forward Look 2020/21 Financial Position

It was reported that, for the 2019/20 financial year the Integrated Commissioning Fund had spent £619,675K, against a net budget of £619,662k. Further details were given in Appendix 1 to the report. It was explained that the small overspend of £13K on Council budgets would be met from general reserves. Delivery of the budget had only been possible as a result of several significant non recurrent financial interventions, including one-off savings and additional one-off income, and a planned use of £9.3m of Council Reserves. It was noted that significant overspends were included in the overall position across a number of service areas, including Children's Services, which had spent £8.4m in excess of budget. This and other pressures would continue into 2020/21.

The Capital Programme Outturn for 2019/20 was provided in Appendix 2 to the report and provided a forward look to the financing of the 2020/21 Programme. It was explained that the existing 2020/21 programme was dependent on the realisation of planned capital receipts. The current and forecast economic conditions meant there was an increased risk that capital receipts may not be achieved or that values were diminished. If additional capital receipts could not be realised, there was a risk that the Capital Programme was not financially sustainable.

An initial forward look at the financial position for 2020/21 was provided in Appendix 3 to the report, taking account of the potential impacts of COVID-19 and the underlying financial pressures within the 2019/20 outturn position. Members were informed that the Strategic Commission entered 2020/21 with an existing budget gap which increased significantly over the next five years. Initial modelling of the expenditure and income pressures arising from COVID-19, both in 20/21 and future years, suggested that the Strategic Commission faced significant questions about financial sustainability, particularly for Council budgets.

RESOLVED

- (i) That the overall outturn position for 2019/20 as set out in Appendix 1 to the report, be noted. Whilst the overall position for 2019/20 is in line with budget, this includes several significant one-off savings and additional income sources. The budget was also set assuming the use of £9.3m of Council Reserves;**
- (ii) That the Capital outturn position and financing for 2019/20, and the capital financing risks for 20/21 and beyond as set out in Appendix 2 to the report, be noted;**
- (iii) That the re-profiling of £5.344m of Capital Budgets to reflect up to date investment profiles, be approved;**
- (iv) That the updated Prudential Indicator position which was approved by Council in February 2019, be approved;**
- (v) That the budget virement of £178k to Vision Tameside from Vision Tameside Public Realm, be approved;**
- (vi) That approval be given for the reprioritisation of corporate funded capital budget of £110k for Godley Green be returned to the funding pot following approval of the £10m from Homes England; and**
- (vii) That the potential financial scenarios and risks for 2020/21 and beyond as set out in part 3 and Appendix 3 to the report, be noted.**

6. HUMANITARIAN HUB

The Executive Leader / Director of Governance and Pensions / Assistant Director, Policy, Performance and Communications, submitted a report outlining all the current support provided by the Humanitarian Hub to vulnerable local residents, which was established in response to the Covid-19 pandemic outbreak. It identified that the Hub's operations had already evolved due to Covid-19 being a fast moving situation, and the support it provided would need to evolve as the Covid-19 pandemic continued to change. The report thus provided a series of proposals identifying specified phases in the Humanitarian Hub's future support response as there was a move into the 'recovery' phase and manage Covid-19 in the longer term. These phases detailed a

gradual shift away from the emergency response to supporting residents struggling with the long-term impacts of the pandemic and associated Hub control measures. Eventually, it envisioned that the intelligence obtained from the Humanitarian Hub's operations would drive the re-design of support services.

RESOLVED

- (i) That the outlined proposals for the four phases of continued activity of the Humanitarian Hub, as detailed in the report, be approved;**
- (ii) That the introduction of payment for food packages for those who are able to pay as above income thresholds, be approved.**

7. PROCESS FOR EXERCISING THE CARE ACT EASEMENTS GUIDANCE

Consideration was given to a report of the Executive Member, Adults Social Care and Health / Director of Population Health, which set out the circumstances and conditions under which the Council could exercise the easements to the Care Act 2014 as referenced in the Coronavirus Act 2020.

It was explained that the Government recognised that local authorities and care providers were facing rapidly growing pressures as more people needed support because unpaid carers were unwell or unable to reach them, and as care workers had to self-isolate or were unable to work for other reasons. The Government had put in place a range of measures to help the care system manage these pressures. The Council must continue to do everything it could to continue meeting its existing duties prior to the Coronavirus Act provisions coming into force.

It was stated that the changes fall into four key categories, each applicable for the period the powers were in force, guidance had been set out which detailed how each of these powers should be applied should they be necessary:

Stage 1 - the Council should continue operating under pre-amendment Care Act.

Stage 2 - A policy decision would be made to change, delay or cancel "service types" by changing the way in which assessed needs can be met.

Stage 3 - This would be a policy decision to decide that the Council would not be subject to a duty to assess, consider eligibility and review in accordance with Care Act duties. This would also cover the requirement to carry out financial assessments, providing care and support plans and meeting eligible needs. Any decisions on these areas should be separated and the rationale and evidence base recorded.

Stage 4, this would entail a policy decision to make a whole system of prioritisation of care and support across adult social care. This would be where it becomes clear that whole system prioritisation was needed to ensure that at least the Convention Rights of those in need of care and support and their carers were respected.

Members were informed that the Council would be expected to observe the Ethical Framework for Adult Social Care. This Framework provided a structure for the Council to measure its decisions against and reinforced that the needs and wellbeing of individuals should be central to decision making. In particular, it should underpin challenging decisions about prioritisation of resources where they were needed.

The easements had taken legal effect on 31 March 2020, but should only be exercised by Local Authorities where it would be essential in order to maintain the highest possible level of services. These easements would be temporary and would be kept under review and would be terminated as soon as possible. All assessments and reviews that were detailed or not completed would be followed up and completed in full once the easements were terminated.

The Care Quality Commission would continue to provide oversight of providers under existing legislation, the CQC had indicated an intention to adopt a pragmatic approach to inspection and proportionate action as necessary while maintaining its overriding purpose of keeping people safe.

It was stated that the Council should only take a decision to begin exercising the Care Act easements when the workforce was significantly depleted, or demand on social care increased to an extent that it was no longer reasonably practicable for it to comply with its Care Act duties and where to continue to try to do so is likely to result in urgent or acute needs not being met, potentially risking life. The decision should be communicated to all providers, service users and carers and should be reported to the Department of Health and Social Care.

It was reported that there were 616 staff employed across Adult Services. Less than 8% of staff across the whole service were currently either sick, isolating or shielding so unable to provide operational support. At present the levels of absence were being managed and there was no impact on service delivery. It was anticipated that the expansion of testing will increase the number speed that staff were able to return to work.

Members were advised that there could be a temporary loss in income should the Council be in a position where it would determine that it had insufficient capacity to carry out financial assessments. Clear information would be provided to an individual at the start of the assessment process that would explain that a financial assessment would be undertaken retrospectively and that this could result in an invoice for a financial contribution towards the cost of their care at some point in the future. The Council would remain under a duty to meet needs where failure to do so would breach an individual's human right under the European Convention on Human Rights. It was pointed out this was a significant interim temporary Policy change that would only be implemented in extreme circumstances of inability to deliver the existing legal requirements. Members were advised that there was currently there was no intention to exercise any easements and they would be first to know if the Council was to exercise as the service would be in serious difficulties.

RESOLVED

- (i) That the new time limited powers given in the Coronavirus Act 2020 and the Care Act easements: guidance for local authorities (1 April 2020) be acknowledged;**
- (ii) That the decision making process set out in the report and more particularly in Appendix 2 to the report, be approved; and**
- (iii) Given the draconian nature of these easements that the Executive Cabinet be notified if any easements are triggered and a review of the process and whether still required be considered in 12 weeks.**

8. ONE EQUALITY SCHEME ANNUAL REVIEW 2020 AND GENERAL EQUALITIES UPDATE

Consideration was given to a report of the Executive Leader / Executive Member, Lifelong Learning, Equalities, Culture and Heritage / CCG Co-Chairs / Assistant Director, Policy, Performance and Communications, providing:

- an update on developments of the One Equality Scheme, as part of the annual review for 2020; and
- an update on some key equality and diversity related projects that the Strategic Commission had delivered or been part of during the last 12 months.

It was explained that One Equality Scheme (2018-22) was launched in 2018 as the first joint equality scheme for Tameside & Glossop Strategic Commission. A number of joint equality objectives were developed to ensure obligations under the Equality Act 2010 regulations were fulfilled, in that equality objectives must be published at intervals not greater than four years from the date of last publication.

The Equality Act also stated that public bodies must publish annual information to demonstrate compliance with the general duty, including information about the protected characteristic status of employees, and other persons affected by policies and practices. Information about the protected characteristic status of employees for 2019/20 would be published for the Council and CCG by the end of June 2020.

Annual updates to the One Equality Scheme would act as an ongoing position statement and the approach to equalities. The annual review built upon work outlined in the One Equality Scheme (2018-22) and One Equality Scheme Annual Review (2019); as well as providing new examples and evidence sources of achievements in respect of equality and diversity. Engagement, consultation and equality champions were invited to submit examples for inclusions. Input had also been provided by Single Leadership Team, Senior Management Group, QPAG and Primary Care Committee.

A copy of the One Equality Scheme Annual Review 2020, was appended to the report.

Details were given of key equality and diversity related projects that the Strategic Commission had delivered or been part of during the last 12 months, as follows:

- The humanitarian response to the covid-19 crisis to date;
- NHS England Equality Delivery System 2 (EDS2);
- Workforce Race Equality Standards (WRES);
- All Equals Charter;
- Race Equality Change Agents Programme (RECAP); and
- Greater Manchester Women and Girls Panel

It was noted that these supported the commitment to delivering on the equality objectives and ensuring that the requirements set out in the Public Sector Equality Duty, were adhered to.

The Chair and Members thanked all involved for a very thorough and informative report.

RESOLVED

- (i) That the content of the report, including the equalities update, be noted;**
- (ii) That the One Equality Scheme Annual Review 2020, as appended to the report, be approved for publication.**

9. URGENT ITEMS

The Chair reported that there were no urgent items for consideration at this meeting.

CHAIR

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STRATEGIC COMMISSIONING BOARD

27 May 2020

Comm: 1.00pm

Term: 1.50pm

Present: Dr Ashwin Ramachandra – NHS Tameside & Glossop CCG (Chair)
Councillor Brenda Warrington – Tameside MBC
Councillor Warren Bray – Tameside MBC
Councillor Gerald Cooney – Tameside MBC
Councillor Bill Fairfoull – Tameside MBC
Councillor Leanne Feeley – Tameside MBC
Councillor Allison Gwynne – Tameside MBC
Councillor Joe Kitchen – Tameside MBC
Councillor Oliver Ryan – Tameside MBC
Councillor Eleanor Wills – Tameside MBC
Steven Pleasant – Chief Executive and Accountable Officer
Dr Asad Ali – NHS Tameside & Glossop CCG
Dr Christine Ahmed – NHS Tameside & Glossop CCG
Dr Vinny Khunger – NHS Tameside & Glossop CCG
Carol Prowse - NHS Tameside & Glossop CCG

In Attendance: Sandra Stewart Director of Governance & Pensions
Tracey Simpson Deputy Chief Finance Officer
Peter Howarth Head of Medicines Management
Pat McKelvey Head of Mental Health and Learning Disabilities
Simon Brunet Head of Policy, Performance and Intelligence,

Apologies for

Absence: Dr Kate Hebden – NHS Tameside & Glossop CCG

1. DECLARATIONS OF INTEREST

There were no declarations of interest submitted by Board members.

2. MINUTES OF THE PREVIOUS MEETING

RESOLVED

That the minutes of the meeting of the Strategic Commissioning Board held on 22 April 2020 be approved as a correct record.

3. MINUTES OF THE COVID RESPONSE BOARD

RESOLVED

That the Minutes of the meetings of the Covid Response Board held on: 29 April, 6 May and 13 May 2020, be noted.

4. ACCESS TO END OF LIFE MEDICINES

Consideration was given to a report of the CCG Chair/Director of Commissioning, which explained that under the current Covid 19 situation there was an increase in patients on end of life (EoL) pathways. Under national guidance, many of these would not be admitted to hospital and

additional Provider capacity had been commissioned to meet the needs of patients remaining in the community.

It was further explained that there was a requirement to have access to EoL medicines in a timely manner. With the reported rapid rate of deterioration of COVID 19 affected patients, medicines supply systems should aim to be deliverable within one to two hours.

The CCG had existing EoL medicines arrangements in place; in the first week of Covid 19 due to circumstances noted above, urgent updates to these arrangements were made and details were given in the report.

To develop ongoing resilience as a result of the longer-term impact of Covid 19 within primary care and social care the development of new models was required to transition from emergency arrangements to a 'new normal response'. This was in line with NHS England guidance in order to give assurance at a regional level of robustness, of supply around EoL medicines.

In the current situation with demand overstressing GP planning activity, increased pressure on pharmacies including partial closures and the more rapid deterioration of COVID 19 EoL patients, three responses were needed:

- (i) Incorporation of non- sub-cutaneous route EoL medicines into the formulary (NICE/NCA guidance). This would be oral route medicines some controlled drugs but some non-controlled drugs;
- (ii) Increase in the number of pharmacies holding EoL medicines formulary to give greater systemic resilience; and
- (iii) Extension of hours of pharmacy access to EoL medicines so that via an on-call system 24 hour, 7 day a week coverage was provided across Tameside & Glossop.

In line with NICE guidance the 'traditional' sub-cutaneous EoL medicines list had been extended to include first line oral EoL medicines some of which were controlled drugs but some were not. The benefit of this remodelling was that if on assessment by a clinician the patient was able to take medicines orally then the supply of the medicines to them would be sufficient for a relative or carer to administer as opposed to the sub-cutaneous route, which needed a healthcare professional present to administer.

With agreement of representatives from T&G CCG, ICFT, GtD and led by the consultant in palliative care at Willow Wood, the EoL formulary had been expanded to incorporate oral first line options.

Arrangement 1: Maintaining EOL stock: With the expected increase in demand on services and the pressures community pharmacies were under as Covid-19 emerged, the CCG swiftly increased the number of sites holding EoL stock from 6 to 14. This gave better resilience and geographic spread and safeguarded the EoL provision within T&G from the impact of individual pharmacies

Whilst the recruitment of additional stock-holding sites followed the standard model noted above it was an informal non-contracted agreement. For on-going resilience and robustness and regional requirements for regular stock audits these arrangements needed to be formalised. The GM Local Pharmaceutical Committee (LPC), had produced a service specification for EoL medicines which was in line with local and regional requirements. The GMLPC proposed a £650 initial setting up fee, which the CCG would not pay as our sites were already established. The proposal also suggested a £500 annual retainer fee per pharmacy. This had been implemented by neighbouring CCGs who were not as prepared as Tameside and Glossop. All other GM localities were now signed up to or were in the process of signing up to the retainer fee service element. It was recommended that Tameside and Glossop CCG also commit to this.

Due to the potential for Covid patients to deteriorate rapidly there was a need once EoL scenario was identified to move quickly to get the medicines to the patient so that they didn't die without access to symptomatic relief. The NW Medicines Cell 'What Good Looks Like' document

recommended that patients had access to medicines within 1-2 hours. Given the disruption levels there was a need for a protected communication route to EoL stock holding pharmacies to check stock was available and prompt dispensing occurred. NHS England North West proposed that a bespoke mobile phone was provided for all EoL stock holding sites. This line would be reserved solely for EoL communications. NHS England proposed a £100 p.a. payment to each pharmacy to allow 24/7 urgent contact.

Arrangement 2: Extended access: To ensure 7 day, 24 hour access to EoL medicines within the CCG, an additional 12 hours Saturday / Sunday and on call coverage 4 nights per week to bridge the gap where pharmacies were closed, would be required. There was coverage via 100 hour sites for other periods. This would need to be commissioned from an extended hours pharmacy.

With regard to financial implications, it was reported that an initial commitment of 6 months would be made with a review at the end of this period to continue for a potential further 6 months. One year's total costs would be £7,000.

It was noted that at some point in the future, post Covid 19 scenario, the CCG would revert to having 6 EoL stock holding sites and would continue the £500 per annum stock-holding fee. This would give a future pressure of £3000 p.a.

The protected EoL medicines hotline per stock holding pharmacy would be £700 for 6 months with a review at the end of the period to continue for a further 6 months. This service element would not look to be continued post Covid 19.

Additional investment was required for arrangement 2 (24/7 access) as follows:

The fee structure would be £20 per on call (4 nights a week), £350 per call out.

The taxi service that carried out the day time medicines deliveries would be utilised as a first line option, however if this were not available in a timely enough manner and the pharmacy needed to deliver, there would be a charge of £50.

The payment offered was line with LPC service specification. The call out service would be utilised as a last resort where Go to Doc OoH service was overstretched, notwithstanding this, it was difficult to predict the extent to which it would be used.

If this approach was agreed and the service commissioned, then the on call fee per 6 months would be £2080 and based on an average of one call out per week and in locality delivery, £10,400 per 6 months could be paid.

Additional costs would be funded by the Covid-19 central funding source.

RESOLVED

- (i) That the proposed delivery model to improve access and resilience for End of Life medicines, be noted; and**
- (ii) That the proposed mechanisms and additional financial investment required, be supported.**

5. STARTING WELL: CHILDREN AND YOUNG PEOPLES' HEALTH SERVICES RESPONSE DURING COVID-19

The Executive Member, Adult Social Care and Health / Starting Well Clinical Lead / Director of Commissioning, submitted a report providing a summary on the response to the Covid19 pandemic for children and young peoples' health services across Tameside and Glossop.

Details were given of work currently being undertaken/challenges being faced, in a number of different areas and steps in place to mitigate, as much as possible.

The report summarised that there had been significant falls in children accessing primary and secondary care, and 111 for the last 3 months, although data suggested that this was now starting to normalise. A lot of work had gone into trying to ensure that families knew that the NHS was “open for business” and should be accessed for an unwell child and for immunisations, for example.

Across the services for children and young people, the most vulnerable/at risk families had continued to be supported to try to minimise the impact of the current situation.

Digital solutions had to be quickly mobilised and utilised across all areas and it was hoped that some of this good work could continue to be built on, going forward.

The longer term impacts needed to be continually reviewed, in terms of ensuring that there were provisions to “catch up” for missed assessments and immunisations.

RESOLVED

That the efforts of all children and young people’s services to maintain service provision throughout this difficult time, be noted.

6. FINANCE REPORT - OUTTURN 2019/20 AND 2020/21 FORWARD LOOK

Consideration was given to a report of the Executive Member, Finance and Economic Growth / CCG Chair / Director of Finance, providing details of:

- Consolidated 2019/20 Revenue Monitoring Statement at 31 March 2020;
- Capital Programme Outturn Report 2019/20; and
- Forward Look 2020/21 Financial Position

It was reported that, for the 2019/20 financial year the Integrated Commissioning Fund had spent £619,675K, against a net budget of £619,662k. Further details were given in Appendix 1 to the report. It was explained that the small overspend of £13K on Council budgets would be met from general reserves. Delivery of the budget had only been possible as a result of several significant non recurrent financial interventions, including one-off savings and additional one-off income, and a planned use of £9.3m of Council Reserves. It was noted that significant overspends were included in the overall position across a number of service areas, including Children’s Services, which had spent £8.4m in excess of budget. This and other pressures would continue into 2020/21.

The Capital Programme Outturn for 2019/20 was provided in Appendix 2 to the report and provided a forward look to the financing of the 2020/21 Programme. It was explained that the existing 2020/21 programme was dependent on the realisation of planned capital receipts. The current and forecast economic conditions meant there was an increased risk that capital receipts may not be achieved or that values were diminished. If additional capital receipts could not be realised, there was a risk that the Capital Programme was not financially sustainable.

An initial forward look at the financial position for 2020/21 was provided in Appendix 3 to the report, taking account of the potential impacts of COVID-19 and the underlying financial pressures within the 2019/20 outturn position. Members were informed that the Strategic Commission entered 2020/21 with an existing budget gap which increased significantly over the next five years. Initial modelling of the expenditure and income pressures arising from COVID-19, both in 20/21 and future years, suggested that the Strategic Commission faced significant questions about financial sustainability, particularly for Council budgets.

RESOLVED

- (i) That the overall outturn position for 2019/20 as set out in Appendix 1 to the report, be noted. Whilst the overall position for 2019/20 is in line with budget, this includes several significant one-off savings and additional income sources. The budget was also set assuming the use of £9.3m of Council Reserves;**
- (ii) That the Capital outturn position and financing for 2019/20, and the capital financing risks for 20/21 and beyond as set out in Appendix 2 to the report, be noted;**
- (iii) That the re-profiling of £5.344m of Capital Budgets to reflect up to date investment profiles, be approved;**
- (iv) That the updated Prudential Indicator position which was approved by Council in February 2019, be approved;**
- (v) That the budget virement of £178k to Vision Tameside from Vision Tameside Public Realm, be approved;**
- (vi) That approval be given for the reprioritisation of corporate funded capital budget of £110k for Godley Green be returned to the funding pot following approval of the £10m from Homes England; and**
- (vii) That the potential financial scenarios and risks for 2020/21 and beyond as set out in part 3 and Appendix 3 to the report, be noted.**

7. ONE EQUALITY SCHEME ANNUAL REVIEW 2020 AND GENERAL EQUALITIES UPDATE

Consideration was given to a report of the Executive Leader / Executive Member, Lifelong Learning, Equalities, Culture and Heritage / CCG Co-Chairs / Assistant Director, Policy, Performance and Communications, providing:

- an update on developments of the One Equality Scheme, as part of the annual review for 2020; and
- an update on some key equality and diversity related projects that the Strategic Commission had delivered or been part of during the last 12 months.

It was explained that One Equality Scheme (2018-22) was launched in 2018 as the first joint equality scheme for Tameside & Glossop Strategic Commission. A number of joint equality objectives were developed to ensure obligations under the Equality Act 2010 regulations were fulfilled, in that equality objectives must be published at intervals not greater than four years from the date of last publication.

The Equality Act also stated that public bodies must publish annual information to demonstrate compliance with the general duty, including information about the protected characteristic status of employees, and other persons affected by policies and practices. Information about the protected characteristic status of employees for 2019/20 would be published for the Council and CCG by the end of June 2020.

Annual updates to the One Equality Scheme would act as an ongoing position statement and the approach to equalities. The annual review built upon work outlined in the One Equality Scheme (2018-22) and One Equality Scheme Annual Review (2019); as well as providing new examples and evidence sources of achievements in respect of equality and diversity. Engagement, consultation and equality champions were invited to submit examples for inclusions. Input had also been provided by Single Leadership Team, Senior Management Group, QPAG and Primary Care Committee.

A copy of the One Equality Scheme Annual Review 2020, was appended to the report.

Details were given of key equality and diversity related projects that the Strategic Commission had delivered or been part of during the last 12 months, as follows:

- The humanitarian response to the covid-19 crisis to date;
- NHS England Equality Delivery System 2 (EDS2);

- Workforce Race Equality Standards (WRES);
- All Equals Charter;
- Race Equality Change Agents Programme (RECAP); and
- Greater Manchester Women and Girls Panel

It was noted that these supported the commitment to delivering on the equality objectives and ensuring that the requirements set out in the Public Sector Equality Duty, were adhered to.

The Chair and Members of the Board thanked all involved for a very thorough and informative report.

RESOLVED

- (i) **That the content of the report, including the equalities update, be noted;**
- (ii) **That the One Equality Scheme Annual Review 2020, as appended to the report, be approved for publication.**

8. URGENT ITEMS

The Chair reported that there were no urgent items for consideration at this meeting.

CHAIR

EXECUTIVE BOARD

20 May 2020

Present	Elected Members	Councillors Warrington (In the Chair) Bray, Cooney, Fairfoull, Feeley, Gwynne, Kitchen, Ryan and Wills
	Chief Executive	Steven Pleasant
	Borough Solicitor	Sandra Stewart
	Section 151 Officer	Kathy Roe
Also in Attendance	Dr Asad Ali, Ilys Cookson, Jeanelle De Gruchy, Richard Hancock, Tim Rainey Dr Ashwin Ramachandra, Ian Saxon, Sarah Threlfall, Jayne Traverse, Debbie Watson, Tom Wilkinson and Jessica Williams	

152 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting on the 13 May 2020 were accepted as a correct record.

153 ECONOMIC RECOVERY ANALYSIS

Consideration was given to a report of the Executive Member for Finance and Growth / Director Growth, which set out the data, analysis and risks to support the understanding of economic resilience and recovery in Tameside as part of the GM and UK economy.

Members were informed that the Office for Budget Responsibility (OBR) had reported that the economy would shrink by 35% this spring with unemployment to rise by 2 million due to the COVID Pandemic. The OBR also forecasted that UK GDP would fall by 13% for 2020 as a whole. It was explained that Tameside's COVID socio-economic impact exposure could be considered as at a high level due to pre-existing deprivation and health inequalities.

It was explained that Britain had seen 1.5m new benefit claims since 16 March 2020 and that unemployment may have risen further without the Governments furlough scheme. A survey conducted by the British Chamber of Commerce (BCC) had shown that a fifth of all firms were intending to furlough their entire workforce and a further 17% furloughing for more than three quarters of their staff, representing more than nine million workers who might have moved into unemployment.

It was stated that the Growth Company Covid-19 impact survey showed that 97% of 1,296 GM business respondents had been affected by the Pandemic. 26% of GM firms had stated that they could sustain their organisation on reserves for only 1-3 months. Tameside level analysis showed that surveyed companies had experienced cash flow issues slightly above the GM average, but had experienced decreased sales slightly below the GM average.

Tameside respondents had lower ability to survive on cash reserves beyond 6 months. It had become clear that the hospitality industry would be significantly impacted by COVID-19 as Government guidance put the reversal of lockdown of this sector much later in 2020. Tameside had 570 hospitality tourism and leisure business, 9% of Tameside's business base and 8% of Tameside's employment base, this would represent a significant impact on Tameside's economy in the medium term.

Local research showed that from 260 Tameside companies spoken to 66% were still trading, 13% had applied for Business Interruption Loan Scheme and 51% had used the Job Retention Scheme.

It was reported that GMCA had produced scenarios for discussion on economic recovery set against a series of assumptions. The scenarios would be updated as the global economic picture and further understanding about the disease was understood. The following scenarios were outlined to Members: 'Bounce-Back' (V-Shaped Recovery), 'Delayed Return' (U-Shaped Recovery), Long-term economic downturn (L-Shaped Recovery); and a W- Shaped Recovery.

Members were informed that Tameside's response to the emergency and economic recovery was to put in place the Economic Impact Assessment, Economic Recovery Proposed Actions, Establishment of a Tameside Economic and Business Impacts Group and a future / exit strategy to guide the transition from formal recovery structures to more sustainable business approaches.

It was explained that the Governments 'Our Plan to Rebuild' had been released on the 11 May 2020 as a guide to how lockdown would be reversed. There would be short, medium and long term impacts and as national policy and timeline could not be definitive due to variable factors. Tameside response would need to be based on evidence and data where possible.

The Council had an emerging Inclusive Growth Strategy and economic baseline for the Borough which had been produced by Hatch Regeneris. Members heard how the service could procure a COVID-19 impact assessment to supplement the pre-COVID-19 economic baseline. There would be significant opportunities to look at the core assets included in the Land & Property portfolio and current and future pipeline of work which would provide economic benefits. Tameside's Growth and Investment Programme would look at accelerating the next phase of major development programmes and, subject to procurement, would look to use local supply chains to deliver key schemes.

The impact of COVID19 and the activity to combat would be measured by a set of indicators. The indicator set was being prepared as part of the full Tameside Council and CCG Recovery Strategy and would be included within that work. The short term measurement indicators were set out in the report.

AGREED

That the economic analysis and risks as part of the wider COVID19 Recovery work at Tameside and GM levels be noted.

154 ECONOMIC RECOVERY PROPOSED ACTIONS

Consideration was given to a report of the Executive Member for Finance and Growth / Director for Growth, which sought to outline proposed actions in response to COVID-19.

Members were informed about how Tameside's immediate response had focused on providing support to businesses and individuals that had been affected by the impact of COVID-19. A full list of the support offered was outlined.

It was explained that the national plan for release of lockdown included five key conditions which were outlined in the report. Tameside's local work was aligned to the emerging high level economic areas for action at GM level as part of Tameside's interdependency on the GM and National economy.

It was stated that GM identified overarching actions required to make the recession smaller: Flexible/gradual arrangements for returning to work; gradual phasing out of government support; consideration of caring responsibilities; availability of testing and PPE; national intervention to address unemployment; and support for people leaving education this year.

The actions relating to Businesses were outlined: coordinated approach to re-starting/exiting lock-down; public health advice and risk management; on-going large scale financial support; need to adopt new ways of working and technology and increase resilience; massive increase in learning

and innovation; interventions that address the loss of labour force and capital; and sectors would require rapid access to new labour, technology and capital networks.

AGREED

That the report be noted.

155 BUSINESS RESILIENCE CLINIC

Consideration was given to a report of the Executive Member for Finance and Growth/Director of Growth, which sought Members agreement to the establishment of a Business Resilience Clinic (BRC).

It was explained that the creation of a Business Resilience Clinic would aid the recovery of businesses and provide much needed local support whilst linking into GM and National officers. It was proposed that the Business Resilience Clinic be targeted primarily on smaller companies as 88.8% of Tameside's business base was micro and newer businesses were frequently smaller at the start-up stage. It was reported that Tameside's business failures were lower than the GM average but the number of births were lower. The BRC would aim to prevent the business 'death' rate as small as possible with the impact of COVID-19 pushing the rate above normal levels.

Members were informed that the target market were Micro (0-9 employees) and Small (10-49 employees) businesses including self-employed. The test and learn model would be accessed by smaller companies that would benefit from experienced business professionals. It was explained that the Clinic was needed for a number of reasons including: providing a knowledge hub looking at business continuity advice and planning; providing advice through May to July critical to Tameside's business community; support to help businesses navigate the COVID-19 support measures set out by Government.

It was stated that the Council was involved in a range of programmes linking employment with health, including GM Working Well programmes and the Tameside Living Well programme. These and other relevant initiatives would be a key part of the BRC both for the benefit of existing employees and to continue to support unemployed residents into employment. The BRC would enhance the Council's message on mental health services by providing a supportive mentoring approach to those trading or planning to trade in difficult conditions.

The Clinic would be delivered in a number of ways including: Telephone for one to one discussions; Webinars; Blogs; and Face to face discussions once the national plans for lockdown reversal have been released.

It was explained that the Clinic would comprise organisations that could provide free 1-2-1 support or one to many support. The Council would be facilitating an interaction where those in need of support could be put into contact with specialist providing pro-bono support. A list of contributors were already identified and outlined to Members of the Board, it was reported that contributors would be engaged on a regular basis to review their capacity and experience of providing support through the BRC.

AGREED

That Members agree to the establishment of a Business Resilience Clinic.

156 SUPPORT FOR BUSINESSES – GOVERNMENT GRANT – NEW GUIDANCE

Consideration was given to a report of the Executive Member of Finance and Economic Growth / Assistant Director of Exchequer, which updated Members on the progress to date on payment of business grants to eligible businesses.

It was reported that total reliefs awarded in Tameside to 4,739 premises was an estimated £34.9m which meant that businesses in receipt of a relief did not have any business rates to pay in the current financial year. The total initial estimated number of potentially eligible businesses that could receive a grant in accordance with the criteria set was 4,359, however, this reduced to 4,175 after allowing for empty premises. The statistics evidenced the success to reach and pay businesses across GM at 85% of the number of business rates properties that the government believed could apply, which was 7% above the national average at 78%.

On 10 May 2020 a total of £39.2m had been awarded to 3,568 eligible business accounts which were 98% of all applications received. The small number of applications accounting for the 2% not yet processed were those where further information was required or there is a further query.

It was expected that similar to other local authorities Tameside expected to pay approximately 75% of funding received as a number of potentially eligible businesses were not eligible due to ceasing trading or no longer occupying the premises. Every business that was eligible had been contacted by post and those who did not initially apply were then contacted by phone, email or postal application, in addition to continual promotion via social media, the Councils website and local radio to ensure take up of the grant to those businesses that qualified for grant support. Those business premises that were awaiting revaluation by the Valuation Office would have their payment prioritised when rateable values were known.

On 6 May 2020 the Secretaries of State of Energy and Industrial Strategy, and Housing, Communities and Local Government, announced further discretionary funding for local authorities to administer; to target small businesses with high fixed property-related costs and which were not eligible for the current grant schemes. The Growth Directorate were dealing with the discretionary grants in terms of policy development, application forms and administration. This was consistent with the approach across Greater Manchester and supported knowledge of business sectors gained by Growth and via other business connections. .

In considering the item Members discussed the approach to the further discretionary funding and agreed that it was necessary to have the scheme in place before making any commitments, this would need to be done as quickly as possible with a report on the proposed scheme submitted to the next meeting of Board

AGREED

That progress to date be noted, and that further discretionary funding has been made available by central government which will be subject to a report to the next meeting of Board.

157 SPORT AND LEISURE FACILITIES - FINANCIAL SUSTAINABILITY DURING CORONAVIRUS PANDEMIC

Consideration was given to a report of the Executive Member for Neighbourhoods, Community Safety and Environment / Director of Population Health, which confirmed that the Council's stock of sports and leisure facilities would remain closed until restrictions controlling social contact were lifted.

It was reported that Regular weekly updates continued to be held between Active Tameside's management team and the Council in order to react to changing circumstances. These regular updates were used to plan for recovery together whilst supporting the timely and efficient reopening of the facilities and associated services. Members were advised that during COVID-19 facility closure period, Active Tameside were providing alternative leisure, health and wellbeing services to keep the general public active, healthy and entertained from home.

Members were provided with a detailed outline of the leisure, health and wellbeing services that continued to be provided by Active Tameside during the closure period.

Active Medlock continued to operate, providing essential health and social care services to vulnerable groups and individuals identified in consultation with Children's and Adult services. Active Tameside continued to provide sports coaches to primary schools in order to support activity provision for the children of key workers. Further Active Tameside were committed to working in partnership with the Council and provided essential support to services where additional capacity was required due to the impact of COVID-19 across the borough.

Members were informed of how in order to reduce the financial impact of the temporary closure Active Tameside had taken up the offer of financial support from central government and furloughed all staff not required to maintain/sustain the company during the period of facility closure. Active Tameside had business resilience insurance that could be used to fund the remaining 20% of employee costs over and above direct government financial support.

Members were advised that the Council had supported Active Tameside's cash-flow position through this difficult period and paid the total value of the 2020/21 management fee of £1.077million on 1 April 2020. This sum along with commissioned provision delivered within Adult Services and Children's Services directorates would only support Active Tameside's cash flow until June / July 2020. Further Active Tameside would be recompensed for any related costs of existing furloughed employees who volunteer.

The repayment of the 2019/20 prudential borrowing sum of £0.799 million had been deferred until 2020/21 at the earliest. Outstanding historical prudential borrowing debt balance that was due for repayment to the Council by the end of 2023/24 lease term would be re-profiled. The value of the annual management fee payable for the period 2021/22 to 2023/24 would include a repayment plan for the outstanding debt balance of £3.8 million at 31 March 2020. The outstanding debt related to borrowing from the Council by Active Tameside for investment in the infrastructure and equipment across the leisure estate in prior years.

Early modelling suggested that the combination of capacity reductions via social distancing measured and customer anxiety could reduce the revenue streams by 50% for the foreseeable future. As a consequence of the pandemic, the imbalance between demand and capacity would likely increase. Current estimates suggested that the impact of falling commercial revenues during the course of the financial year 2020/21 would be a funding shortfall of between £1.6 million and £2.9 million on top of the agreed management fee and it was highly likely that the trading position of Active Tameside would be adversely affected during the remainder of the existing contract to 2023/24. It would be expected that any sum payable to Active Tameside as an interim measure to support business sustainability would be wholly reclaimed via their insurance policy for business interruption and repaid to the Council at a future date.

The relationship between the Council and Active Tameside was necessary in order to ensure that the health and social outcomes prescribed by the Council were not only deliverable but sustainable in revenue terms and realistic in terms of capital investment.

It was explained that Active Tameside would submit a claim for business interruption under a special "resilience clause" via their business insurance policy. Most insurance policies state a disease had to have been on a specified list before the policy was taken. The resilience clause allows a new disease to be backdated to the point it became notified. It was further explained that this might go to litigation as a "class action" because all the policies were worded the same and the cause is common. If it did go down this route, it could take years.

Insurance acceptance would be the best outcome and this option was being pursued, insurance acceptance would ensure that any temporary financial support provided by the Council would be repaid.

AGREED

- (i) The Council's stock of sports and leisure facilities will continue to remain closed until such time as government restrictions are lifted.**

- (ii) **A further report is received on 10 June 2020 with an update on the additional repayable financial investment required by Active Tameside during 2020/21 to ensure sustainability during the coronavirus pandemic**

158 LOOKED AFTER CHILDREN' S 7 SUSTAINABILITY PROJECTS

Consideration was given to a report of the Deputy Executive Leader / Director of Children's Services, which detailed the financial impact, potential slippage of timescales for the delivery of projects and impact of COVID-19.

Members were advised that each of the project leads had identified their anticipate delays and planned mitigation and revised timescales and associated risks as a result of the implementation of their project in response to the current COVID-19.

The new timeline for the Looked After Children's Sustainability 7 projects were detailed in the report.

- (a) The Early Help project start date for implementation would move from October 2020 to a start date for implementation of February 2021.
- (b) The Family Support Service project would move the start date for implementation from March 2020 to a start date of June 2020.
- (c) The Team around the School project started implementation in January 2020 this had partially been achieved however the date for full implementation date would now be July 2020 instead of March 2020.
- (d) The Duty/Locality project started implementation as scheduled this had partially been achieved however the date for full implementation would move from July 2020 to August 2020.
- (e) The Positive Futures project start date for implementation would move from June 2020 to January 2021.
- (f) The Fostering project start date for implementation was October 2020 whilst the project had started and some areas were due to be implemented the overall start date for implementation would move to February 2021.
- (g) The Placements project had an implementation start date of December 2019 and whilst implementation had started in a limited way the start date for full implementation would move to May 2020.

It was reported that there had been a reduction in the numbers of children referred into the service via the MASH arrangements. It was expected that there would be an increase in referrals as hidden harm that had occurred during lockdown was reported by children on their return to School. Further if the predicted increases happened then the target of a reduction of Children Looked After to 650 by April 2021 may not be achieved and the cost avoidance and savings attached to the 7 sustainability project would not be fully realised.

It was explained that there could be a blockage in the court system due to the need to undertake hearings virtually. Manchester courts had taken a cautious approach to final contested hearings and in some cases were adjourning hearings, in the medium to long term this could lead to a blockage in the court system. This would inevitably impact on the timescales for cases to be concluded the effect of this would be to delay children achieving permanence via adoption, Special Guardianship Orders and by the discharge of care orders.

Each School and Early years setting had a named key worker at the Local Authority who are operating as a team across Early Help and Education. Daily communication was being made by the key worker to all schools and settings to ensure that they were open and able to offer places to all children and young people identified as vulnerable and children of key workers. The new Tameside MBC Early Help website had been launched which provided information advice and support for professionals. Over 100 families from across the borough had been supported to access a 'Communication virtual pathway' to support communication development and a further 70 families whose access to groups was cut short by on-going support/assessment and access into virtual support where needed.

The implementation of the Family Intervention Service had started and there had been an increase in the number of families receiving support from the Family Intervention workers from 120 allocated cases pre Covid-19 to 300 plus cases allocated to family intervention workers to date with plans for that to increase further. The CCG had been able to commit to funding the psychological therapy components of the Family Intervention Service. The service manager and commissioners are working with Healthy Young Minds to finalise expectations regarding how the service would operate and were developing a Service Specification with clear outcome and performance measures.

Members were advised that between 1 January 2020 and 31 March the Edge of Care Service worked with 152 children/ Young People and we ended involvement with 72 children / Young People within this period.

The implementation of the restructure of Duty/Locality was underway with the teams moving towards virtual teams alongside this development of a virtual training offer to up skill some staff.

It was reported that progress had been made on Positive Futures with the purchase of a property which would be the assessment unit. A planning application would be submitted to change the function from private dwelling to children's home. Recruitment had started for units. Further the refurbishment of St Lawrence road so that it could be used as a respite unit would start soon.

Recruitment for the Fostering Service Improvement had started and was on track for completion. The review of the offer to foster carers had commenced. A Positive Foster Carer recruitment campaign and successful opening evening at village Hotel had been held, a number of expressions of interest had been made.

Weekly meetings were taking place to urgently progress the expansion of the Transition Support Service under the existing agreement for a further 10 dispersed supported bedsits. Local availability of suitable one bed tenancies has led to delay, however, Social landlord Mosscaire St Vincent have delivered two tenancies to a very high standard on Pottinger Street. Members were advised of properties that had been identified for development. Work had continued in partnership with the 10 GM local Authorities under the banner of the recently established GMCA Care Leavers Trust.

On project 7, Placements Review/Sufficiency Strategy, the revised Commissioning and Brokerage service had been establishing the foundations of proper commissioning, contacting and quality assurance processes. A multi-agency placement panel has been established since January a finance representative attended this meeting. A data dashboard had been drafted to bring together to align key finance, performance and commissioning indicators to increase scrutiny. A successful rapid pilot of the 'Deep Dive' Approach from No Wrong Door adapted for Tameside had been completed.

Members heard that there was significant work being undertaken in support of and alongside the Looked After Children's 7 Sustainability Projects within the Looked After Children's Team. This included the creation of a Discharge from Care team, the development of a permanence panel and the development of an integrated Looked After Children's Health and Wellbeing Team and establishment of a task and finish group. It was explained that once all key elements were functioning outcomes for Looked After Children would be significantly improved and overall numbers of Children In care would be reduced and the cost to Local Authority would also be reduced.

AGREED

That Executive Cabinet receive this report and:

- (i) note the financial impact as a result of the potential slippage in terms of the timescales for delivery of the projects as a result of the COVID 19 pandemic;**
- (ii) agree the new provisional time table for the delivery of the projects as set out in paragraph 1.7 together with the outcome of the estimated financial modelling on placements as detailed in section 3 and Appendix 2; and**
- (iii) receive a further report in September 2020 given the ongoing uncertainty caused by the Covid 19 pandemic a further report will be presented to Members in September 2020.**

159 STARTING WELL REPORT: COVID 19 IMPACT

Consideration was given to a report of the Executive Member for Adult Social Care and Health / Starting Well Clinical Lead / Director of Commissioning that provided a summary on the response to the COVID-19 pandemic for children and young peoples' health services across Tameside.

It was reported that the children, young people and families' community services in Tameside had responded to the national guidance in relation to COVID-19. To align to the Government's response to reduce the risk of COVID-19 and NHS England's guidance on 'COVID-19 Prioritisation with Community Health Services', the following changes to the Healthy child programme delivered by the Tameside and Glossop Integrated Care NHS Foundation Trust and commissioned by the Local Authority was proposed. The National Child Measurement Programme would stop until further notice, Pre-Birth and 0-5 Service, School Nursing, Looked After Child Teams would be partially stopped with exemptions, while the Safeguarding service would continue.

Delivery of care had been prioritised to the most vulnerable, and delivering this care remotely if possible, and by risk assessed home visiting if required. Some staff had been redeployed to Adult Services within the Trust and sickness rates had increased. Where possible staff were remote working and an action card was in place for this.

Members heard the risks of not continuing normal service and ways in which risk was being mitigated, it was explained that this was a dynamic situation and was being regularly reviewed. The following concerns were highlighted; health visitors not doing face to face visits routinely for both new-born assessments and routine developmental checks; how to cope with the backlog of work when the situation settles down; in relation to safeguarding, most children and families were not being visually assessed; and difficulty in catching up with the backlog of school based immunisation programme and risk of having a large cohort of children at risk of contracting disease due to not being immunised.

It was stated that there had been a significant fall in the number of children accessing primary care in the first 4 months of this year compared to the same time last year. This could be due to children not being in school and therefore, there is a fall in the usual viral illnesses that would be circulated. Primary Care had been using a RAG rated system in order to prioritise work during the pandemic. Primary Care had remained open for unwell children and young people.

Members considered the Urgent Care and Paediatric Referrals data, which showed that children and young people accessing primary care and 111 had fallen, so too had the number of paediatric Emergency Department attendances. Dr David Levy and Dr Jackie Birch, local Paediatricians, had been linking into the Greater Manchester Paediatrics network. They had provided assurance that data was being collected which was part of the wider piece of work by the Royal College of Paediatrics and Child Health (RCPCH) highlighting any cases where it was felt that delayed presentation could have caused harm. There was a concern that families may stay at home with an unwell child longer than they would ordinarily do. Paediatric outpatient clinics had been reduced and routine work has been cancelled. Referrals were being triaged and patients were being

contacted over the phone where clinically appropriate. Clinically urgent referrals were being seen as needed.

Members were advised that diabetes and epilepsy specialist nurses continued to be in regular contact with children and Community Children's Nursing Team had continued to operate. It was reported that all health services relating to Special Educational Needs and Disabilities were operational and are maintaining regular contact with the families they were supporting.

It was stated that the COVID-19 pandemic would have a significance impact on the mental health of residents, both with pre-existing mental health conditions but also those not previously known to services. The impact of social isolation, lack of contact with friends and family, unemployment resulting in financial insecurity and health anxiety were all likely to continue well beyond the acute phase of this viral pandemic. Of particular concern was the impact on babies and their families in the 1001 Critical Days, from pregnancy to the age of two. Parents were essential in a baby's life. Some parents would be struggling and when parents were affected, babies would be affected. Therefore it would be critical that maternity, health visiting and GP services ensured that all the standard appointments continued and would be extra vigilant to connect with parents and identify where additional support would be required.

It was stated that Maternity services had continued to work well. Antenatal appointments moved from the community to hospital to allow the services to continue to run during times where staffing levels may have fallen. The Acorn Unit opened at the beginning of March and had seen 16 babies delivered by the end of April. The Smoking in Pregnancy programme had been delivered as 'business as usual' with programme modifications to mitigate COVID-19 risks. The GM & EC Maternity Voices Partnership and the LMS had worked together to develop some information for women and families around COVID-19 and maternity services. The Early Attachment Service was running a digital drop in service offering new weekly telephone consultation service.

Members were advised that there was close communication across all agencies regarding children's safeguarding ensuring a coherent, effective approach to safeguarding and domestic abuse. Feedback suggested that currently there was a mixed picture with national narrative around increase in helpline calls but local services across the board had not seen those increases.

Work had been taking place within children's services in terms of reviewing business continuity plans and re-prioritising to key frontline services, to ensure that critical services were maintained. Two Children's health and Care groups had been established to monitor and review the local response to national guidance and to ensure that there was effective communication between agencies during this time and create escalation routes of any issues both groups reported to the TSCP weekly meeting.

Local concerns and working assumptions were that there was a risk of an increase in domestic abuse incidents, as well as increased difficulty for people to access support services in the current climate. The local partnership was taking a number of steps to ensure appropriate support was available including; Increased communications of the issue of domestic abuse and promotion of local support services; risk register being compiled with local services to determine wider impacts of lockdown; capacity assessment with support services to plan; enhanced working between GM Police and Probation to target repeat offenders and known high risk perpetrators; exploring further staff engagement / training around domestic abuse issues; and Local safeguarding partnerships continue to be updated with progress.

AGREED

That Board recognise the efforts of all children and young people's services to maintain service provision throughout this difficult time

160 ACCESS TO END OF LIFE MEDICINES

Consideration was given to a report of the Director of Commissioning, which sought to update Members on the proposed delivery model to improve access and resilience for End of Life medicines and approval for the proposed mechanism and additional financial investment required.

It was stated that the existing CCG arrangements for Out of Hours (OoH) End of Life (EoL) medicines were via six extended hours community pharmacies across Tameside and Glossop. This allowed access to a traditional sub-cutaneous route list of EoL medicines. As sub-cutaneous was an injectable route it needed a suitable skilled health care professional to administer. There was no contract with the pharmacies and no payment was made to the pharmacies for holding the stock, pharmacies were reimbursed for any EoL medicines that were unused and go out of date. Non-controlled drug EoL medicines were held in stock at Willow Wood Hospice for 24 hour access

Members were advised that in the current situation with demand overstressing GP planning activity, increased pressure on pharmacies including partial closures and the more rapid deterioration of COVID-19 EoL patients three responses were needed:

- Incorporation of non- sub-cutaneous route EoL medicines into the formulary (NICE/NCA guidance). This would be oral route medicines some controlled drugs but some non-controlled drugs.
- Increased in the number of pharmacies holding EoL medicines formulary to give greater systemic resilience.
- Extension of hours of pharmacy access to EoL medicines so that via an on-call system 24 hour, 7 day a week coverage is provided across T&G.

It was explained that with the expected increase in demand on services and the pressures community pharmacies were under as COVID-19 emerged the CCG increased the number of sites holding EoL from 6 to 14. This was an informal non-contracted agreement. For on-going resilience and robustness and regional requirements for regular stock audits a formal arrangement would need to be put in place. The GM Local Pharmaceutical Committee produced a service specification for EoL medicines which was in line with local and regional requirements. This had been implemented by neighbouring CCG's, all other GM localities were signed up to or were in the process of signing up to the retainer fee service element.

The NW Medicines Cell 'What Good Looks Like' documents' documents recommended that patients have access to medicines within 1-2 hours. Given the disruption levels there was a need for a protected communication route to EoL stock holding pharmacies to check stock is accessible and prompt dispensation occurs. NHS England North West proposed that a bespoke mobile phone is provided for all EoL holding sites. This line would be reserved solely for EoL communications

Arrangements had been put in place for extended access to ensure 7 day, 24 hour access to EoL medicines within the CCG, this would require an additional 12 hours Saturday / Sunday and on call coverage 4 nights per week.

Members heard that an initial commitment of 6 months would be made with a review at the end of this period to continue for a potential further 6 months. One year's total costs would be £7,000. The protected EoL medicines hotline per stock holding pharmacy would be £700 for 6 months with a review at end of period to continue for a further 6 months. The fee structure would be £20 per on call, £350 per call out. Taxi services would be utilised to carry out the date time medicine deliveries as a first line option, when not available in a timely enough manner the pharmacy would deliver and charge £50. The on call fee for 6 months would be £2080, based on an average of one call out per week in locality delivery there could be a cost of £10,400 per 6 months. Additional costs would be funded by the COVID-19 central funding source.

AGREED

That Strategic Commissioning Board be recommended to:

- (i) **Note the proposed delivery model to improve access and resilience for End of Life medicines**
- (ii) **Support the proposed mechanisms and additional financial investment required.**

161 HUMANITARIAN HUB

Consideration was given to a report of the Executive Leader / Director of Governance and Pensions, which outlined proposals for the four phases of continued activity of the Humanitarian Hub and approval for the introduction of payment for food packages for those who were able to pay.

It was stated that the Humanitarian response to the COVID-19 pandemic was a rapidly evolving and critical function in the response to COVID-19 pandemic. Since the humanitarian hub began operating it had received over 3,000 calls and made over 1,500 deliveries. Running costs for the humanitarian hub to the end of May 2020 were summarised in the report.

The current model operated by the hub was outlined to Members. Referrals were received through COVID-19 Call Centre or through proactive outreach from Neighbourhood Cells using datasets which may indicate vulnerability. Following the referral there would be an initial triage of need and required response (provision of food or medicine). After the deployment of initial package of support follow up triage calls were made to discuss more detailed requirements and agree a more sustainable solution. Where appropriate a referral may be made to Action Together the local VCSF infrastructure organisation to arrange a general wellbeing check, and organise wellbeing support (for example linking in with a befriending service). A small number of people for whom no alternative provision existed would be provided with subsequent packages of support. Enhanced support to specific cohorts was provided by key services including, rough sleepers and refugees and Families with additional food parcels including nappies, formula.

Members were advised that the Government were increasingly looking to Local Authorities to supplement and/ or replace the support being given by them to shielding cohort. This activity was increasingly coming to dominate the work of the Humanitarian hub, with a requirement in place to call all of those on the shielding list who the government have been unable to make contact with and a request that the Council explore the possibility of contacting those the government made contact with but were unable to establish a definitive resolution with.

Further the Government and Greater Manchester Combined Authority have also requested that the Humanitarian Hub support the 300 plus asylum seekers in the Borough with basic essentials and support needs.

It was explained that through the operation on the Hub and an analysis of need it had become clear that large portions of the shielded population did not need new or additional help, nor required the involvement of the Local Authority or the government. However the sub-shielding population had been identified as having significant needs. The need was twofold; people were self-selecting to shield out of fear, and the knock on impacts around access to basic services plus their mental wellbeing; and the economic impact of lockdown and how this is creating financial not physical barriers to food, fuel and housing.

An analysis of the contact indicated that the Hub were dealing with three broad cohorts, Older people (45%), not on the shielding list but with health conditions; working age people (40%) these individuals were not on the shielding list but with health conditions and other (15%) the two main groups being single mothers and chaotic individuals / households.

Members were informed that now the initial emergency response phase was over and solutions were being developed to the COVID-19 challenge of the medium to long term it was appropriate to review the operation of the Humanitarian response.

It was proposed that from mid-May to Early June the price for a basic food package be set at £20 per household and those unable to pay were asked to provide evidence, this could be assessed with Welfare Rights support. Those working in the Humanitarian Hub teams would continue to work with cases that came through the call centre. Many of those calling would now receive a face to face visit with Action Together. Further it was proposed that general and targeted communication would take place in phase two as a pre-cursor to moving into phase three.

From early June onwards as the numbers of people requiring support identified through self-referral or outreach reduced further it was proposed to shift the focus in terms of provision of support to those experiencing financial hardship as a result of COVID-19 or those struggling with the long term impact of the pandemic and associated control measures. Phase 3 would look to provide increasing support to food banks, a focus would be placed on providing additional resources to mainstream services providing support to those vulnerable as a result of COVID-19. Work would be done to join the Neighbourhood cells with Neighbourhood co-ordinators in each of the four neighbourhood areas and shift the response to one led by volunteers and the third sector.

It was proposed that in the Phase 4, there would be a move into normalising and building back services. As the proposed model for testing tracing and quarantining became clearer and moved to a relaxation of the lockdown it may transpire that different cohort of individual required to self-isolate/ quarantine for a period of time. The humanitarian hub may also need to provide support to this cohort in coming weeks and months. Intelligence from government suggested that shielding was likely to continue for a significant period potentially beyond six months and that the number of peoples required to shield may increase. Further in coming weeks as the track, test and quarantine system became operational there would be humanitarian support required for those who were expected to quarantine due to contact with those infected.

AGREED

- (i) That the COVID-19 Board supports the outlined proposals for the four phases of continued activity of the Humanitarian Hub.**
- (ii) That the COVID-19 Board supports the introduction of payment for food packages for those who are able to pay.**

162 FORWARD PLAN OF ITEMS FOR COVID RESPONSE BOARD

Members considered the forward plan of items for future meetings of the Covid Response Board.

BOARD

3 June 2020

Present	Elected Members	Councillors Warrington (In the Chair) Bray, Cooney, Fairfoull, Feeley, Gwynne, Kitchen, Ryan and Wills
	Chief Executive	Steven Pleasant
	Borough Solicitor	Sandra Stewart
Also in attendance	Section 151 Officer	Kathy Roe
	Dr Asad Ali, Tracy Brennand, Jeanelle De Gruchy, Richard	
	Hancock, James Mallion, Dr Ashwin Ramachandra, Ian Saxon, Sarah Threlfall, Jayne Traverse and Jessica Williams	

163 DECLARATIONS OF INTEREST

There were no declarations of interest.

164 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting on the 20 May 2020 were accepted as a correct record.

165 TEST & TRACE PROGRAMME FOR COVID

Consideration was given to a presentation of the Consultant of Public Health which outlined the National Contract Tracing Programme.

Members were informed that Tameside had seen a steady increase in line with the national trend of cumulative cases of Covid-19, an average daily increase of 5%. The data on new cases were updated daily by Public Health England based on lab testing. The overall trend showed that the number of confirmed cases based on weekly averages was decreasing.

It was reported that by the 28 May 2020 there had been 235 Covid-19 deaths in Tameside, of which the majority of deaths were in older age ranges.

The Consultant in Public Health explained the process for Contact Tracing, identifying cases, finding out who had been in contact with the case and isolating the case and contacts to prevent further transmission. Members received a detailed diagram of breaking the chain of infection. The aims of the Test and Trace Service would be to reduce the R rate to below 1, save lives and allow the safe release from lockdown. It was reported that the National Contact Tracing Programme went live on the 28 May.

The Test and Trace Programme would test anyone with symptoms, people would be encouraged to get a test. Those who tested positive would be told to isolate and information would be collated on their contacts. Contacts would be made aware of the need to isolate. Within England there would be national call handlers and NHS professionals contact tracing at scale and local teams who would follow up complex cases and issues.

As part of GM there would be a focus on early innovation and sharing best practice, there would be a development and testing of local outbreak control plans. Further Tameside was connecting to the GM hub with a Tameside Single Point of contact (SPOC) to pick up issues to be handled locally.

It was explained that there would be a slow start of the national system while data flows were established. The GM hub was pulling more resources in to support localities. The SPOC had been

established, scenario and capacity planning would continue. The next steps would include: continued contribution into the GM design; ongoing scenario and business continuity planning; the continued development of the operational delivery plan for Test and Trace in Tameside; Work would continue on the Communications Plan "*Don't be a contact*"; development of enhanced Outbreak Control Plan; and better clarity on resource and capacity demand once data flows improved.

Tameside was one of 11 areas taking part in the pilot for the national track and trace programme. The pilots would focus on early innovation, sharing best practice and developing and testing local outbreak control plans.

AGREED

That the presentation be noted.

166 HEALTH & SAFETY - ENSURING COMPLIANCE WITH 'COVID-19 SECURE' GUIDELINES

Consideration was given to a report of the Assistant Director of Operations and Neighbourhoods that summarised the additional health and safety responsibilities on the organisation to comply with the Health & Safety at Work Act 1974 and the 'Covid-19 secure' guidelines. The report also identified the practical steps which must be taken to ensure compliance and the additional resources which would be required to support this.

Members heard that as an employer Tameside Council had a legal duty under Section 2 and 3 of the Health and Safety at Work Act 1974 to provide, so far as was reasonably practicable, a safe and healthy working environment for employees and members of the public.

It was stated that all employers had a legal duty under Regulation 3 of the Management of Health and Safety at Work Regulations to carry out a suitable and sufficient risk assessment of the risks to the health and safety of their employees to which they were exposed to whilst they were at work; and the risks to the health and safety of persons not in their employment arising out of or in connection with the conduct by him of his undertaking. In response to the Covid-19 outbreak the Government published on 12 May 2020 additional 'Covid-19 Secure' guidelines.

The UK government, in consultation with industry, had produced 'COVID-19 Secure' guidance to help ensure workplaces were as safe as possible. The new guidance covered 8 workplace settings which were allowed to be open, from outdoor environments and construction sites to factories and takeaways. This set out practical steps for businesses focused on 5 key points, which should be implemented as soon as practical:

- Work from home if you can;
- Carry out a COVID-19 risk assessment, in consultation with workers or trade unions;
- Maintain 2 metres social distancing, wherever possible;
- Where people cannot be 2 metres apart, manage transmission risk; and
- Reinforcing cleaning processes.

It was explained the 8 guides covered a range of different types of work. The Council operated many of its services within a range of these workplace settings. The Council must comply with the governmental guidelines and within its regulatory responsibilities advise local businesses on compliance standards to keep employees and residents safe. The workplace settings included: Construction and other outdoor; factories, plants and warehouses; Homes; Labs and research; Offices and Contact Centres; Restaurants offering takeaway or delivery; Shops and Branches; Vehicles.

The Chief Executive / Accountable Officer had overall responsibility for ensuring that the organisation met the duties imposed on it by Health and Safety legislation and associated regulations.

The report stated that Council Service Managers must, at the earliest opportunity, complete a Covid-19 risk assessment in relation to the work activities their teams were involved in. This must be done in consultation with the workforce and unions. Service Unit Managers would be communicated to directly via email to advise them of the new guidelines.

Training on the completion of Risk Assessments would be available via the Me-Learning intranet and a bespoke Webinar Conference. The Health and Safety Team would support all managers within the Council in completing the risk assessments and identifying appropriate control measures.

It was further explained that it was important that there was close co-operation and communication between the Health and Safety Team, Human Resources and Growth Directorate (Strategic Property Services). It was the responsibility of Growth Directorate to facilitate the control measures specified in risk assessments and to ensure that building facilities and layouts complied with 'Covid-19 Secure' guidelines. The Health and Safety Team would need to be kept up to date on the plans to open buildings, any changes made to buildings and any limitations on potential modifications to buildings as this would inform risk assessments and any changes needing to be made to control measures. Similarly, any further changes to the delivery of services should include a review of the risk assessments.

AGREED

That Executive Cabinet be recommended to agree that:

- (i) Every Service Unit Manager carries out a Covid-19 risk assessment for each workplace and activity undertaken by their Service.**
- (ii) The unions are informed of the process that the organisation is taking to ensure compliance via the Employment Consultation Group.**

167 GREATER MANCHESTER'S CLEAN AIR PLAN – TACKLING NITROGEN DIOXIDE EXCEEDANCES AT THE ROADSIDE – PREPARATORY IMPLEMENTATION AND CONTRACT ARRANGEMENTS

Consideration was given to a report of the Executive Member for Neighbourhoods, Community Safety and Environment / Director of Operations and Neighbourhoods, which summarised the procurements that needed to be undertaken to deliver the Clean Air Zone (CAZ) and other GM Clean Air Plan (CAP) measures and to seek approval for TfGM to undertake the preparatory procurement arrangements on behalf of the 10 Local Authorities in accordance with the GMCA and TfGM's existing Constitutional arrangements.

Members were informed that although TfGM had been leading on the development of the Full Business Case (FBC) on behalf of the ten GM local authorities, the formal legal powers and duties relating to the GM CAP, including the duty to secure compliance with the March 2020 ministerial direction fall on the GM authorities themselves.

For any procurements intended to be undertaken by TfGM on behalf of the GM authorities, appropriate delegations would need to be put in place by the GM authorities to TfGM via the GMCA.

Members were presented with a table containing a number of procurements that were required to deliver the CAZ and other GM CAP measures. This included the procurement of: CAZ Signage; CAZ Service; CAZ Debt Recovery; Vehicle Funds Grant Administration; Vehicle Funds Vehicle Financier; Funds Platform; and Diffusion Tube Procurement. The approach that had been used to develop procurements for the GM CAP was set out to Members of the Board.

It was stated that TfGM's Constitutional arrangements ensured that there was appropriate governance in place. As procurement sourcing options for the GM CAP would be above OJEU threshold activities would be managed through TfGM's Strategic Procurement Group who reported into TfGM's Executive Board and met as part of TfGM's monthly Finance & Corporate Services Functional Board.

The Strategic Procurement Group was the body within TfGM that was responsible for approving to proceed (or rejecting) through the various stages of relevant procurements, from initiation stage through to award of contract and would work within the rules laid down in the TfGM Constitution and Scheme of Delegation.

It was explained that for the GM CAP the Strategic Sourcing Document (SSD) would be reviewed and approved by: the GM CAP Programme Board, chaired by the GM CAP Senior Responsible Officer; the Strategic Procurement Group during the monthly Functional Board, chaired by the Director of Finance and Corporate Services; and TfGM Executive Board, chaired by TfGM's Chief Executive. The sequence of the approval stages would remain and each stage approvals were a prerequisite for submission to the next. The proposed governance was fully auditable and transparent in accordance with the TfGM Constitution.

It was recognised that all procurements detailed would be subject to the current national emergency regarding COVID-19. TfGM were monitoring this situation with the application of clear guidelines that formal procurements could only commence on the "normalisation" of the market. No tenders would be issued to market during a period of national emergency unless specific market conditions indicate an ability of all bidders to effectively bid.

Mitigation to current circumstances was being undertaken through the development of all procurement documentation to a position of imminent release once the market stabilised and the supply chain were positioned to respond in a fair and competitive manner. Market engagements in compliance with Public Contract Regulations 2015 were being undertaken to assess supplier capabilities, mitigate risk and ensure outsourced service requirements were aligned to industry standard to reduce design, build and implementation timescales for services post contract award.

Extensive market engagement across all key procurements had been undertaken which could allow for remote tendering practices to be implemented if the market confirmed they supported this approach.

AGREED

That the Executive Member (Neighbourhoods, Community Safety and Environment) be recommended to approve that Greater Manchester Combined Authority (acting by its officer, Transport for Greater Manchester (TfGM) through the TfGM Strategic Procurement Group) is authorised to undertake the preparatory procurement arrangements that are needed to deliver the Clean Air Zone (CAZ) and other Greater Manchester Clean Air Plan (GM CAP) measures on behalf of Tameside Council in accordance with TfGM's existing Constitutional arrangements.

168 ASSISTED CONCEPTION COVID-19 IMPACT

Consideration was given to a report of the Executive Member for Adult Social Care and Health / Clinical Lead / Director of Commissioning, which sought agreement on a way forward that mitigated the negative impact of the Covid-19 pandemic on couples eligible for IVF under the Assisted Conception policy.

It was stated that national guidance resulted in IVF treatment being suspended on 15 April 2020 including for those couples part way through a cycle. New guidance issued in May permitted the resumption of treatment from 11 May subject to individual providers demonstrating that they could provide a safe service for patients and a safe working environment for clinic staff that complies with recommendations from professional guidance.

The Tameside and Glossop Policy for Assisted Conception stated that for women aged 39 and under the CCG funded 3 cycles, if the woman turned 40 before all cycles were complete then no further treatment would be funded after the current cycle was completed. For women aged 40-42 all

CCG's offer 1 full cycle provided they had never previously had IVF and there had been a discussion about the implications of IVF at this age.

Across Greater Manchester, commissioners had been asked to agree to honour the original number of cycles agreed at the start of treatment with replacement cycles taking place when the original cycle had to be cancelled or abandoned and to allow an extension of the cut off age to enable completion of the original number of cycles.

It was explained that under normal contracting arrangements the provision of IVF services would be paid to providers on a cost per case basis with cancelled cycles being paid at 1/3 tariff and abandoned cycles at 2/3 of the tariff. This process was technically still in place in 20/21, with some changes to NHS Providers.

It was explained that the CCG did not have data on the number of patients who may need replacement cycles or who may be impacted by the cut off age and for some they may have a successful pregnancy that negates the need for a replacement cycle or extension related to age.

The financial impact in total for IVF would be difficult to calculate at this stage as there were unknown factors. It was explained that, whilst NHS block payments would inevitably contribute towards IVF services that got suspended, there was no current guidance about how CCGs and providers would reconcile payments to actual service delivery in the future and at what point. Whereas with the Independent Sector providers, payments had been halted on a cost per case basis, yet the CCG still had a full years' budget plan in place based on expected throughput of patients and mitigates some of the risks highlighted in this report.

AGREED

Strategic Commissioning Board are asked to approve:

- (i) A replacement treatment cycle if the original cycle had to be abandoned due to the service pause.**
- (ii) Patients who reach the cut-off age before receiving all their cycles because their treatment start has had to be delayed are permitted to have those cycles missed provided no additional delays requested by the couple.**
- (iii) Patients who restart treatment in 20/21 who have a treatment cycle stopped due to coronavirus symptoms developing during**

169 PARENTAL BEREAVEMENT LEAVE SCHEME

Consideration was given to a report of the Executive Leader / Assistant Director of People and Workforce Development, which provided details of the entitlements and obligations of those affected by the loss of a child.

It was stated that there was no qualifying period of employment for the right to bereavement leave. Therefore, from day one, employed parents would be entitled to 2 weeks leave following the loss of a child below the age of 18, or who suffer a stillbirth after 24 weeks or pregnancy.

The definition of a qualifying parent was outlined in the proposed scheme. Those who fall in scope included:

- A child's legal parents, so both natural and adoptive parents
- A parent's partner, in an enduring family relationship i.e. step parent.
- Others with a caring relationship to the child, such as a 'parent in fact', who are defined as a person who for a continuous period of at least four weeks before the child's death has lived with the child in the person's home, and had day to day responsibility for the child's care (provided they are not paid for that role, foster payments excepted).

It was explained that leave could be taken either as one block or in two one week blocks, at any time within 56 weeks of the child's death. Where the leave was to start within 56 days of the child's

death, the employee must provide notice before the day the leave would start, or where that was not possible as soon as was reasonably practicable. Where the leave was to start after that 56-day period, at least one week's notice must be given. The notice must include the date of the child's death, the date on which the employee intends the leave to start, and whether the period of absence is for one week or two weeks.

The Statutory Parental Bereavement Pay (General) Regulations 2020 stated that in order for an employee to be eligible for pay for Parental Bereavement Leave, the employee must have 26 weeks' continuous service, and weekly average earnings over the lower earnings limit (£118 per week for 2019 to 2020). The regulations also state that leave is paid at the statutory rate of £151.20 per week, or 90% of the employee's normal weekly earnings; whichever is lower. The regulations allowed for employers to offer more leave and pay, but only 2 weeks' payment could be recovered for each employee and for each death.

It was proposed that Parental Bereavement Leave would be paid at the employee's normal rate of pay, in order to demonstrate the Council and CCG's recognition of the terrible effect that the loss of a child can have, and to its commitment to supporting employees in these tragic circumstances.

The proposed scheme stated that employees who suffered the loss of a child below the age of 18, or who suffered a stillbirth after 24 weeks of pregnancy; were entitled to two weeks Parental Bereavement Leave, to be taken in blocks of one or two full weeks, paid at their normal rate of pay, where the employee has 26 weeks' continuous service.

Where the employee does not have 26 weeks' continuous service, they are entitled to two weeks unpaid Parental Bereavement Leave, to be taken in blocks of one or two full weeks. The employer can offset the statutory pay against any contractual pay paid for the leave period.

Parental Bereavement Leave was in addition to any other forms of family leave that the employee was entitled to, including: Maternity; Paternity; Adoption Leave; Shared Parental Leave; and Compassionate Leave.

In order to be paid for parental bereavement leave (where eligible), notice must be given to the employer in writing within 28 days of the start of the first week's leave or, as soon as was reasonably practicable. That notice must include the parent's name and the date of the child's death.

Further, on the first occasion leave was taken, the parent must also provide a written declaration that they meet one of the qualifying conditions in terms of their relationship with the child. If notice was given before the start of the leave, it would be possible to withdraw that notice.

AGREED

That the Executive Leader be recommended to agree that:

- (i) To implement the proposed Parental Bereavement Leave Scheme as detailed in Appendix A for all Tameside Council and Tameside & Glossop CCG employees.**
- (ii) The Council recommends the Parental Bereavement Leave Scheme as detailed in Appendix A for adoption by all Governing Bodies of all community, voluntary controlled and voluntary aided schools.**
- (iii) To pay eligible employees Parental Bereavement Leave at their normal rate of pay for a maximum of two weeks.**

170 LA DISCRETIONARY GRANT FUND

Consideration was given to a report of the Executive Member for Finance and Growth / Director for Growth, which sought approval for the Tameside Local Authority Discretionary Grant Fund and to delegate decisions to the Director for Growth in consultation with the Executive Member for Finance and Economic Growth on the operation of the fund.

Members were reminded that in March 2020, the Chancellor had announced a series of additional reliefs for non-domestic rates, and business rates support grants to alleviate the impact of COVID-19. These additional reliefs and business support grants were all fully funded by Government Grant. The total reliefs awarded in Tameside to 4,739 premises was an estimated £34.9m, which meant that businesses in receipt of a relief did not have any business rates to pay in the current financial year. A total of £53m was identified for business support grants in Tameside with £10k or £25k being awarded subject to satisfying eligibility criteria and the rateable value of the premises.

As of 28 May 2020 a total of £41.04m had been awarded to 3,723 eligible business accounts which was 99% of all applications received. It was evident that Tameside, like most other local authorities expected to pay approximately 75% of funding received, as a number of potentially eligible businesses were not eligible due to ceasing trading or no longer occupying the premises.

In early May 2020, the Secretary of State for Business, Energy & Industrial Strategy (BEIS) and Secretary of State for Housing, Communities and Local Government (MHCLG) had announced that further funding would be available to businesses to target small businesses with high fixed property-related costs but that are not eligible for the current grant schemes.

It was highlighted that the scheme should be launched in early June to ensure that Tameside met the timetable set out by Government and communicated to the public of making payments in June to support micro and small businesses with property costs impacted by COVID19.

The government confirmed an additional 5% uplift to the £12.33 billion previously announced for the Small Business Grants Fund and the Retail, Hospitality and Leisure Grants Fund, or up to £617 million, available to Local Authorities. In Tameside this equates to £2,345,250.

Where Local Authorities anticipated having remaining funding from their initial allocations, having made payments to all eligible businesses, government required this remaining funding to be used first. Additional funding would only be made available where a Local Authority does not have sufficient remaining funds to meet the costs of this additional 5% discretionary grant fund.

Local Authorities had been asked to exercise their local knowledge and discretion as government recognised that economic need would vary across the country, and so national criteria would be set for the funds, but allowing Local Authorities to determine, which cases to support within those criteria. Local Authorities had been asked to prioritise businesses as outlined in the report for grants from within this funding pot.

The national criteria for the funds, which applied to all grants made from this fund, were set out in the report. These grants could only go to: businesses with ongoing fixed building-related costs; businesses which can demonstrated that they had suffered a significant fall in income due to the Covid-19 crisis; business with fewer than 50 employees; businesses with a rateable value below £51,000 (discretionary); and businesses that were trading on 11 March.

Only businesses which were trading on 11 March 2020 were eligible for this scheme. Companies that were in administration, were insolvent or where a striking-off notice has been made were not eligible for funding under this scheme. The Government updated the guidance on the 22 May (Version 2) to make applicants to the Self Employment Income Support Scheme (SEISS) eligible for this grant also.

All grants were capped at £25,000. The next level of grants would be £10,000. Local Authorities had discretion to make payments of any amount under £10,000. It would be for Local Authorities to adapt this approach to local circumstances. Government expected decisions on the appropriate level of funding to reflect the relative costs borne by businesses and to align with the Small Business Grants and Retail, Hospitality and Leisure Grants Funds.

As this was a discretionary fund, government expected Local Authorities would want to use an application process and local guidance criteria to business; Tameside's local guidance would be published on the Council website with an online application form.

It was explained that the scheme had been designed to support the priority businesses set out in the government guidance and local priority sectors. The main principle of the scheme was to support micro and small businesses (as set out in the Government Guidance and our local scheme) with fixed property related costs of £1,000 or more and where they had suffered a loss of income.

The Council would administer a phased approach over 2 rounds to assess and quantify the level of demand for funding from businesses that fall within the priority areas set out in the Government guidance and meet the eligibility criteria and evidence requirements set out in our scheme. If all allocated funding is spent in round 1 then round 2 would not take place.

It was explained that the Council had access to limited funds from Government for this scheme and it was expected that most grant allocations made would be under £10,000. The maximum allocation permitted of £25,000 would only be made in very exceptional circumstances. In order for the Discretionary Grant to benefit the maximum number of eligible small businesses, it was proposed to have 4 levels of grant, which would directly be proportionate to the level of property costs for the business. Should the Council receive more applications than funding available the impact on income due to the Covid19 crisis would also be used to determine new grant levels along with the number of applications received. A business that had property costs below £1000 or experienced a loss of income below 10% since March 11 2020 will not be eligible for the grant.

It was further explained that in the event of over subscription the Council would alter the level (size) of grants awarded to eligible businesses based on the principle that Tameside aim to support as many businesses as possible with this allocated funding. The Council would not be using any other funding other than the amount provided by Government to administer this scheme (£2,345,250).

Following round 1, the second phase – round 2 would enable increased local flexibilities and discretionary elements to be applied to the fund. However, this would need to be considered in light of the level of funding that was remaining from Round 1. Dependent on funding the level of grant paid may be reduced in Round 2 to ensure all applicants received some support rather than none at all.

The proposed discretionary areas we would choose to fund were set out in the report. These areas comprised businesses not eligible in the SBG or RHLG and Tameside's core, emerging or vulnerable key sector business to support long term inclusive economic growth. Based on the estimates in Table 3 below the liability for Round 2 would be minimum £133,000 and maximum of £1,330,000 if the same levels of grant funding were set.

Members were advised that there was a risk of businesses being unsatisfied with the outcome of their application but the Tameside Council Scheme Guidance makes clear that decisions would be final meaning no appeals process.

In response to a question it was stated that the Key Decision report setting out the allocation of grants would be submitted to Board prior to final decision be taken.

AGREED

- (i) To approve the Tameside Local Authority Discretionary Grant Fund as set out in Appendix A.**
- (ii) To delegate decisions to the Director for Growth in consultation with the Executive Member for Finance and Growth on the operation of the fund including varying the terms of the scheme and amending the grant levels on a pro rata basis to ensure spend is within allocated funding subject to a report being submitted to Board prior to allocation of grants.**

171 PLANNING FOR SCHOOL REOPENING

Consideration was given to a report of the Executive Member for Lifelong Learning, Equalities, Culture and Heritage / Assistant Director of Education which stated that in Tameside, the vast majority of schools including special schools and the Pupil Referral Service had stayed open to support vulnerable pupils and children of key workers since the start of lock-down. As a result, school leaders and their staff have worked to operate schools in a way that maintained safe practice and social distancing. However, due to a variation in attendance based solely on the children of critical workers and vulnerable pupils, this has been managed effectively.

Members were informed that the Government had announced on Sunday 10 May 2020 that schools should begin to re-open from 1 June 2020 as follows:

- Nurseries and other early year providers, including childminders, to begin welcoming back all children;
- Primary schools to welcome back children in nursery (where they have them), reception, year 1 and year 6;
- Secondary schools, sixth forms, and further education colleges to begin some face to face support with year 10 and 12 pupils, although we do not expect these pupils to return on a full-time basis at this stage;
- All schools and childcare providers to continue to offer places to the priority groups – vulnerable children and children of critical workers – they have been supporting since the end of March;
- Special schools, special post-16 institutions and hospital schools to work towards a phased return of more children and young people without a focus on specific year groups and informed by risk assessments; and
- Alternative provision to welcome back children in reception, year 1 and year 6 and begin some face to face support with year 10 and 11 pupils (as they have no year 12).

It was explained that so far the Council had quickly implemented daily phone calls to all schools and early years providers through Link Officers drawn from within Education and Early Help Services. These phone calls had been invaluable in providing a good quality and consistent two-way communication channel.

A range of support measures had been issued to schools over the last few weeks to support their provision for vulnerable children and the children of key workers. Further, there was a provision of an EHCP Risk Assessment template and accompanying process in line with updated guidance from the DfE. The process and documentation was developed in consultation with school leaders, colleagues in social care and key health partners. To ensure robust decision-making, quality assurance for this school-led approach a multi-agency assessment process, was completed by the LA and the CCG.

A Scenario Planning Group had been meeting regularly and membership included school leaders and senior council officers. The Group identified six key themes that were leading the thinking: Advice, support and guidance for staff; agreements on logistics; protocols, guidance and processes to support vulnerable children guidance on transitions between schools and back into school; curriculum and support services; and assessing the quality of the current and future offer.

It had been agreed that a series of documents and resources would be made available to schools to support each setting and ensure consistency across the borough on the themes identified. In addition a schools and education risk assessment template has been circulated to schools which focuses on the key areas for safe re-opening. The risk assessments would be reviewed in relation to all schools where the staff were employed by the Council. In all other cases the responsibility for ensuring the adequacy of the risk assessment, prior to the opening of the school, would sit with the school's governing body. Officers were also working to support the safe opening of establishments.

It was explained that it was essential to provide clear communication and support to Head teachers, their staff, parents and carers to outline how a safe re-opening of settings based on local need may be progressed. Schools and their governing bodies were responsible for determining both the strategic and operational direction of the school and not the Local Authority, however, in those schools where the local Authority was the employer it would have a duty in relation to the health and safety of all staff and in relation to other persons on the premises. In reaching a determination as to the re-opening of the school system the safety and wellbeing of pupils staff and the school community would be of paramount consideration. Members were informed that to support this a number of recommendations had been made:

- Act safely and sensibly and maintain a borough-wide approach to identifying collective processes which support local decisions.
- Agree that wider opening was an ambition for all schools. In Tameside this will be from 08 June. There would be no expectation that all eligible children should be in school on this date. Recognise that phased approaches would be needed and that attendance would increase over time.
- Schools should focus on how they could safely begin to open more widely for eligible pupils from this date. It would not be necessary to focus on how schools would open to all pupils.
- Provide a whole school risk assessment template to all schools which should be used alongside all guidance from the Department for Education and other materials to enable each school to assess the level of risk and how it can be mitigated in order to ensure schools could open and operate safely; Provide an advisory review of all school risk assessments to ensure that schools have followed an appropriate and sensible process which has taken into account the national guidance prior to the reopening of the school.
- Recognise that schools would be at different stages in their thinking and planning. No final decisions about the logistics of wider opening need to be made yet. Schools must continue to think, consult and discuss how this can be done locally.
- Wherever possible, ensure consistency in the process on which decision-making was based. To support this the Council would continue to produce local guidance and protocols for schools.
- Ensure that communications with parents and staff were, wherever possible, coordinated and consistent.
- Eligible groups would be prioritised for. These groups were, in order, vulnerable children (those with a social worker and those with an EHCP); the children of key workers; and children in nursery, reception, Y1 and Y6. Only when these groups had been accommodated should we be seeking to broaden our offer.

In considering this item Members considered the wider opening of schools in the context of the safety of children, staff and the spread of the virus. Members noted that circumstances were changing rapidly and the approach to wider school re-opening may change at short notice.

AGREED

That the Executive Member notes and approves the proposals contained within the report.

172 REASONABLE ENDEAVOURS

Consideration was given to a report of the Executive Member for Lifelong Learning, Equalities, Culture and Heritage / Assistant Director for Education, which set out the proposed process for Tameside to ensure that provision set out in Education Health and Care Plan was being delivered during Covid-19 lockdown and throughout the phased school re-opening.

The coronavirus (Covid-19) outbreak had put significant extra pressure on local authorities and health commissioning bodies to secure, or arrange, in full the provision set out in EHC plans. Temporary legislation, drafted in response to the current situation, did not absolve Local Authorities or CCGs of their duty to secure or arrange provision for children with Education Health and Care Plans. The guidance set out an expectation that LAs and CCGs must use “reasonable endeavours”

to secure or arrange the provision. This was on the basis that the Local Authorities and CCGs at a local level would be dealing with reduced staffing, children and young people with plans being at home and not in school; the effect of social distancing on delivery; and the lack of effective alternatives.

It was reported that the impact of Covid-19 in Tameside had extended across all these issues. In particular, although all Tameside schools had remained open throughout the “closure” period, attendance had been low. In all schools it has fluctuated between 2 and 3%. For children with an EHCP it had been 6%. Furthermore, the risk assessment process for children in Tameside schools had only identified just over 100 children considered safer at school. Therefore the Council was only able to operate at a reasonable endeavours level.

It was explained that the Council must consider the needs of all children and young people with an EHC plan. A further piece of work would now be required, demonstrating how the Local Authority and CCG were using “reasonable endeavours to secure or arrange provision for children with EHCPs. Whilst it was recommended that educational settings were to lead on this further assessment (in partnership with associated key services), the Council needed to be cognisant that the statutory duty, and therefore any liability lay with it.

Local authorities and health bodies must consider what they could reasonably provide in the circumstances during the notice period for each child/Young Person with an EHCP. For some, this would mean that the provision specified in their plan could continue to be delivered; but for others the provision may need temporarily to be different to that which was set out in their EHC plan. Whilst it was anticipated that the number of children with an EHCP attending school would increase as part of the wider opening of schools. The exact number of children who would require changes to the delivery of the provision outlined in their plan could only be known following a review of their current risk and assessment alongside the process.

Members were informed that as part of the ongoing review Local authorities, health services and other relevant bodies should communicate regularly with the families of those children and young people with EHC plans, or who were being assessed or applying for assessment. Where the temporary Covid related changes affected what families’ experienced, they would need clarity as to:

- What provision will be secured for each child and young person and the reason for any difference from what is specified in the EHC plan.
- When decisions will be made as part of the various processes relating to EHC needs assessments and plans.

Due to these temporary changes and the expectation that schools, LAs and CCGs agree, deliver and record provision to meet needs specified in EHCPs at this time, it would be necessary to establish a robust process to achieve this. There would be a six week timeframe in which to complete this piece of work.

In deciding what provision must be secured or arranged in discharge of its duty, the local authority and health commissioning body should consider:

- The specific local circumstances (such as workforce capacity and skills and that of others whose input would be needed to undertake an EHC needs assessments and plans processes, temporary closures of education settings, guidance on measures to reduce the transmission of coronavirus (COVID-19) and other demands of the outbreak).
- The needs of and specific circumstances affecting the child or young person.
- The views of the child, young person and their parents/carers over what provision might be appropriate.

It was proposed that a school-led process to determine what provision would be delivered for each child with an EHC Plan and to consider if that was reasonable. In addition to robust consultation with key partners, it would be crucial that parents / carers and where possible children / young people be

involved in the decision-making process and fully concur with what has been agreed. These measures would therefore be completed as a partnership between schools, families, the Local Authority, and CCG to ensure we remain faithful to the spirit of co-production, enshrined in the Children and Families Act 2014.

It was stated that whilst this was a significant undertaking, the 6 week time frame should be sufficient to ensure this work could be fully completed. Elements of the template would be completed in cooperation and discussion with key partners from health and social care. Tameside SEND service would provide schools with a named officer until all templates have been completed, and to assist with reviewing arrangements. The officer would support settings in whatever capacity required to alleviate pressure and add resource where necessary.

AGREED

That the current local position as a result of the impact of the Covid 19 necessitates the Council using its reasonable endeavours to secure special education provision specified in Education Health and Care Plans in accordance with the Notice issued by the Secretary of State for Education on 28 April 2020 on the following basis:

- (i) The Council will continue to work with educational settings, the children and young people and parents or carers to determine whether children and young people would be able to have their needs met at home, and be safer there than attending an educational setting.**
- (ii) As part of the on-going assessment of the best way to deliver provision outlined in Education Health and Care Plans the attached document (appendix 1) would be used.**
- (iii) It was noted that monitoring of the local position and individual plans would be an on-going process. 4. In addition the local position and delivery of plans would be subject to a further review in 3 months' time or whenever the Secretary of State for Education's Notice expires, whichever is the sooner.**

173 DIGITAL DEVICES FOR VULNERABLE AND DISADVANTAGED CHILDREN AND YOUNG PEOPLE

Consideration was given to a report of the Executive Member (Lifelong Learning, Equalities, Culture and Heritage)/Assistant Director of Education, which set out the options to provide digital devices for disadvantaged families, children and young people who did not currently have access to them through another source such as school.

It was stated that as a consequence of the Covid-19 pandemic schools in England had been closed to the majority of pupils since 23 March this year. Since this closure and the subsequent "lockdown" between 2-3% of pupils nationally had attended. These pupils were the children of key workers and those considered vulnerable. Therefore most children had been learning remotely, with work supplied by their school. The majority of this work was provided online. Pupils therefore required some access to a digital device to access it.

To support schools to deliver a remotely accessible offer, on 19 April 2020 the Department for Education launched a scheme which would provide digital devices (laptops and tablets) for disadvantaged families, children and young people who did not currently have access to them through another source, such as their school.

Digital devices can be requested for: care leavers; children and young people aged 0 to 19 with a social worker; disadvantaged year 10 pupils. The DfE allocated Tameside 144 devices for pupils in maintained schools in year 10, this was inclusive of mainstream, special and PRU. There had been an allocation of 964 devices for pupils with a social worker and 184 4G wireless routers.

Members were advised that Government guidance stated that: Local Authorities would be responsible for ordering and distributing laptops and tablets to: care leavers and children with a social worker; year 10 pupils in maintained schools, including voluntary aided schools, who do not have a social worker. Local authorities should work with schools to assess which pupils required a

laptop or tablet. Academy trusts were responsible for ordering and distributing laptops and tablets to year 10 pupils who: did not have a social worker; were not a care leaver; or did not have access to a laptop or tablet through another source.

Local authorities and academy trusts would own the laptops and tablets they receive, and loan them to children and young people.

Officers had been working with schools since this announcement to identify those children and families most in need of support. It should be noted that the total number of devices allocated to the Local Authority was fewer than the number of eligible children without access to a device.

Children without access to a device would be the highest priority, those sharing access and those accessing via a smartphone only the next highest priority. Those young people who already have access to a device would not be eligible to receive one from the DfE allocation. The Heads of Service LAC and CP/CIN were finalising this list.

Once allocated, if any vulnerable children still do not have access the Assistant Director Education will raise this directly with the DfE.

It was reported that Tameside had ordered 144 windows laptops for Y10 pupils. 300 windows tablets for children under 7 with a social workers and 664 windows laptops for children 7-19 with a social worker. These devices would be due before the end of May 2020.

Distribution of laptops would be managed from the Humanitarian Hub that had been established for supporting residents during the Covid19 period. Insurers had granted a window of 2 weeks cover.

Therefore, hardware needed to be swiftly delivered to schools. There would likely be no insurance for the transit risk to schools. There were excess implications should the items be stolen from site, these would be dependent on security arrangements and range from £100 - £30,000. Officers from Children's Services had held discussions with colleagues from Risk and Insurance, Finance and IT and with Head teachers about how we should manage this process.

It was highlighted that it was important for Members to note the section in the report which clarified that whilst the number of devices was less than those who should be eligible all eligible children and young person would have a device. This was not addressed in the financial implications or as a financial risk, although recommendation 6 makes it clear of the intention to seek to obtain more devices from the DfE. In the absence of an allocation criteria and a commitment to fund all devices required then this must be addressed financially.

AGREED

That the Executive Member (Lifelong Learning, Equalities, Culture and Heritage) be recommended to agree that:

- (i) The Council will receive delivery of digital devices and that they will be safely stored until delivery.**
- (ii) Option 4 (subject to a signed agreement, schools will own digital devices for children with a social worker) is agreed.**
- (iii) The Council will deliver these devices to schools.**
- (iv) As outlined in government guidance Secondary schools will own digital devices for pupils in Y10 and will be responsible for their allocation.**
- (v) The Head of Service Looked after Children and Head of Service Child Protection & Children in Need will agree with schools and named social workers a list of eligible children, to be approved by the Assistant Director for Children's Social Care.**
- (vi) Should the allocation of devices from the DfE be insufficient to meet demand a further request will be made to the DfE noting that if there is excess demand an eligibility criteria will need to be determined by the Director of Childrens' in consultation with the schools.**

174 FORWARD PLAN FOR COVID RESPONSE BOARD

Members considered the forward plan of items for future meetings of the Covid Response Board.

CHAIR

BOARD

10 June 2020

Commenced: 2.00pm

Terminated: 3.05pm

Present	Elected Members	Councillors Warrington (In the Chair) Bray, Cooney, Fairfoull, Feeley, Gwynne, Kitchen, Ryan and Wills
	Chief Executive	Steven Pleasant
	Borough Solicitor	Sandra Stewart
	Section 151 Officer	Kathy Roe

Also in attendance **Tracy Brennand, Stephanie Butterworth, Jeanelle De Gruchy,**
Richard Hancock, Ian Saxon, Sarah Threlfall, Debbie Watson

Apologies for absence: **Dr Asad Ali**

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2. **MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting on the 3 June 2020 were accepted as a correct record.

3. **WORKFORCE OVERVIEW DURING COVID-19**

Consideration was given to a report of the Executive Leader / Assistant Director, People and Workforce Development, which provided a comprehensive overview of the workforce matters that had arisen due to the COVID-19 outbreak. Many emergent changes resulted as a direct result of the pandemic, requiring the workforce to deliver services through varied models, and as the organisation moved forward it was an opportune time to consider the potential opportunities to effectively manage and reshape the workforce to enable the organisation to emerge more resilient and flexible.

It was explained that In response to the COVID-19 outbreak, each directorate was required to invoke their business continuity plans and identify those services that were deemed to be essential and critical in order to continue to operate and support the local community effectively to remain safe, undertake statutory and essential services and minimise the spread of the virus.

It had been recognised that some of the critical services throughout the course of the COVID-19 outbreak had required additional capacity and support to enable them to sustain the required response, particularly where the service had seen an increase in demand e.g. bereavement and registrars or where they had been impacted by members of the workforce having to self- isolate having experienced symptoms, living with a family member who was symptomatic or having contracted the virus themselves.

In addition to supporting existing key services, it had been necessary to put in place additional support and arrangements to respond to the needs of residents in the emergency situation. Details of the functions created to support this process were detailed in the report.

As the outbreak affected members of the workforce due to the need to self-isolate, and/or were sick and service demands changed, there was a growing necessity for redeployment across the

workforce and to enable some parts of the workforce to work extended hours, or vary the normal working hours to respond to the current situation.

In preparation for the eventuality that service based redeployment was not sufficient and demand for cross organisational redeployment was necessary, a centrally coordinated redeployment process to provide an overview of how and where the workforce needed additional capacity and where that capacity could be sourced from was created and had been maintained by Human Resources following liaison with key service areas.

All redeployment was and would continue to be done on a voluntary basis, taking into account each individual's circumstances, skills and availability. Where a redeployment opportunity was possible the appropriate training, support and necessary equipment would be provided as part of the redeployment activity, observing the health and safety requirements and safe working practices due to COVID-19.

As the workforce moved around flexibly they were undertaking work of a different kind to that which they were normally employed to do. Where possible the approach was to redeploy the workforce to similar roles at a similar pay grade, however due to the variety and complexity of critical service needs and the skills available to be redeployed, this was not always possible.

The workforce had responded to service changes with many being deployed in a different way in their own work area or within another service. An indicative summary of where the work activity, due to demand and/or COVID-19 restrictions, had adapted and additional workforce capacity had been required to support the response, was provided in the report.

It was reported that at the current time, the schools workforce was excluded and were being deployed in their existing place of work on a demand led approach. Clear arrangements for schools were in place to ensure the staff were deployed appropriately.

An overview of workforce availability was provided, including deployment to date recorded in the central system.

It was expected that the demand for redeployment may fluctuate at any time as the COVID-19 outbreak and government restrictions remained in place and plans following the current relaxation of lockdown restrictions started to change. With this in mind the continued review of workforce activity would remain in place with the expectation that services would be asked to continue to review their workforce capacity and release employees as needed for COVID-19 critical response work, or other key priority tasks across the organisation, or within partner organisations.

In terms of recruitment, it was explained that all planned recruitment activity should continue with no unnecessary delays, observing the government guidelines to ensure appropriate legislation and safer recruitment measures were in place throughout the process. In addition to normal recruitment, a fast track recruitment process was now in place to support the COVID-19 response and particularly for the attraction and recruitment of key social care colleagues.

Strong links with local residential care and care at home providers were in place and support was being provided to ensure that they continued to have suitable candidates to engage and fill necessary gaps where their own workforce was adversely affected. It had also been agreed to support this sector by creating a dedicated recruitment campaign to attract candidates.

A review of the Corporate Induction and Training and Development Plan was underway to ensure that the programme was deliverable within the current circumstances. This opportunity would allow new creative methods to be devised whereby the workforce engaged and learned through a variety of channels.

Initial support to care homes and GP practices was being coordinated alongside neighbourhood work to support the voluntary sector. Discussions had been held with local care homes and care at home providers to understand any recruitment and retention issues that they may be experiencing at the present time. The Council had agreed to support the sector through a recruitment and attraction campaign.

Information was given in respect of the Coronavirus Job Retention Scheme (CJRS), a Government scheme under which an employer could furlough (temporarily lay off) its employees if it needed them to stop work by reason of circumstances arising as a consequence of coronavirus. Access to the scheme was in accordance with Government guidance and the associated HM Treasury Direction.

The Government guidance on the scheme made it clear that while the scheme was available to public sector employers, the Government did not expect the scheme to be used, as they would be continuing to provide essential public services. The guidance also stated that where employers received public funding for staff costs, and that funding was continuing, it expected employers to continue to employ their workforce. Therefore, there was a general expectation that employees (including the contingent workforce – agency and casual workers) working in the public sector should not be placed on furlough leave.

The Council, T&G CCG and Schools would make every effort to support individuals who were not able to carry out their usual work. This would allow individuals to take a flexible approach to work to enable them to meet other commitments such as caring for dependents and/or the vulnerable. Where appropriate this could include redeployment; if suitable and individuals were in agreement they may undertake work of another kind for a temporary period of time, which better suited their current circumstances. Only in exceptional circumstances where venues needed to close and redeployment was no longer available may it be appropriate to consider the Coronavirus Job Retention Scheme (CJRS). This would be very limited if at all, and subject to meeting all the required Government criteria.

At the present time, the organisation had not identified any individuals, or groups of staff that appropriately fell within the furlough scheme criteria. However it was noted in exceptional circumstance it may be necessary to access this scheme where the full criteria is met. This would only occur in jobs for which the Council was not funded and relied on income to fund those roles. The furlough scheme had recently been extended until October 2020, but from 1 August would require employers to share the cost of the scheme. Further guidance on the scheme extension was awaited.

With regard to staff attendance, it was reported that the organisation continued to monitor and support the workforce to maintain high attendance levels through regular conversation and dialogue with their manager and a range of support mechanisms that were in place through the Occupational Health provider.

In addition to the current support offer, free access had been secured to an Employee Assistance Programme (EAP) through an organisation called Vivup. This enabled the workforce to receive confidential support through an online and telephone system at a time that suited them. This offer had also been extended to all care staff within care homes and home care providers.

The Workforce Development team had created a range of additional resources to support good health and wellbeing of the workforce, at a time when keeping mental health in good shape was more important than ever. This offer also included signposting and access to other external high quality resources, alongside the internal e-learning system and intranet.

Details of workforce absence levels were set out in the report. The absence levels for 2019/20 showed further year on year improvement in the attendance of the workforce, primarily due to the support and promotion of good health and wellbeing and the expectation that this was a regular discussion amongst colleagues. The year on year absence figures for the Council were also

outlined. A breakdown of absence levels for each directorate and the CCG were outlined in the report.

Using absence monitoring data during the period 1 April to mid May 2020 and extrapolating this for the remainder of the year would show a significant reduction in the average number of days lost per employee of around 3.20.

Since the Covid-19 outbreak work had been undertaken with service areas to understand the impact of the virus on the workforce. Information was initially gathered on a daily basis and was now reported each week. The impact on the workforce currently was outlined in the report.

With regard to staff travel, it was explained that since the initial outbreak of COVID-19 advice was to stay at home and where possible to work from home. This advice was implemented immediately within the Organisation and a significant number were now working from home. Where colleagues were unable to work from home due to the nature of their job role e.g. Waste Services, Bereavement Services, Grounds Maintenance etc., full risk assessments had been put in place and the guidance on COVID-19 safe working practices had been observed.

Government announcements on 10 May 2020 advised a staged process to the easing of the lockdown process. This process would see the re-opening of workplaces and services across the country. Whilst at the present time there were no plans to change the current working arrangements for staff within the organisation, staff would be encouraged to stay at home and where required to attend work, to avoid public transport and either walk/cycle to work, or use their own car.

Details of the Council's car mileage scheme was outlined and a breakdown of staff in receipt of essential car user and authorised casual user was outlined in the report. In light of the organisation's commitment to reducing its carbon footprint, the current circumstances could provide an additional opportunity to review the current arrangements in place for the remuneration of colleagues who used their car as part of their job role, particularly given the greater flexibility for colleagues to work from home and the reduced requirement to travel around the borough on work business. A number of potential changes to the current mileage and travel arrangements currently in place could be considered and options for consideration were outlined in the report. Any proposed changes to the current staff car mileage and travel arrangements would need to take account of any potential adverse impact on service delivery and would require full consultation with trade unions and the workforce as they would require a variation of terms and conditions.

Board Members were informed that changes to the legislation in 2019 had now removed the previous £1,000 limit on the cycle purchase. To support the increased take up of the scheme the organisation had the option to remove the limit and support higher value purchases. Whilst the removal of the purchase limit presented some financial risk, the scheme encompassed clear terms and conditions, which set out at the start of the agreement how money would be recovered where required i.e. if the employee left their employment.

In terms of travel outside of the UK, Members were advised that on the 10 May 2020, the Prime Minister explained that as the infection rate reduced they would relax the lockdown restrictions; however it would be important to manage the risk of infection from international travel. The Government explained that at a date in the future they would advise that all international arrivals would be required to self-isolate (quarantine) for 14 days.

This measure would mean that any members of the workforce travelling outside of the UK during the period when the Government had the restriction in place would, on their return, need to quarantine themselves for 14 days from work (and all other activities). Where this arose employees would need to either work from home during the quarantine period if they were able to, or alternatively take additional annual leave (subject to employer agreement) or unpaid leave. There would be no provision for quarantine time to be paid at full pay where the employee was unable to work. Flexible working arrangements should be considered for such circumstances however only

where the job role allowed. Redeployment may also be considered however only in circumstances where the organisation required. The Government had advised that they would issue further guidance on this matter, which would also need to be considered.

With regard to 'Building Back Better', flexibility of work had been an area of focus across the organisation through the recent development of a squad. The squad was developed to understand the current flexible working position, the future opportunities and challenges for flexible working and how services could develop to enable a more flexible workforce in line with the 'Our People Plan' which identified that flexible working was fundamental to attract and retain members of the workforce.

Indicative areas of change to embed workforce flexibility in the future were outlined and it was explained that for some of the potential changes to be realised this would require a change to terms and conditions which would be managed through an agreed workforce change programme with full engagement and consultation of the workforce and Trade Union colleagues.

Financial challenges would need to be taken into account when developing plans and opportunities to spend financial resources in the most effective way possible. It was acknowledged that the COVID-19 circumstances had significantly affected the financial position and therefore the ability to redesign and shape services would be an important part of the organisations Build Back Better programme.

For some services the redesigned model would include a return to the workplace for some employees. For the foreseeable future, where this was the case there would need to be COVID19 workplace safety measures in place for example, screen protections, one way walkway routes to enable social distancing, variance to operating times and increased cleaning operations. Risk assessments would need to be completed for workforce groups and specific working arrangements to ensure compliance with legislation.

The future use of a number of buildings and space would be of corporate concern and would in turn inform service operating model decisions, taking account of any potential impact on the local economy.

In respect of a review of home working, prior to COVID-19 home working operated on a fairly ad-hoc basis across the organisation, with some services more freely able to deploy individuals at home. The COVID-19 outbreak had led to a large proportion of the workforce now working from home and they would continue to do so for the foreseeable future. This change had prompted a review of the home working scheme to ensure that it was fit for purpose as home working became more embedded across the organisation. This scheme would provide an overall framework and outline the expectations and commitments from the organisation and employee.

The revised homeworking guidance was appended to the report at Appendix 1.

In terms of the workforce development offer, it was explained that the current offer comprised of a comprehensive training programme based on face to face classroom learning and e-learning courses. The COVID19 outbreak paused, temporarily, the majority of scheduled training and delivery programmes as the workforce focused on the urgent COVID-19 response requirements. As the situation moved forward the learning and development delivery model had started to be reviewed to re-establish it to operate remotely, for at least the foreseeable future.

Members were informed that the new e-learning contract with Me-Learning was agreed and implemented from 1 April 2020. The new contract had opened up a wider range of e-learning opportunities and would be rolled out across the workforce encouraging continued and increased engagement.

Part of the workforce development offer provided Member development, which was normally undertaken on a monthly basis, with a detailed programme being developed and agreed at the

beginning of each municipal year. The programme for 2020/21 would need to be revised to reflect the current priorities for the organisation.

It was reported that workforce surveys were frequently used as a tool as part of employee engagement programmes to ascertain workforce views, feelings and attitudes to inform future decisions and changes. The survey was set out at Appendix 2 to the report and covered working remotely, working differently, health and wellbeing and communication during the pandemic. On receipt of the workforce feedback, responses would be collated and summarised in a separate report and would help support the ongoing workforce engagement process.

In respect of employment matters, at the time of full lockdown, it was determined that employment related matters had been halted to enable a period of time to acclimatise to the different way of working and to support staff. It was necessary to put in place appropriate arrangements to enable key issues regarding the workforce to be addressed as quickly and fairly as possible. Regular discussions were held with Trade Union colleagues in the weekly Employment Consultation Group (ECG) meeting.

At a recent meeting with Trade Union colleagues it was discussed that alternative virtual means to hold investigations and hearings would need to be put in place and that a set of principles to ensure that employees had a fair hearing would be developed. A set of principles had been developed based on ACAS guidance and were appended to the report at Appendix 3. The Unions remained cautious and concerned about how their members needs could be met to ensure a fair hearing whilst accepting that it could not be in the interest of members to have such matters hanging over their heads in abeyance. Further work would be undertaken to consider on a case by case basis. .

With regard to the UNISON Careworkers Pledge, it was explained that care workers were at the forefront of the COVID-19 response and had received much national attention over the recent weeks. The outbreak had highlighted some areas for national concern and in response, the Government had taken steps to support the care sector.

Similarly Trade Unions had raised specific concern over the impact of the pandemic in the care sector and had formulated a pledge for employers, including Local Authorities and private care home providers to sign up to. The TU pledge focused on protection of the workforce in 4 areas: health, pay, employment and families. A copy of the Pledge was appended to the report at Appendix 4.

The Local Authority was working in accordance with the principles of the pledge ensuring that employees had access to COVID-19 testing, appropriate PPE, did not experience a detriment in pay due to sickness and supported flexible working requirements where employees had commitments for others i.e. children / vulnerable adults.

It was recommended that the Council signed the Unison Care Workers Pledge as an acknowledgement to the ongoing support and commitment the organisation had for the care sector. It was also recommended that the Council shared the Unison Care Workers Pledge with home care and care at home providers and encouraged them to also sign up.

With regard to workforce principles, it was reported that the changing landscape in which the workforce operated now and moving forward provided a number of opportunities for the organisation to build back better.

The Chair thanked the Assistant Director for a very thorough and informative report. Members welcomed the use of alternative approaches to recruitment/interviews and assessments including digital platforms, however sought reassurance that individuals were not disadvantaged because of lack of necessary equipment/skills.

Members further commented on the need to explore avenues for change including the digital agenda; flexible working arrangements and staff travel. The importance of the staff survey was highlighted as a key component of this work, going forward.

AGREED

It be recommended to Executive Cabinet:

- (i) That the commitment and flexibility of the workforce to support critical service areas be noted;**
- (ii) That the commitment and flexibility of the workforce to support emerging functions and services in response to COVID-19 be noted;**
- (iii) That the continued expectation to utilise and deploy colleagues that are not able to attend work or work from home whilst the lockdown restrictions continue and arrangements for return to normal work place are put in place, be noted;**
- (iv) That the improvement in staff attendance during 2019/20 be noted;**
- (v) That the updated homeworking guidance be noted;**
- (vi) That the revised approach to workforce learning and development be noted;**
- (vii) That employment related discussions and meetings continue to be progressed within a virtual platform and the principles for any formal processes, as set out at Appendix 3 to the report, be noted;**
- (viii) That the concerns of the Trade Unions. as set out in Appendix 5 to the report, be noted;**
- (ix) That the current managing absence process and support available remain in place to further support improvement in employee attendance;**
- (x) That recruitment to priority and key roles continues to be undertaken and that a review of recruitment processes to further embrace alternative ways to recruit is undertaken;**
- (xi) That access to the Furlough scheme for council workers is not accessed at the present time unless there are extenuating circumstances in which we can be assured we will be able to recover funding in accordance with the guidance and this would appear to be only where employee's pay reliant upon cash income being recovered;**
- (xii) A detailed report be brought forward outlining the key recommendations to be considered by members following the increased flexibility of work including contractual home working for specific job roles and functions;**
- (xiii) The current cycle to work scheme, cycle allowance and pool cycle scheme be further promoted to the workforce and the scheme reviewed to include the CCG and remove the purchase limit;**
- (xiv) A report outlining the car lease scheme be progressed and considered by members;**
- (xv) That services will develop and bring forward plans to redesign service delivery models taking into account the learning and opportunities provided by the COVID-19 pandemic;**
- (xvi) The Member development programme be revised and sessions be undertaken virtually for the foreseeable future;**
- (xvii) That the Health and Care Cadet Programme be supported;**
- (xviii) A survey of the whole workforce be undertaken to obtain feedback and learning from the COVID-19 response by the Council and CCG in relation to the workforce in the form set out at Appendix 2 to the report;**
- (xix) The principles outlined in relation to the Governments requirement to quarantine following travel outside of the UK are applied within the organisation;**
- (xx) The Council adopts the Unison Care Pledge at Appendix 4 and recommends its consideration and adoption to our home care and care at home providers;**
- (xxi) It be agreed to operate to the Greater Manchester Combined Authority (GMCA) workforce principles to encourage a diverse, flexible and healthy workforce that delivers the required outcomes; and**
- (xxii) That a full review of the staff travel and mileage scheme should be undertaken to focus on reducing unnecessary travel, improving carbon footprint and encouraging more sustainable ways of travel.**

4. GM CLEAN AIR PLAN: UPDATE

The Executive Member, Neighbourhoods, Community Safety and Environment / Director of Operations and Neighbourhoods, submitted a report setting out the progress that had been made following the Government's response to Greater Manchester's Outline Business Case to tackle Nitrogen Dioxide Exceedances at the Roadside (OBC), and the implications of pandemic management policies (the extent of which were not yet fully understood) for the 10 Greater Manchester (GM) local authorities in relation to the schedule of work and statutory consultation on the Clean Air Plan and the link to taxi and private hire common minimum licensing standards (MLS).

A comprehensive update on the development of the GM Clean Air Plan was provided and proposals were set out for a public consultation in light of COVID-19 implications, and it was highlighted that the implementation of a GM Clean Air Zone was delayed to 2022.

Details were given of work undertaken to date, including new work to develop a Clean Commercial Vehicle Fund and a new Hardship Fund.

A summary of correspondence between Greater Manchester and DEFRA was provided, including the DEFRA Minister's 18 March letter to Cllr Western, GM Green City Region lead, which included a further Ministerial Direction to act and expressing the government's desire for GM to consult on a charging Clean Air Zone Category C, and the reply which emphasised the need for government support for key sectors, including the hackney and LGV business users.

The report further highlighted the close link with work to develop Minimum Licensing Standards for the taxi and private hire trade in GM, and set out that it was intended that a public consultation on this was managed in parallel with that for the GM Clean Air Plan, suggesting that GM set out a clear roadmap to when taxi/PHV fleets should be emission free.

Details were given of how the GM Clean Air Plan would support the wider programme of activity around decarbonising the transport sector.

In respect of next steps, it was explained that officers would:

- Continue dialogue with JAQU to secure a clear response from government on GM's outstanding clean air funding asks;
- Continue to undertake the preparatory implementation and contract arrangements that needed to be undertaken to deliver the CAZ and other GM CAP measures;
- Continue preparations to be ready to move to a statutory public consultation on the GM Clean Air Plan as soon as reasonably practicable; and
- Submit a report on the consultation on proposals to GM Authority decision makers when there is a clear timeframe for exiting lockdown and moving to the next phase of the COVID-19 response.

The Chair thanked the Assistant Director for the update and it was agreed that a webinar be presented to all Members to provide an update on the Greater Manchester Clean Air Plan in advance of its consideration at the Full Council meeting on 21 July 2020.

AGREED

That recommended to Executive Cabinet and the matter considered:

- (i) That the progress of the Greater Manchester Clean Air Plan be noted;**
- (ii) That the progress in the development of the Clean Commercial Vehicle and Hardship funds be noted;**
- (iii) That the initial funding award of £41m for clean vehicle funds to award grants or loans to eligible businesses be noted;**
- (iv) It be noted that the Government has accepted the need for vehicle replacement funds for Hackney Carriages, and Light Goods Vehicles, but has requested further**

- development of shared evidence on the needs within that complex sector before responding and does not support the sustainable journeys measure;
- (v) It be noted that TfGM is seeking confirmation that the funding award for Bus Retrofit is a continuation of Clean Bus Technology Funds to be distributed as soon as possible as per previous arrangements;
 - (vi) That it be noted that the government will not support electric vehicle charging infrastructure through Clean Air monies but have committed to work with GM on securing funding from OLEV;
 - (vii) That the position that the GM Local Authorities will move to a statutory public consultation on the GM Clean Air Plan as soon as reasonably practicable, be agreed;
 - (viii) That the position that the GM Local Authorities' decision to commence a public consultation should be taken once there is a clear timeframe for exiting lockdown and moving to the next phase of the COVID-19 response, be agreed;
 - (ix) It be noted that the implementation of a GM CAZ is delayed to 2022 with a revised implementation date to be confirmed in the consultation commencement report;
 - (x) That the DfT's positioning paper "Decarbonising Transport – Setting the Challenge" be noted;
 - (xi) That the assessment of the possible impacts of COVID-19 to inform a technical briefing note for decision makers be noted; and
 - (xii) It be noted that the GM local Authorities intend to consult on GM's proposed MLS, alongside the Clean Air Plan consultation and agree the position for consultation, on when taxi/PHV fleets should be Zero Emission Capable.

5. ADULT SERVICES FINANCIAL SUPPORT RESPONSE TO THE PROVIDER MARKET DURING THE COVID-19 PANDEMIC – UPDATE JUNE 20

A report was submitted by the Executive Member, Adult Social Care and Health / Clinical Leads (Living Well), (Finance and Governance), (Ageing Well) / Director of Adult's Services, which updated Board Members on the Adult Services financial support response to the provider market during the pandemic which was agreed at Covid Board 8 April 2020.

It was explained that the original report outlined the response to Procurement Policy Note 02/20 (PPN 02/20): Supplier relief due to Covid-19, in relation to providers of care in Tameside. The PPN 02/20 note set out that contracting authorities should support providers at risk so they were better able to cope with the current crisis. The Policy Note was due to be updated on 30 June 2020; and any update would be reflected in future decisions.

It was reported that, with the increasing pressure on commissioned services, there was reliance on provider stability during the pandemic. It was important that there was continued support to communities by ensuring, as far as possible, there was a resilient economy both in terms of the providers who delivered services and the people they employed. There was also a need to ensure that there was a market solidly in place delivering quality services beyond the pandemic.

Providers had continued to support the most vulnerable people during this period. Where they had not been able to respond in their usual way, different and creative ways of delivery of services had been undertaken. It was essential that there was continued support to providers of social care support through these unprecedented times, and that providers were in a strong position to take new referrals on quickly to move people out of hospital care or avoid admissions to hospital.

The measures proposed were devised to support providers financially through improved cash flow and incentivise taking on new referrals in recognition of the two hour discharge guidance. Increased level of vacancies had become apparent during the pandemic, which placed financial pressure on the providers putting their short and longer term viability at risk. The financial support that had been put in place supported market management by ensuring home owners that were at risk of going out of business were in a position to resume normal contract delivery once the outbreak was over.

The Council required a sustainable Care Homes market as it progressed through the pandemic and beyond. These terms were agreed until 15 July 2020, it was proposed that agreement for a further month, to 15 August 2020 be approved and reviewed thereafter on a monthly basis.

The report sought authorisation for the Director of Adult Services in consultation with the Director of Finance, subject to review as outlined, approve the extensions going forward.

AGREED

It be recommended to the Strategic Commissioning Board:

That the previous decision regarding financial support as set out in the report be extended for one month to 15 August 2020 and is then subject to further review. Should there be a requirement for any further extensions these will be set out and agreed through the monthly finance report considered by SCB going forward.

6. ALLOCATION OF THE ADULT SOCIAL CARE INFECTION CONTROL FUND RING-FENCED GRANT 2020

Consideration was given to a report of the Executive Member, Adult Social Care and Health / Clinical Lead(Ageing Well) / Director of Adult's Services describing the conditions of the Adult Social Care Infection Control Fund Grant and how the Council was expected to allocate, distribute and report on the Grant across the CQC registered care homes in the borough.

It was explained that in May 2020 the Prime Minister announced that £600 million was to be made available to local authorities to provide financial support to social care providers, primarily care homes, to support infection control measures across the sector to reduce the rate of COVID-19 transmission.

Annex B of the Department of Health and Social Care Adult Social Care Infection Control Fund Ring-Fenced Grant 2020 Local Authority Circular published on 22 May 2020 reported that the allocation given to Tameside Council was £2,130,691. The value was calculated based on the number of CQC registered care homes in the borough. Details of the allocation per home were available in Appendix 1 to the report.

Details of the conditions attached to allocation of the first and second payments of the grant were provided including the reporting process that was in place to demonstrate the appropriate application of the grant by the Council and the care home providers.

Members were informed that all care homes in the borough were owned and managed by independent sector providers. The Council and CCG had entered into a Pre-Placement agreement with all local care homes. The Council spot purchased beds across the sector in line with the Care Act 2004 and The Care and Support and After-care (Choice of Accommodation) Regulations 2014. There were no block contracts in place with any of the local care homes.

In order to ensure market stability and to sustain the local market during the current COVID19 crisis authority had been given to guarantee payment of 90% of available beds in care homes and a 20% enhanced payment on the remaining 10% of beds when they were commissioned. As a result of the high number of deaths in care homes it had been appropriate and necessary to make guaranteed payments to the care home sector to protect the current capacity in the market going forward. The continuation of this payment beyond 30 June 2020 would be considered separately.

AGREED

That it be recommended to the Strategic Commissioning Board:

(i) That the distribution of 75% (£1,598,018) of the grant funding be agreed, subject to the specified Conditions; and

- (ii) **That delegated authority be given to the Director of Adult Services, in discussion with the Director of Commissioning (Strategic Commission) and the Director of Operations at Tameside & Glossop Integrated Care NHS Foundation Trust (ICFT), to distribute the remaining 25% (£532,673) of the grant funding in an appropriate manner.**

CHAIR

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Report To: EXECUTIVE CABINET

Date: 24 June 2020

Executive Member / Reporting Officer: Councillor Oliver Ryan – Executive Member (Finance and Economic Growth)
Dr Ash Ramachandra – Lead Clinical GP
Kathy Roe – Director of Finance

Subject: **STRATEGIC COMMISSION AND NHS TAMESIDE AND GLOSSOP INTEGRATED CARE FOUNDATION TRUST FINANCE REPORT**
CONSOLIDATED 2020/21 REVENUE MONITORING STATEMENT AT 31 MAY 2020

Report Summary: This is the first financial monitoring report for the 2020/21 financial year, reflecting actual expenditure to 31 May 2020 and forecasts to 31 March 2021. In the context of the on-going Covid-19 pandemic, the forecasts for the rest of the financial year and future year modelling has been prepared using the best information available but is based on a number of assumptions. Forecasts are inevitably likely to be subject to change over the course of the year as more information becomes available, and there is greater certainty over assumptions.

This report is focused on the Strategic Commission budgets and forecasts only this month. The Integrated Care Foundation Trust financial position will be included at month 3 when the wider Finance Economy Report will be produced. The ICFT and CCG continue to operate under a 'Command and Control' regime, directed by NHS England & Improvement (NHSE&I). NHSE has assumed responsibility for elements of commissioning and procurement and CCGs have been advised to assume a break-even financial position in 2020-21. A notional £6.2m Government funding is available for CCG COVID expenditure including Local Authority hospital discharges. It is proposed this is added to the CCG contribution to the Integrated Commissioning Fund.

As at Period 2, the Council is forecasting an overspend against budget of £4.041m. In addition to this there are financial risks of £3.5m in relation to the sustainability of Active Tameside, the Council's Leisure provider, which when factored in results in an in year financial pressure of £7.541m. The gross overspend before COVID funding and other contributions is £19.054m, of which £14.297m is attributed to COVID related pressures. £4.757m of pressure is not related to COVID but reflects underlying financial issues that the Council would be facing regardless of the current pandemic. The Council is in receipt of £13.906m of COVID grant funding from Government (of which £0.027m was used in 2019/20), and the balance of this grant together with other COVID related contributions, results in forecast additional income in 2020/21 of £15.013m to offset COVID costs. **Appendix 1** provides further detail.

Recommendations: Members are recommended to :

1. Note the forecast outturn position and associated risks for

2020/21 as set out in **appendix 1**.

2. Approve the addition of £20.106m of Government COVID grant funding to the Integrated Commissioning Fund of which £13.906 relates to the Council (£0.027m in respect of 2019/20) and £6.2m relates to the CCG (£0.3m in respect of 2019/20)
3. Note the forecast position in respect of Dedicated Schools Grant as set out in **appendix 2**.
4. **Approve** the write off of irrecoverable debts set out in **appendix 3**.

Budget is allocated in accordance with the Community Strategy

Policy Implications:

Budget is allocated in accordance with Council Policy

**Financial Implications:
(Authorised by the Section
151 Officer & Chief Finance
Officer)**

The Council set a balanced budget for 2020/21 but the budget process in the Council did not produce any meaningful efficiencies from services and therefore relied on a number of corporate financing initiatives, including budgeting for the full estimated dividend from Manchester Airport Group, an increase in the vacancy factor and targets around increasing fees and charges income.

The budget also drew on £12.4m of reserves to allow services the time to turn around areas of pressures. These areas were broadly, Children's Services placement costs, Children's Services prevention work (which was to be later mainstreamed and funded from reduced placement costs), shortfalls on car parking and markets income. Each of these services required on-going development work to have the impact of allowing demand to be taken out of the systems and additional income generated. There was additional investment around the IT and Growth Directorate Services, to invest in IT equipment, software and capacity and to develop strategically important sites for housing and business development, including key Town Centre masterplans. A delay in delivering the projects that the reserves were funding is likely to mean more reserves will be required in future years, placing pressure on already depleting resources.

Although the CCG delivered its QIPP target of £11m in 2019/20, the majority (£6.5m ie. 59% of core allocations) was as a result of non-recurrent means and therefore added considerable additional pressure to 2020/21. The QIPP target for 2020-21 is £12.5m (3.2% of CCG core and running cost allocations) and £3m of this target has no schemes in place to deliver these savings. A late notification in March on increased funded nursing care rates for 2020/21 and delays in delivering QIPP schemes as a result of COVID-19 will evidently exacerbate financial pressures further. The report considers potential scenarios for the 2020/21 budget and beyond, taking in to account the potential impact of COVID-19 and underlying financial pressures. There remains a significant degree of uncertainty over the financial impact of COVID-19, and whilst some additional government funding has been provided, initial indications are that this is far from sufficient to cover the additional costs and significant loss of income resulting from the pandemic in the medium term.

It should be noted that the Integrated Commissioning Fund (ICF) for the Strategic Commission is bound by the terms within the Section 75 and associated Financial Framework agreements.

**Legal Implications:
(Authorised by the Borough
Solicitor)**

Legislation is clear that every councillor is responsible for the financial control and decision making at their council. The Local Government Act 1972 (Sec 151) states that “*every local authority shall make arrangements for the proper administration of their financial affairs...*” and the Local Government Act 2000 requires Full Council to approve the council’s budget and council tax demand.

Every council requires money to finance the resources it needs to provide local public services. Therefore, every councillor is required to take an interest in the way their council is funded and the financial decisions that the council takes.

A sound budget is essential to ensure effective financial control in any organisation and the preparation of the annual budget is a key activity at every council. Budgets and financial plans will be considered more fully later in the workbook, but the central financial issue at most councils is that there are limits and constraints on most of the sources of funding open to local councils. This makes finance the key constraint on the council’s ability to provide more and better services.

Every council must have a balanced and robust budget for the forthcoming financial year and also a ‘medium term financial strategy (MTFS)’ which is also known as a Medium Term Financial Plan (MTFP). This projects forward likely income and expenditure over at least three years. The MTFS ought to be consistent with the council’s work plans and strategies, particularly the corporate plan. Due to income constraints and the pressure on service expenditure through increased demand and inflation, many councils find that their MTFS estimates that projected expenditure will be higher than projected income. This is known as a budget gap.

Whilst such budget gaps are common in years two-three of the MTFS, the requirement to approve a balanced and robust budget for the immediate forthcoming year means that efforts need to be made to ensure that any such budget gap is closed. This is achieved by making attempts to reduce expenditure and/or increase income. Clearly councillors will be concerned with any potential effect that these financial decisions have on service delivery.

The detailed finance rules and regulations for local councils are complex and ever-changing. However, over the past few years, there has been a significant change in the overall approach to local government funding.

Since 2010 – Government has sought to make the local government funding system more locally based, phasing out general government grant altogether. One of the key implications of this change in government policy is that local decisions affecting the local economy now have important implications on council income. Therefore, the policy objectives and decision making of the local council plays a far more significant role in the council’s ability to raise income than before.

The councillor's role put simply, it is to consider the council's finance and funding as a central part of all decision making and to ensure that the council provides value for money, or best value, in all of its services.

There is unlikely to be sufficient money to do everything the council would wish to provide due to its budget gap. Therefore, councillors need to consider their priorities and objectives and ensure that these drive the budget process. In addition, it is essential that councils consider how efficient it is in providing services and obtaining the appropriate service outcome for all its services.

A budget is a financial plan and like all plans it can go wrong. Councils therefore need to consider the financial impact of risk and they also need to think about their future needs. Accounting rules and regulations require all organisations to act prudently in setting aside funding where there is an expectation of the need to spend in the future. Accordingly, local councils will set aside funding over three broad areas: Councils create reserves as a means of building up funds to meet known future liabilities. These are sometimes reported in a series of locally agreed specific or earmarked reserves and may include sums to cover potential damage to council assets (sometimes known as self-insurance), un-spent budgets carried forward by the service or reserves to enable the council to accumulate funding for large projects in the future, for example a transformation reserve. Each reserve comes with a different level of risk. It is important to understand risk and risk appetite before spending. These reserves are restricted by local agreement to fund certain types of expenditure but can be reconsidered or released if the council's future plans and priorities change. However, every council will also wish to ensure that it has a 'working balance' to act as a final contingency for unanticipated fluctuations in their spending and income. The Local Government Act 2003 requires a council to ensure that it has a minimum level of reserves and balances and requires that the Section 151 officer reports that they are satisfied that the annual budget about to be agreed does indeed leave the council with at least the agreed minimum reserve. Legislation does not define how much this minimum level should be, instead, the Section 151 officer will estimate the elements of risk in the council's finances and then recommend a minimum level of reserves to council as part of the annual budget setting process.

There are no legal or best practice guidelines on how much councils should hold in reserves and will depend on the local circumstances of the individual council. The only legal requirement is that the council must define and attempt to ensure that it holds an agreed minimum level of reserves as discussed above. When added together, most councils have total reserves in excess of the agreed minimum level.

In times of austerity, it is tempting for a council to run down its reserves to maintain day-to-day spending. However, this is, at best, short sighted and, at worst, disastrous! Reserves can only be spent once and so can never be the answer to long-term funding problems. However, reserves can be used to buy the council time to consider how best to make efficiency savings and can also be used to 'smooth' any uneven pattern in the need to

make savings.

Risk Management:

Associated details are specified within the presentation.

Failure to properly manage and monitor the Strategic Commission's budgets will lead to service failure and a loss of public confidence. Expenditure in excess of budgeted resources is likely to result in a call on Council reserves, which will reduce the resources available for future investment. The use and reliance on one off measures to balance the budget is not sustainable and makes it more difficult in future years to recover the budget position.

Background Papers:

Background papers relating to this report can be inspected by contacting :

Tom Wilkinson, Assistant Director of Finance, Tameside Metropolitan Borough Council



Telephone:0161 342 5609



e-mail: tom.wilkinson@tameside.gov.uk

Tracey Simpson, Deputy Chief Finance Officer, Tameside and Glossop Clinical Commissioning Group



Telephone:0161 342 5626



e-mail: tracey.simpson@nhs.net

1. BACKGROUND

- 1.1 Monthly integrated finance reports are usually prepared to provide an overview on the financial position of the Tameside and Glossop economy. **This report is focused on Council budgets** due to the 'Command and Control' regime currently operating for NHS bodies.
- 1.2 The report includes the details of the Integrated Commissioning Fund (ICF) for all Council services and the Clinical Commissioning Group. The total gross revenue budget value of the ICF for 2020/21 is £975 million.
- 1.3 It should be noted that the report does not include details of the financial position of the Tameside and Glossop Integrated Care NHS Foundation Trust due to the current Covid-19 pandemic. The report is focused on Council budgets only this month.
- 1.4 Please note that any reference throughout this report to the Tameside and Glossop economy refers to the three partner organisations namely:
 - Tameside and Glossop Integrated Care NHS Foundation Trust (ICFT)
 - NHS Tameside and Glossop CCG (CCG)
 - Tameside Metropolitan Borough Council (TMBC)

2. FINANCIAL SUMMARY

- 2.1 As at Period 2, the Council is forecasting an overspend against budget of £4.041m. The gross overspend before COVID funding and other contributions is £19.054m, of which £14.297m is attributed to COVID related pressures. £4.757m of pressure is not related to COVID but reflects underlying financial issues that the Council would be facing regardless of the current pandemic. In addition to this there are financial risks of £3.5m in relation to the sustainability of Active Tameside, the Council's Leisure provider, which when factored in results in an in year financial pressure of £7.541m. The Council is in receipt of £13.906m of COVID grant funding from Government (of which £0.027m was used in 2019/20), and the balance of this grant together with other COVID related contributions, results in forecast additional income in 2020/21 of £15.013m to offset COVID costs. **Appendix 1** provides further detail.
- 2.2 The CCG continues to operate under a 'Command and Control' regime, directed by NHS England & Improvement (NHSE&I). NHSE has assumed responsibility for elements of commissioning and procurement and CCGs have been advised to assume a break-even financial position in 2020-21.

3. FINANCIAL OUTLOOK 2020/21

- 3.1 The COVID-19 pandemic is unprecedented and whilst its impact on local public service delivery is clearly significant, the full scale and extent of the health, socio-economic and financial impact is not yet fully understood. The immediate demands placed on local service delivery will result in significant additional costs across the economy, and the economic impact is expected to have significant repercussions for our populations, resulting in losses of income for the Council across a number of areas, potentially for a number of years. Whilst the immediate focus is quite rightly to manage and minimise the impact of the virus on public health, the longer term financial implications and scenarios do need to be considered.

4. DEDICATED SCHOOLS GRANT (DSG)

- 4.1 **Appendix 2** provides an overview of the forecast position on Dedicated Schools Grant (DSG) for 2020/21. There are significant financial pressures on the high needs block which represent a high risk to the Council. If the 2020/21 projections materialise, there will be a deficit of £5.311m on the DSG reserve at the end of this financial year. This would mean it is likely a deficit recovery plan would have to be submitted to the Department for Education (DfE) outlining how we expect to recover this deficit and manage spending over the next 3 years and will require discussions and agreement of the Schools Forum. The position will be closely monitored throughout the year and updates will be reported to Members.

5. WRITE OFF OF IRRECOVERABLE DEBT

- 5.1 Members are asked to approve the write off of irrecoverable debts for the period 1 January 2020 to 31 March 2020 as set out in **Appendix 3**.

6. RECOMMENDATIONS

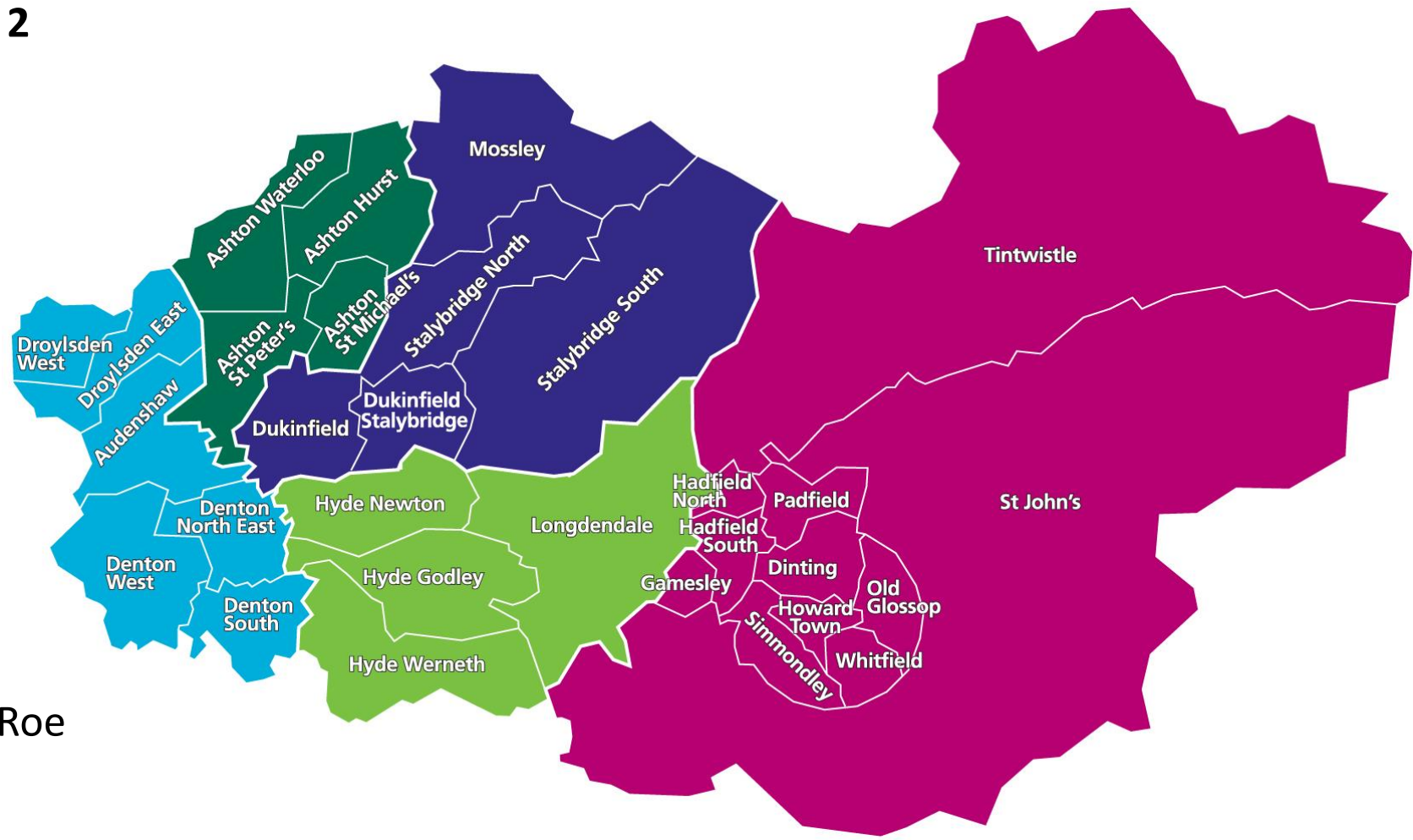
- 6.1 As stated on the front cover of the report.

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Tameside and Glossop Strategic Commission

Finance Update Report Period Ending 31st March 2021 Month 2

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Kathy Roe

Period 2 Finance Report

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This report covers the Tameside and Glossop Strategic Commission (Tameside & Glossop Clinical Commissioning Group (CCG) and Tameside Metropolitan Borough Council (TMBC)). It does not capture any Local Authority spend from Derbyshire County Council or High Peak Borough Council for the residents of Glossop.

Finance Update Report – Executive Summary

This is the first financial monitoring report for the 2020/21 financial year, reflecting actual expenditure to 31 May 2020 and forecasts to 31 March 2021. In the context of the on-going Covid-19 pandemic, the forecasts for the rest of the financial year and future year modelling has been prepared using the best information available but is based on a number of assumptions. Forecasts are inevitably likely to be subject to change over the course of the year as more information becomes available, and there is greater certainty over assumptions.

This report is focused on the Strategic Commission budgets and forecasts only this month. The Integrated Care Foundation Trust financial position will be included at month 3 when the wider Finance Economy Report will be produced. The ICFT and CCG continue to operate under a 'Command and Control' regime, directed by NHS England & Improvement (NHSE&I). NHSE has assumed responsibility for elements of commissioning and procurement and **CCGs have been advised to assume a break-even financial position in 2020-21**. A notional £6.2m Government funding is available for CCG COVID expenditure including Local Authority hospital discharges. It is proposed this is added to the CCG contribution to the Integrated Commissioning Fund.

As at Period 2, **the Council is forecasting an overspend against budget of £4.041m**. The gross overspend before COVID funding and other contributions is £19.054m, of which £14.297m is attributed to COVID related pressures. £4.757m of pressure is not related to COVID but reflects underlying financial issues that the Council would be facing regardless of the current pandemic. The Council is in receipt of £13.906m of COVID grant funding from Government (of which £0.027m was used in 2019/20), and the balance of this grant together with other COVID related contributions, results in forecast additional income in 2020/21 of £15.013m to offset COVID costs.

The forecast of £4.041m over budget does not include any additional costs relating to financial support for the Council's Sport and Leisure provider, Active Tameside. It is currently assumed that temporary financial support will be reimbursed through Active Tameside's Business Interruption Insurance. If this does not materialise, there remains a further financial risk to the Council which could increase the forecast overspend for 2020/21.

Forecast Position £000's	Gross Expenditure Budget	Gross Income Budget	Net Budget	Forecast	Variance	COVID Variance	Non-COVID Variance
CCG Budget Total	432,760	0	432,760	438,722	(5,962)	(5,962)	0
COVID-19 Notional 20/21 Funding	0	0	0	(5,962)	5,962	5,962	0
Total after COVID Funding	432,760	0	432,760	432,760	0	0	0
Council Budgets Total	542,502	(337,223)	205,279	224,333	(19,054)	(14,297)	(4,757)
COVID-19 Grant Funding	0	0	0	(13,879)	13,879	13,879	0
Other COVID contributions	0	0	0	(1,135)	1,135	1,135	0
Total after COVID Funding	542,502	(337,223)	205,279	209,320	(4,041)	717	(4,757)
Active Tameside Risk	0	0	0	3,500	(3,500)	(3,500)	0
Totals including risk areas	975,262	(337,223)	638,039	645,580	(7,541)	(2,783)	(4,757)

Finance Update Report – Strategic Commission Budgets

Budgets are facing significant pressures across many service areas. COVID pressures are a significant driver of this, with pressures arising from additional costs or demand, and significant shortfalls of council income in many areas. External COVID funding and other contributions should help to offset this pressure. However, over £4.7m of forecast budget overspends do not relate to COVID pressures but instead reflect an underlying financial position which requires urgent attention by Directorates.

Forecast Position £000's	Gross Expenditure Budget	Gross Income Budget	Net Budget	Forecast	Variance	COVID Variance	Non-COVID Variance
Acute	223,219	0	223,219	223,238	(19)	(19)	0
Mental Health	40,039	0	40,039	40,561	(522)	(522)	0
Primary Care	90,771	0	90,771	91,110	(339)	(339)	0
Continuing Care	17,332	0	17,332	17,332	0	0	0
Community	34,107	0	34,107	34,121	(13)	(13)	0
Other CCG	22,805	0	22,805	27,874	(5,069)	(5,069)	0
CCG TEP Shortfall (QIPP)	0	0	0	0	0	0	0
CCG Running Costs	4,486	0	4,486	4,486	0	0	0
COVID-19 Notional 20/21 Funding	0	0	0	(5,962)	5,962	5,962	0
CCG Budgets Total	432,760	0	432,760	432,760	(0)	(0)	0
Adults	87,405	(48,961)	38,444	41,291	(2,847)	(1,730)	(1,117)
Children's Services	64,043	(10,098)	53,946	56,339	(2,394)	(53)	(2,341)
Education	32,277	(26,079)	6,198	7,234	(1,036)	(168)	(868)
Schools	119,648	(119,648)	0	0	0	0	0
Population Health	15,882	(263)	15,619	15,619	0	0	0
Operations and Neighbourhoods	80,537	(27,566)	52,971	53,982	(1,011)	(1,136)	125
Growth	45,686	(34,706)	10,981	12,130	(1,149)	(240)	(909)
Governance	67,081	(57,550)	9,531	9,249	281	84	197
Finance & IT	10,056	(2,196)	7,860	7,853	7	0	7
Quality and Safeguarding	448	(232)	216	210	6	0	6
Capital and Financing	10,619	(9,624)	996	10,209	(9,214)	(9,263)	50
Contingency	3,284	0	3,284	3,307	(23)	0	(23)
Contingency - COVID Direct Costs	0	0	0	1,498	(1,498)	(1,498)	0
Corporate Costs	5,536	(301)	5,234	5,412	(178)	(293)	115
Council Budgets Total	542,502	(337,223)	205,279	224,333	(19,054)	(14,297)	(4,757)
COVID-19 Grant Funding	0	0	0	(13,879)	13,879	13,879	0
Other COVID contributions	0	0	0	(1,135)	1,135	1,135	0
Total after COVID Funding	542,502	(337,223)	205,279	209,320	(4,041)	717	(4,757)
Active Tameside Risk	0	0	0	3,500	(3,500)	(3,500)	0
Totals including risk areas	542,502	(337,223)	205,279	212,820	(7,541)	(2,783)	(4,757)

Finance Update Report – Council Budgets

Adults (£2.847m)

There are a number of projected variances that are under review across the directorate budget at 31 May period end - these will be updated during future monitoring reports. It should be noted that a number of the variances still require additional investigation and validation at this stage.

The impact of Covid-19 has delayed the progression of key priority initiatives across the directorate – these include the progression of the Moving With Dignity, Day Services Review and Resettlement programme savings initiatives. The expected total annual savings for these programmes was £ 1.7m – if 25% of these savings are delivered this would realise £ 0.43 million and reduce the projected adverse variance. In addition, the estimated budgetary impact of the demographic increase in service demand has been retained in the Council's contingency budget. This will be allocated to the directorate budget at period 3 monitoring – a budget increase of £ 0.23 million and further reduction to the projected variance. Alongside these variances, existing Covid-19 related costs within the directorate are being reviewed to ascertain appropriate funding sources.

Further scrutiny of the budget and associated demand drivers continues across the directorate. The impact of this will be reported during the remainder of 20/21 to ensure a balanced budget is delivered at 31 March 2021, whilst also evaluating the ongoing budgetary impact in future years.

Education (£1.036m)

- SEN Transport (£0.624m) - A further pressure is currently projected for the service in 2020/21 based on the Summer 20 term route costs. The demand for SEN Transport continues to rise due to the increase in the number of pupils eligible and the increase in out of borough placements. An additional £200k, currently held in contingency, is due to be transferred to the SEN Transport budget which will partially alleviate the pressure resulting in an updated pressure of £424k. It is estimated that £14k of this pressure relates to additional costs of transporting pupils in the Eater and Summer half term holidays as a result of schools being open to vulnerable and key worker children during the Covid 19 situation.
- The Education service is projected to under achieve on its traded income with schools by £0.432m due to a reduced buy in to services. Work is being undertaken to fully understand this pressure and meetings are taking place with the relevant service managers to agree how this pressure can be managed.
- There is a projected decrease in Education Welfare penalty notice income due to changes in government legislation, and a projected loss of Parental and other community income for the Music Service due to restricted access to the service during the COVID lockdown period.

Corporate Costs (£0.178m)

The overall variance is net of some minor savings across budget areas. Pressures relate to a forecast increase in the cost of the Coroners Service and the Council's share of Greater Manchester temporary Mortuary Costs as a result of the COVID-19 pandemic.

Children's Services (Social Care) (£2.394m)

The Local Authority is currently experiencing a reduction in the numbers of children referred into the service via our MASH arrangements. The reduction is replicated across GM with recent data indicating that there has been a 45.9% reduction in referrals. This is in the main as a result of schools closing and the impact of Covid 19 on parents/carers taking their children for health appointments, attending hospital A&E and going to the GP.

We are still unclear what will happen once lockdown ends and children gradually go back to School, but it is anticipated that there will be an increase in referrals as the hidden harm that has occurred during lockdown is reported by children on their return to School and/or through health routes as services return to normal. This in turn may lead to an increase in the numbers of Children subject to Child In Need Plans, Child Protection Plans and an increase in the number of children who are Looked After by the Local Authority. Although there are no precise predictions available, the national conversation anticipates this surge in demand to occur over an extended period, but most likely in September – October. If the predicted increases happen, then despite all the work we are doing to reduce the number of Children Looked After via the 7 Sustainability Projects, the target of a reduction in the number of Children Looked After to 650 by April 2021 may not be achieved and the cost avoidance and savings attached to the 7 sustainability projects will not be fully realised.

Another factor for consideration is the slowing of cases through the court process as a result of a number of factors including virtual hearings. This has led to a more cautious approach to final contested hearings, which in the medium to long term is likely to lead to a blockage in the court system leading to delays. This understandable caution is designed to ensure that parents and other interested parties are able to engage fully with the proceedings and to prevent future potential challenge to decisions via appeals. However this will inevitably impact on the timescales for cases to be concluded and the effect of this will be to delay children achieving permanence via adoption, Special Guardianship Orders or by the discharge of care orders. We are unsure at this time the full impact of this on our Looked After Children numbers, but this will likely mean that some children remain Looked After for longer than anticipated with the subsequent financial costs for the Local Authority

The financial implications of the issues above are difficult to quantify. What is certain is that the current projected reduction in the number of children looked after to 650 by April 2021, and the savings attached to this reduction, is now unlikely to be fully realised.

Despite the impact of Covid-19 we have continued to address the challenges and to work towards implementation of the 7 Looked After Sustainability projects. Significant work has been completed, is under way, or planned to progress during Covid 19, alongside other work streams. Covid-19 has impacted negatively on the progress of some aspects of the projects, resulting in some slippage of timescales. The delayed implementation of some projects will have an impact on cost avoidance and actual savings.

It is positive to note that the process and plans that have been put into place for the duration of the Covid-19 pandemic, including Early Help and Children Social Care teams working much closely with schools and partners has meant that the service has started to work albeit virtually, on a more neighbourhood/locality model as a default position to enable the Local Authority to most effectively support vulnerable children and families. This puts the service in a strong position to resume its focus on co-location and multi-agency locality working once we are able to.

Finance Update Report – Council Budgets

Operations & Neighbourhoods (£1.011m)

The overall forecast position is net of a number of forecast savings across the Directorate, including:

- **£0.1m** Employee cost savings due to vacant posts in Culture and Customer Services
- **£0.12m** Savings on events as result of Covid-19 restrictions
- **£0.265m** budget saving on the transport levy
- **£0.301m** savings on transport in Operations & Greenspace
- **£0.292m** savings on street sweepings disposal costs

Pressures are forecast due to a combination of additional costs and non-recovery of income, including:

- **£0.164m** additional fees and charges target is not expected to be delivered
- **£0.071m** additional costs to enable homelessness service users to self isolate
- **£0.278m** energy costs due to delays on LED street lighting replacement
- **£0.302m** forecast increase in the waste levy due to increased waste tonnages
- **£0.665m** forecast shortfall in car parking income due to COVID-19 and additional car parks not becoming operational
- **£0.140m** income shortfalls in markets due to Covid-19 and national trends
- **£0.214m** income shortfalls within licensing and public protection, partially attributable to Covid-19.

Growth (£1.149m)

Savings of £0.215m are forecast on premises costs due to a number of vacant sites, however significant pressures exist across the directorate including:

- £0.500m additional income from rent reviews is not expected to be delivered. The Estates team is currently developing a rent review plan based on a recent survey of assets.
- £0.235m agency staff covering permanent posts. Plan to recruit permanent staff as soon as possible.
- £0.165m under achievement of planning service income, due in part to Covid-19
- £0.144m loss on room hire income, due in part to Covid-19
- £0.118 loss of rental income to Estates
- £0.103 additional premises expenditure, some of which is due to Covid-19.

Capital & Financing (£9.214m)

Forecasts assume that any budgeted income from Manchester Airport Group (MAG) will not be received due to the financial impact of the COVID 19 crisis on the Airport. This represents a worst-case scenario and could be amended later on in year with the possibility of some of this income being accrued for. The best case scenario will be an income shortfall of £6.4m as no dividend is expected in this financial year.

Corporate Costs (£0.178m)

The overall variance is net of some minor savings across budget areas. Pressures relate to a forecast increase in the cost of the Coroners Service and the Council's share of Greater Manchester temporary Mortuary Costs as a result of the COVID-19 pandemic.

Month 2 CCG Forecasts

The CCG financial position at Month 2 is based on the 2020-21 financial plans approved through governance. With the outbreak of COVID-19 in March, emergency planning procedures were instigated by NHS England and Improvement (NHSE&I) and it was declared that the NHS would operate within a national command and control framework. As such NHSE assumed responsibility for elements of commissioning and procurement and CCGs were advised to assume a break-even financial position in 2020-21. The month 2 position is therefore prepared in accordance with that explicit advice whereby the actual values reconcile to the planned 2020-21 budgets submitted to NHSE before the outbreak of the pandemic.

The NHS is clearly operating in unprecedented circumstances and whilst NHSE have instigated and continue to implement emergency procedures on a month by month basis to ensure delivery of front-line services and manage the pandemic, for the purpose of financial reporting, it is important to note the caveat underlying the CCG's financial position; which is, the CCG is working on the assumption that the pre-COVID financial plans prepared in line with the published allocations still stand. We will separately report the costs attributable to COVID-19 during this period together with the Government's notional allocation to fund this emergency expenditure.

Furthermore, it must be recognised that within the above reported position, in order to comply with the advice of assuming break-even, this assumes the 2020-21 QIPP target of £12.5m will be fully achieved. Whilst we are under the month by month national command and control regime, it is not yet clear how this will be fully met in the current conditions. However, the CCG is still making every effort to fully deliver the QIPP in 2020-21 but it is likely the profile of delivery will move to later in the financial year. Further guidance is expected from NHSE as we move forward throughout the year, which will provide clarification on how CCGs will meet their statutory control totals and respond to these challenges.

The NW Regional Director for NHSE&I, Bill McCarthy, wrote to CCG Accountable Officers on the 8th June confirming the responsibilities of CCGs and governance whilst under the national command and control regime. Pertinent extracts of that communication is as follows:

"The basic principle is that Boards [Governing Bodies] retain all of their responsibilities apart from those brought into the emergency governance arrangements. So, for example, quality, safeguarding, staff welfare, equalities, financial probity all remain essential areas for the Board to oversee and scrutinize.

Once a level 4 incident is declared, in health NHSE take responsibility for "running the emergency". This means that new governance arrangements are established for decision making within the scope of the emergency. In the NW we have set out governance arrangements ... which remain in place for the duration. ... This commits resource which is then reflected in the operation of the emergency financial regime."

It is the context of this narrative which the CCG has taken to support the approach of preparing our month 2 position in accordance with our original plans before the instigation of extraordinary emergency procedures.

CCG COVID-19 Spend

Tameside & Glossop CCG COVID-19 Claims	March Actual	April Actual	May Actual	June Forecast	July Forecast	August Forecast	September Forecast	Total
Hospital Discharge Programme	151,222	655,367	1,127,364	843,001	843,001	0	0	3,619,956
Remote management of patients	175,417	391,081	387,137	285,295	214,731	5,606	3,561	1,462,829
National Procurement Areas	0	204,973	139,509	150,000	150,000	0	0	644,482
Backfill for higher sickness absence	0	0	21,985	0	0	0	0	21,985
Internal and external communication costs	0	0	0	46,579	0	0	0	46,579
Other Covid-19	0	33,646	12,998	363,034	67,800	7,800	7,800	493,078
PPE	41,922	0	0	0	0	0	0	41,922
Support stay at home model	94,860	0	0	0	0	0	0	94,860
Sickness / isolation cover	7,282	0	0	0	0	0	0	7,282
Other action (provide commentary)	75,792	0	0	0	0	0	0	75,792
Grand Total	546,496	1,285,067	1,688,994	1,687,909	1,275,532	13,406	11,361	6,508,766

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- The table above summarises COVID spend by the CCG. An indicative figure has been published, showing expected COVID spend by CCG based on a fair share of national COVID funding to the end of July. This gives an indicative spend figure of £6.2m in T&G.
- Forecasts based on current run rates would result in spend of approximately £6.5m by the end of July, so approximately £300k higher than the national expectation.
- The forecast of £6.5m has been reported back to NHSE but it is unclear at this stage if this pressure will be funded.
- Current funding arrangements have been confirmed to the end of July. We are awaiting guidance on what will happen beyond this point, but an extension of some form of command and control is likely.
- The table spans two financial years. £546k of COVID spend relates to the 19/20 financial year, with £5,508k relating to the current financial year.

FINANCIAL IMPACT ANALYSIS

It remains difficult to accurately establish the medium term financial impact of the pandemic at this early stage across the Strategic Commission. The full extent of additional service demands and costs are being captured, but the longer term impacts can only be forecast. Similarly, the longer term impacts on income sources can be estimated but with varying degrees of accuracy as the economic consequences of COVID-19 are currently speculative.

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	'£000	'£000	'£000	'£000	'£000	'£000
February 2020 Gap	0	19,661	21,249	26,761	31,278	37,278
Covid19 Pressure:						
Best case scenario	(291)	36,375	33,226	37,830	37,012	41,178
Worst case scenario	18,494	61,297	48,227	50,399	49,697	48,628
Likely scenario	7,541	48,437	39,550	43,668	44,206	45,378

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Best case:

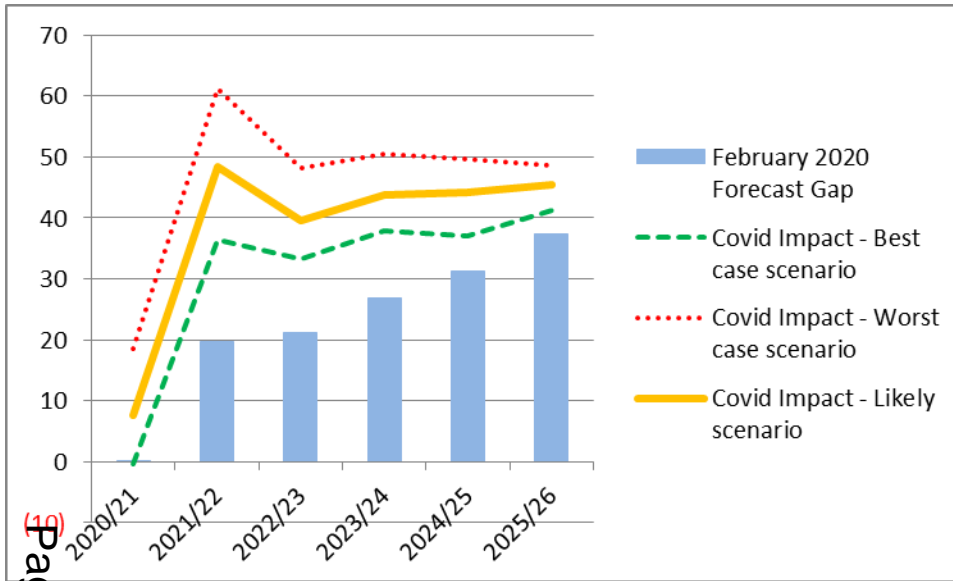
- Delivery of savings commences during 20/21
- Additional costs and demand only 50% of current forecast
- Minimal additional borrowing
- Airport income (excluding dividend) continues, dividend resumes in 2024
- Council Tax and Business Rates collection down 5%
- Minimal losses in fees and charges, recovery begins in 2020/21
- Provider Trusts break-even in 2020/21

Likely Scenario assumes:

- Implementation of savings plans delayed until 21/22
- Additional costs and demand as currently estimated
- Additional borrowing costs incurred to fund capital investment requirements
- Airport bond interest and land rental reduced, no dividend until 2025
- Council Tax and Business Rates Collection down 10%
- Assumed losses in fees and charges begin to recover in 2021/22
- Additional funding provided to ensure providers break even

Worst case:

- Planned savings not delivered until 22/23
- Additional costs and demand exceed current forecasts
- Significant increase in borrowing costs
- No income from Airport until 2026
- Council Tax and Business Rates Collection down 15%
- Fees and charges recovery does not commence until 2022/23
- CCGs have to provide financial support to providers to sustain services



Initial analysis of the potential financial impacts using a best, worst and likely scenario concludes that the likely financial impact will be significant both in the current and future financial years. The government funding in 2020/21 will offset the additional costs and loss of income, however future years are expected to see a continued loss of income with no additional resources. In addition, there are significant financial pressures on Council budgets which are not attributable to Covid-19 and will have financial implications for future years. A one year government funding settlement is expected for 2021/22 but this is unlikely to be published until late 2020, resulting in significant uncertainty over funding levels for 2021/22.

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Next Steps

Work will continue over the next few weeks to further understand the pressures identified at Period 2 and determine what corrective actions can be taken within Directorates to reduce the forecast overspend. Direct and indirect Covid related costs will continue to be tracked and monitored, and reported back to Government through the monthly Covid returns.

Focus will then need to move to planning for 2021/22 and beyond. Significant work is required across the Strategic Commission to identify and begin to deliver transformation in service delivery, focused on rebuilding post-Covid in a way that delivers better but more efficient services to our communities.

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Dedicated Schools Grant 2020/21

The dedicated schools grant is allocated through a nationally determined formula to local authorities in 4 blocks;

- Central Services Schools Block - provided to provide funding to Local Authorities to support carrying out statutory duties on behalf of schools.
- Schools Block - This is intended to fund mainstream (non-special) Schools
- High Needs Block - This is to fund Special Schools, additional support in mainstream schools for Special Educational Needs (SEND) and other SEND placements / support.
- Early Years Block -This funds the free/extended entitlement & funding of places for 2, 3 and 4 year olds in school nurseries and Private, Voluntary and Independent (PVI) Sector settings.

DSG Funding Blocks	Estimated DSG Settlement 2020/21 £000	Block Transfer 2020/21 £000	Revised DSG 2020/21 £000	Projected Distribution / Spend 2020/21 £000	Forecast Surplus / (Deficit) £000
Schools Block	169,918	(850)	169,068	169,018	50
Central School Services Block	953	0	953	953	0
High Needs Block (Pre/Post 16)	24,401	850	25,250	30,055	(4,804)
Early Years Block	16,776	0	16,776	16,776	0
Total	212,048	0	212,048	216,802	(4,754)

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The projected outturn position against the 2020/21 DSG settlement is included in the table above. It should be noted that the DSG allocation is adjusted throughout the financial year by the DfE for High Needs allocations to academies and out of borough adjustments and Early Years Funding based on take-up of places. Members should note the Schools Forum voted to a 0.5% transfer from the Schools Block to the High Needs Block of £0.850m. This was in recognition of the significant overspends of the High Needs Funding in 2019/20 of £4.568m. Tameside MBC starts the financial year with a carried forward deficit of £0.557m which will need to be addressed.

The surplus on the schools block relates under spending due to rates rebates in relation to Schools who recently converted to Academy status and actual rates charges being lower than estimated. It is estimated to be £0.050m. There may be further underspends in relation to the allocation of growth funding. The growth allocation is based on pupil numbers at the October 20 census point, the figures will be updated once this has been finalised. Any underspends will be needed to contribute to the DSG reserve deficit.

The Central School Services Block is expected to be spent in full.

High Needs

The projected in-year deficit on the high needs block is expected to be £4.804m. This is after the additional funding from the £0.850m transfer from the schools block. Also, included in this figure is £2.971m of in-year growth. The financial pressures in the High Needs Block are therefore serious and represent a high risk to the Council.

The Growth projection is based on current timeline information which shows the increases in the number of Education, Health and Care Plan's (EHCP's) seen in 2019-20 is continuing to rise at a similar level in the first part of this financial year.

- In 2018-19 the number of plans increased by 322 from 945 to 1267.
- In 2019-20 the number of plans increased by 303 from to 1570.
- Current projections show if plans continue to increase at current levels the number of plans issued could increase by a further 280 by the end of the financial year. This represents approx. cost of £2.971m in Growth. Work is continuing in this area of the budget in order to analyse and a project future growth as accurately as possible.

Work has also started on the High Needs Review as identified in the SEND Implementation plan and it is expected the Growth projections will need to take aspects of this review into account, in particularly:

- The review of Top Up Rates
- Resourced and Specialist Provision across the borough
- Capacity to meet need and demand for places in special schools, Independent and Out of Borough Providers

Any costs or savings arising from this work has not as yet been factored into the figures as we do not have sufficient information regarding the implementation of any of these work plans.

Early Years

The Early years block is currently expected to be on target however there may be significant financial pressures in this sector relating to sustainability for providers due to Covid19 closures. Dfe have enabled local authorities to use the funding in this area more flexibly, however with a caveat that the Local Authority must continue to fund early year's settings for free entitlement as normal. The flexibility allows the LA to utilise its centrally held funding to support the sector if they underspend their part of the allocation. There is not sufficient information currently available to predict the impact of this at this stage.

There will be an update to the Early Years DSG settlement in July 20 to reflect pupil numbers in the January 2020 census.

The DSG will be monitored and regular updates will be reported to members.

DEDICATED SCHOOLS GRANT RESERVE POSITION

Prior year's dedicated schools grant is set aside in an earmarked reserve details of which are outlined in the table below for both the final year end position in 2019/20 and the projection for 2020/21.

	2019/20 Surplus / (Deficit) £000	2020/21 Forecast Surplus / (Deficit) £000
DSG Reserve Brought Forward	3,228	(557)
Schools Block	114	50
In year deficit on High Needs Block	(4,568)	(4,804)
In year surplus on Early Years	251	0
Estimated Early Years 2019-20 Adjustment (TBC June 2020)	296	
Early Years Block 2018-19 Adjustment	122	
DSG Reserve after Commitments	(557)	(5,311)

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In 2019/20 there has been a reduction in the reserve, in the main this due to funding the overspend on the High Needs Block. There have been contributions to the reserve in year too, the most significant of these relating to surplus funds in the Early Years Block.

If the 2020/21 projections materialise, there would be a deficit of £5.311m on the DSG. This would mean it is likely a deficit recovery plan would have to be submitted to the DfE outlining how we expect to recover this deficit and manage spending over the next 3 years and will require discussions and agreement of the Schools Forum. The position will be closely monitored throughout the year and updates will be reported to Members.

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APPENDIX 3

IRRECOVERABLE DEBTS OVER £3000

1 January 2020 to 31 March 2020

Note individuals are anonymised

REF:	DEBT:	FINANCIAL YEAR(S)	BALANCE	TOTAL
65554986	Business Rates	Shah DN Ltd Borak 83 – 85 Haughton Green Road Denton M34 7GR <i>Company Dissolved 17/09/2019</i>	2017 – 2018 £1257.16 2018 – 2019 £6091.53	£7348.69
65518973	Business Rates	Storebuild Ltd King Street Denton M34 6PF <i>Company Dissolved 04/06/2019</i>	2015 – 2016 £94.00 2016 – 2017 £21,596.82 2017 – 2018 £6192.94	£27,883.76
65579718	Business Rates	Gardeners Arms Denton Ltd Gardeners Arms Stockport Road Denton M34 6AD <i>Company Dissolved 19/11/2019</i>	2019 – 2020 £3308.93	£3308.93
5576924	Business Rates	Naqvi Stores Ltd 90 – 94 Manchester Road Denton M34 3PR <i>Company Dissolved 07/01/2000</i>	2018 – 2019 £5217.33 2019 – 2020 £4338.50	£9555.83
65233852	Business Rates	Edward Meeks Shubars Ltd 30 – 38 Old Street Ashton under Lyne OL6 6LB <i>Company Dissolved 20/08/2019</i>	2018 – 2019 £11,857.61	£11,857.61
65559769	Business Rates	Mikern Ltd Unit 2 Azad House Bentinck Street Ashton under Lyne OL6 7SN <i>Company Dissolved 06/08/2019</i>	2018 – 2019 £8671.77 2019 – 2020 £893.47	£9565.24
BUSINESS RATES		SUB TOTAL – Company Dissolved	£69,520.06	
65513831	Business Rates	Quinn Ltd Beck and Pollitzer Engineering Park Road Stalybridge SK15 1TA <i>Company in Liquidation 18/05/2018</i>	2015 - 2016 £6927.97	£6927.97
65504509	Business Rates	Cheshire Packaging Group Ltd Unit B2 Newton Business Park Talbot Road Hyde SK14 4UQ <i>Company in Liquidation 16/12/2019</i>	2019 – 2020 £8977.21	£8977.21
65543009	Business Rates	Centre Lease Ltd Car Park, Greenside Lane Droylsden M43 7AE <i>Company in Liquidation 05/04/2019</i>	2017 – 2018 £7858.49	£7858.49
6558302	Business Rates	Alrayah Ltd Suite 10 & 11, 257 Stockport Road	2017 – 2018 £435.71	£4347.10

		Ashton under Lyne OL6 0NT Company in Liquidation 11/07/2019	2018 – 2019 £2984.58 2019 – 2020 £926.81	
65542778	Business Rates	BSS LED (R&D) Ltd Units 5 & 6 Shepley Road Industrial Estate South Shepley Road Audenshaw M34 5DW Company in Liquidation 19/11/2019	2017 – 2018 £21,417.50 2018 – 2019 £32,291.50 2019 – 2020 £8961.84	£62,670.84
65119888	Business Rates	Causeway Bay Enterprise Ltd Fold Way Ashton under Lyne OL7 0PG Company in Liquidation 14/10/2019	2019 – 2020 £7319.93	£7319.93
65582691	Business Rates	Kaymore Ltd Unit 9 The Arcades Warrington Street Ashton under Lyne OL6 7JE Company in Liquidation 05/08/2019	2019 – 2020 £3681.82	£3681.82
65577330	Business Rates	Sunnier Solutions Ltd Midland Bank Ltd Market Street Hyde SK14 2QN Company in Liquidation 08/02/2019	2018 – 2019 £1526.79 2019 – 2020 £4614.86	£6141.65
65545142	Business Rates	Sweat Union Ltd Unit 6E Crown Point North Shopping Centre Worthington Way Denton M34 3JP Company in Liquidation 14/05/2019	2019 – 2020 £7046.36	£7046.36
65558094	Business Rates	Total Controlled Demolition Ltd Waterside Mill Texas Street Ashton under Lyne OL6 6UJ Company in Liquidation 05/09/2019	2018 – 2019 £6445.36	£6445.36
BUSINESS RATES		SUB TOTAL – Company in Liquidation	£121,416.73	
65506833	Business Rates Anonymised as an individual	2014 – 2015 £2020.12 2015 – 2016 £2976.00 2016 – 2017 £3094.80 2017 – 2018 £1111.88	£9202.80	Bankruptcy Order made 02/03/2018
65520105	Business Rates Anonymised as an individual	2015 – 2016 £2047.18 2016 – 2017 £2565.20 2017 – 2018 £902.75	£5515.13	Bankruptcy Order made 02/03/2018
65532139	Business Rates Anonymised as an individual	2018 – 2019 £1722.00 2019 – 2020 £1404.05	£3126.05	Bankruptcy Order made 06/11/2019

65564884	Business Rates Anonymised as an individual	2017 – 2018 £1129.08 2018 – 2019 £8160.00 2019 – 1010 £1831.85	£11,120.93	Bankruptcy Order made 22/07/2019
65439537	Business Rates Anonymised as an individual	2015 – 2016 £5000.00 2016 – 2017 £311.45	£5311.45	Bankruptcy Order made 08/08/2017
65132867	Business Rates Anonymised as an individual	2016 – 2017 £3085.00	£3085.00	Bankruptcy Order made 13/02/2017
BUSINESS RATES		SUB TOTAL – Bankruptcy Order	£37,361.36	
65595116	Business Rates	Arcadia Group Ltd 51 Warrington Street Ashton under Lyne OL6 7JG Company Voluntary Arrangement 12/06/2019	2019 – 2020 £12,784.80	£12,784.80
65528789	Business Rates	Etnalusa Ltd 185 – 189 Stamford Street Ashton under Lyne OL6 7PY Company Voluntary Arrangement 15/10/2019	2019 – 2020 £9071.00	£9071.00
65528772	Business Rates	Etnalusa Ltd 44 – 46 Market Street Hyde SK14 1AH Company Voluntary Arrangement 15/10/2019	2019 – 2020 £7903.17	£7903.17
65577859	Business Rates	Genus UK Ltd 24 Greenside Shopping Centre Greenside Lane Droylsden M43 7YY Company Voluntary Arrangement 09/05/2019	2019 – 2020 £11,422.00	£11,422.00
BUSINESS RATES		SUB TOTAL – Company Voluntary Arrangement	£41,180.97	
65545975	Business Rates Anonymised as an individual	2017 – 2018 £411.11 2018 – 2019 £3163.50 2019 – 2020 £125.21	£3699.82	Individual Voluntary Arrangement 31/07/2019
BUSINESS RATES		SUB TOTAL – Individual Voluntary Arrangement	£3699.82	
BUSINESS RATES IRRECOVERABLE BY LAW TOTAL			£273,178.94	
7211452	Overpaid Housing Benefit	27/04/2014 - 22/12/2014 05/01/2015 – 21/12/2015 04/01/2016 – 07/03/2016	£5003.03	Individual Voluntary Arrangement 21/06/2017
7028713	Overpaid Housing Benefit	12/08/2013 – 31/03/2014 01/04/2014 – 31/03/2015 01/04/2015 – 22/06/2015	£3634.40	Individual Voluntary Arrangement 10/8/2017

7162093	Overpaid Housing Benefit	05/01/2015 – 18/01/2016	£4113.54	Individual Voluntary Arrangement 02/08/2019
OVERPAID HOUSING BENEFIT		SUB TOTAL – Individual Voluntary Arrangement	£12,750.97	
7239159	Overpaid Housing Benefit (to Landlord)	Abacus Services UK Ltd 651A Mauldeth Road Chorlton M21 7SA Company Dissolved 08/01/2019	13/04/2017 – 05/06/2017 & 09/03/2017 to 13/03/2017 £3399.11	£3399.11
OVERPAID HOUSING BENEFIT		SUB TOTAL – Company Dissolved	£3399.11	
7208627	Overpaid Housing Benefit	30/06/2014 – 31/05/2015 01/04/2015 – 16/11/2015	£6666.66	Bankruptcy Order made 07/09/2019
OVERPAID HOUSING BENEFIT		SUB TOTAL – Bankruptcy Order	£6666.66	
OVERPAID HOUSING BENEFIT IRRECOVERABLE BY LAW TOTAL			£22,816.74	
4015630	Sundry Debts, Trade Waste	Carillion Services Ltd P O Box 5502 Wolverhampton WV1 9NS Company in Liquidation 15/12/2018	2017 – 2018 £3067.44 2018 – 2019 £2427.24 2019 – 2020 £2524.32	£8019.00
4003097	Sundry Debts, Trade Waste	St Damians Catholic Science College C/O Carillion Services Ltd P O Box 5502 Wolverhampton WV1 9NS Company in Liquidation 15/12/2018	2016 – 2017 £5390.70 2017 – 2018 £5525.45	£10,916.15
710837	Sundry Debts, Trade Waste	Mossley Hollins School C/O Carillion Services Ltd P O Box 5502 Wolverhampton WV1 9NS Company in Liquidation 15/12/2018	2016 – 2017 £2926.82 2017 – 2018 £3157.40	£6084.22
83328	Sundry Debts, Trade Waste	Samuel Laycock School C/O Carillion Services Ltd P O Box 5502 Wolverhampton WV1 9NS Company in Liquidation 15/12/2018	2016 – 2017 £1540.20 2017 – 2018 £1578.70 2018 – 2019 £1618.16 2019 – 2020 £1682.88	£6419.94
4009938	Sundry Debts, Trade Waste	Whitebridge College C/O Carillion Services Ltd P O Box 5502 Wolverhampton WV1 9NS Company in Liquidation 15/12/2018	2017 – 2018 £1578.70 2018 – 2019 £1618.16 2019 – 2020 £1682.88	£4879.74
4003096	Sundry Debts, Trade Waste	Denton Community College C/O Carillion Services Ltd P O Box 5502 Wolverhampton WV1 9NS Company in Liquidation 15/12/2018	2017 – 2018 £14,997.65	£14,997.65
4002866	Sundry Debts, Pest	Carillion Services Ltd P O Box 5502	2017 – 2018 £6239.99	£6239.99

	Control	Wolverhampton WV1 9NS Company in Liquidation 15/12/2018		
4001942	Sundry Debts Various	Carillion (AMBS) Ltd T/A CLGS P O Box 5502 Wolverhampton WV1 9NS Company in Liquidation 15/12/2018	2014 – 2015 £4525.80 2015 – 2016 £6336.00 2016 – 2017 £48.00 2017 – 2018 £15,104.80	£26,014.60
690290	Sundry Debts, Various	Carillion Service Ltd T/A Facilities Management P O Box 5502 Wolverhampton WV1 9NS Company in Liquidation 15/12/2018	2017 – 2018 £7968.15	£7968.15
4009850	Sundry Debts, Various	Carillion Service Ltd P O Box 5502 Wolverhampton WV1 9NS Company in Liquidation 15/12/2018	2014 – 2015 £21,924.26	£21,924.26
SUNDRY DEBTS		SUB TOTAL – Company in Liquidation	£113,463.70	
SUNDRY DEBT IRRECOVERABLE BY LAW TOTAL			£113,463.70	

DISCRETION TO WRITE OFF OVER £3000

1 January 2020 to 31 March 2020

Note individuals are anonymised

65496554	Business Rates Anonymised as an individual	2014 – 2015 £7304.19 2015 – 2016 £215.23	£7519.42	Absconded, no trace
65091768	Business Rates Anonymised as an individual	2009 – 2010 £4381.58	£4381.58	Absconded, no trace
65473865	Business Rates Anonymised as an individual	2013 – 2014 £5193.72 2014 – 2015 £4679.74	£9873.46	Absconded, no trace
65479610	Business Rates Anonymised as an individual	2013 – 2014 £957.88 2014 – 2015 £4877.75	£5835.63	Absconded, no trace
65543214	Business Rates Anonymised as an individual	2017 – 2018 £8623.79	£8623.79	Absconded, no trace
65531723	Business Rates Anonymised as an individual	2016 – 2017 £3305.64	£3305.65	Absconded, no trace
65450435	Business Rates Anonymised as an individual	2012 – 2013 £3210.91	£3210.91	Absconded, no trace
65541706	Business Rates	Thornbraid Ltd 5 Market Place Hyde	2014 – 2015 £11,830.68 2015 – 2016	£51,645.83

		SK14 2LX Unable to trace company, absconded, no trace	£14,050.50 2016 – 2017 £14,164.50 2017 – 2018 £11,600.15	
BUSINESS RATES		SUB TOTAL – Absconded, no trace	£94,396.27	
BUSINESS RATES DISCRETIONARY WRITE OFF TOTAL			£94,396.27	
7045738	Overpaid Housing Benefit	21/12/2009 – 23/07/2012 29/08/2016 – 05/09/2016	£6962.87	Deceased, no estate
7092257	Overpaid Housing Benefit	30/01/2017 – 13/02/2017 18/04/2011 – 11/06/2012 18/04/2011 – 19/12/2011 02/01/2012 - 11/06/2012	£3892.83	Deceased, no estate
OVERPAID HOUSING BENEFIT		SUB TOTAL – Deceased, no estate	£10,855.70	
7221730	Overpaid Housing Benefit	10/12/2012 - 04/03/2013 29/12/2014 – 29/02/2016	£5296.74	Absconded, no trace
OVERPAID HOUSING BENEFIT		SUB TOTAL – Absconded, no trace	£5296.74	
OVERPAID HOUSING BENEFIT DISCRETIONARY WRITE OFF TOTAL			£16,152.44	
590921	Sundry Debts, Residential Care Charges	2014 – 2015 £1383.70 2015 – 2016 £1202.08 2016 – 2017 £3425.96	£6011.74	Deceased, no estate
4014129	Sundry Debts, Residential Care Charges	2015 – 2016 £4505.30	£4505.30	Deceased, no estate
4007867	Sundry Debts, Residential Care Charges	2013 – 2014 £6965.74	£6965.74	Deceased, no estate
4017189	Sundry Debts, Residential Care Charges	2015 – 2016 £12,892.29 2016 – 2017 £1754.57	£14,646.86	Deceased, no estate
676780	Sundry Debts, Residential Care Charges	2014 – 2015 £14,856.47 2015 – 2016 £20,536.15	£35,392.62	Deceased, no estate
4005190	Sundry Debts, Residential Care Charges	2014 – 2015 £6751.52 2015 – 2016 £4228.22	£10,979.74	Deceased, no estate
4021107	Sundry Debts, Homecare Charges	2017 – 2018 £1458.32 2018 – 2019 £2378.59	£3836.91	Deceased, no estate
4024017	Sundry Debts, Homecare Charges	2018 – 2019 £6333.08	£6333.08	Deceased, no estate
4013283	Sundry Debts, Direct Payment Underpaid Client Contribution	2018 – 2019 £3424.40	£3424.40	Deceased, no estate
4008259	Sundry Debts, Direct Payment Underpaid Client Contribution	2014 – 2015 £6520.27	£6520.27	Deceased, no estate
520933	Sundry Debts, Direct Payment Underpaid Client Contribution	2015 – 2016 £23,583.84	£23,583.84	Deceased, no estate

SUNDRY DEBTS		SUB TOTAL – Deceased, no estate	£122,200.50	
4020700	Sundry Debts, Direct Payment Underpaid Client Contribution	2016 – 2017 £31,604.24	£31,604.24	Absconded, no trace
4021533	Sundry Debts, unpaid direct debit payment	2017 – 2018 £6120.00	£6120.00	Absconded, no trace
SUNDRY DEBTS		SUB TOTAL – Absconded, no trace	£37,724.24	
574659	Sundry Debts, Direct Payment Underpaid Client Contribution	2018 – 2019 £5126.12	£5126.12	Recovery Exhausted
4022805	Sundry Debts, Overpaid Carers Allowance	2017 – 2018 £4997.15	£4997.15	Recovery Exhausted
4013318	Sundry Debts, Overpaid Foster Care Allowance	2014 – 2015 £8604.00	£8604.00	Recovery Exhausted
4012279	Sundry Debts, Deed of Unilateral Undertaking, Planning Application	2015 – 2016 £3703.18	£3703.18	Recovery Exhausted
SUNDRY DEBTS		SUB TOTAL – Recovery Exhausted	£22,430.45	
SUNDRY DEBTS DISCRETIONARY WRITE OFF TOTAL			£182,355.19	

SUMMARY OF UNRECOVERABLE DEBT OVER £3000

IRRECOVERABLE by law	Council Tax	NIL
	Business Rates	£273,178.94
	Overpaid Housing Benefit	£22,816.74
	Sundry	£113,463.70
	TOTAL	£409,459.38

DISCRETIONARY write off – meaning no further resources will be used to actively pursue	Council Tax	NIL
	Business Rates	£94,396.27
	Overpaid Housing Benefit	£16,152.44
	Sundry	£182,355.19
	TOTAL	£292,903.90

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Report to:	EXECUTIVE CABINET
Date:	24 June 2020
Executive Member / Reporting Officer:	Cllr Allison Gwynne – Executive Member (Neighbourhoods, Community Safety and Environment) Jeanelle De Gruchy – Director of Population Health
Subject:	THE COUNCIL'S SPORT AND LEISURE FACILITIES – FINANCIAL SUSTAINABILITY DURING THE COVID-19 (CORONAVIRUS) PANDEMIC
Report Summary:	<p>This report confirms that the Council's stock of sports and leisure facilities will remain closed until restrictions controlling social contact are lifted. Once the restrictions are lifted then approval to reopen the centres will be sought from the Executive member for (Adult Social Care and Population Health) in consultation with the Director for Population Health.</p> <p>Approval is requested that a sum of £ 0.600 million is payable to Active Tameside on 1 July 2020 as an advance payment for services commissioned by the Council covering the period 1 April to 30 September 2020. The sum represents the balance due for this period excluding the value assumed in the Active Tameside cashflow to 30 June 2020. The advance payment would support the cashflow of Active Tameside until 31 August 2020, by which time it is expected there will be an update on the business interruption insurance issue.</p> <p>A further update report will be presented to Members in August 2020.</p>
Recommendations:	<p>That Executive Cabinet agreed that :</p> <ul style="list-style-type: none">(i) The Council's stock of sports and leisure facilities will continue to remain closed until restrictions controlling social contact are lifted.(ii) Once restrictions on social contact are lifted the centres will be opened informed by a framework of financial sustainability and phased 'safety first' approach informed by public health advice from the Director of Population Health.(iii) A sum of £0.600 million be payable to Active Tameside on 1 July 2020 as an advance payment for services commissioned by the Council covering the period 1 April to 30 September 2020. The sum represents the balance due for this period excluding the value assumed in the Active Tameside cashflow to 30 June 2020. The advance payment would support the cashflow of Active Tameside until 31 August 2020, by which time it is expected there will be an update on the business interruption insurance issue when a further update report will be presented to Members in August 2020.
Corporate Plan:	Healthy Tameside
Policy Implications:	Local authorities have a central role to play when it comes to the provision of community sport and recreation facilities and are responsible for the health outcomes for their populations – specified in the as specified in the Public Health Outcomes

Framework.

As part of the health reforms brought in by the Health and Social Care Act 2012, local authorities have a duty to take such steps as they consider appropriate for improving the health of the people in their area. The steps listed in legislation include:

- Providing information and advice
- Providing services or facilities designed to promote healthy living
- Providing services or facilities for the prevention, diagnosis or treatment of illness
- Providing assistance to help individuals to minimise any risks to health arising from their accommodation or environment
- Making any other services or facilities available

Financial Implications:
(Authorised by the statutory
Section 151 Officer & Chief
Finance Officer)

In order to reduce the financial impact of the temporary closure Active Tameside has taken up the offer of financial support from central government and furloughed all staff not required to maintain/sustain the company during the period of facility closure. In addition, Active Tameside has business resilience insurance that may be used to fund the remaining costs that have been incurred over and above direct government financial support. At this stage Active Tameside are in regular dialogue and are awaiting further guidance from their insurer's and broker's on the additional costs and forgone revenue streams that could be claimable.

The Council continues to support Active Tameside's cash-flow position through this difficult period and paid the total value of the 2020/21 management fee of £1.077 million on 1 April 2020. Members should note that this sum, along with commissioned provision delivered within Adult Services and Children's Services directorates will currently only support Active Tameside's cash flow until the end of June 2020 (based on known revenue streams receivable at this stage). Active Tameside will also be recompensed for any related costs of existing furloughed employees who volunteer, and have the requisite skills to provide support to Council services where additional capacity is required as referenced in section 2.5 of this report.

In addition the repayment of the 2019/20 prudential borrowing sum of £0.788 million has been deferred until 2021/22 at the earliest. It is envisaged that the outstanding historical prudential borrowing debt balance (which excludes new borrowing relating to the recently opened Active Denton) that is due for repayment to the Council by the end of the 2023/24 lease term (including the 2019/20 and 2020/21 sums) will be re-profiled. The outstanding level of prudential borrowing owed to the Council as at 31 March 2020 is £3.8m, and was due to be all repaid by the end of the contract concession in March 2024. The borrowing all relates to previous years capital investment in the facilities operated by Active Tameside. In reality the Council currently pays Active Tameside an annual management fee, of which over 70% is returned to the Council to repay the borrowing.

Options will be considered that will support the ongoing financial sustainability of the organisation. The value of the annual management fee payable for the period 2021/22 to 2023/24 will include a repayment plan that will contribute towards the outstanding debt balance (including interest) of £3.8 million at 31 March 2020. This will reduce if a sum is repaid in 2020/21, which is currently unlikely.

Section 4.4, table 1 provides details of various scenarios of the estimated financial impact on the 2020/21 Active Tameside budget to ensure business continuity during COVID. The impact is estimated to be between £2.1 and £3.3 million. It is expected that the value of the impact would be reclaimable by Active Tameside via their business interruption insurance policy.

The report recommends that a sum of £ 0.600 million be payable to Active Tameside on 1 July 2020 as an advance payment for services commissioned by the Council covering the period 1 April to 30 September 2020. The sum represents the balance due for this period excluding the value assumed in the Active Tameside cashflow to 30 June 2020. The advance payment would support the cashflow of Active Tameside until 31 August 2020, by which time it is expected there will be an update on the business interruption insurance issue as referenced in section 4.12 of the report. A further update report will be presented to Members in August 2020.

**Legal Implications:
(Authorised by the Borough
Solicitor)**

In recognition of the impact of COVID 19 on businesses, especially in the service sector a number national initiatives have been implemented such as the furloughing of staff to ease financial pressures.

In addition the Cabinet Office have issues an number of Procurement Policy Notes specifically addressing additional actions which Contracting Authorities, such as the Council, are encouraged to take in order to ease cash flow difficulties being experienced by suppliers as a direct result of the impact of the Covid 19 pandemic.

Active Tameside meets the criteria of an 'at risk supplier' for the purpose of the Procurement Policy Note. The Council is therefore expected to consider a range of measures, including advance payment for services to assist the supplier.

Such advance payments should be conditional upon the supplier agreeing to open book accounting arrangements to provide the Council with the assurances about the use of the funds and to ensure transparency.

The maximum advanced payment allowed without HMT permission is 25% of the total contract value and is currently permitted until 31st October 2020.

It is also advisable to formalise the advanced payment arrangement through a variation to the contract.

Members also need to be content from the financial analysis in this report that the advanced payment represents value for money for the council and is a benefit to residents of Tameside.

The Council should start working now with Active Tameside to develop a sustainable operating model going forward, as referred

to in The Recovery and Transition from COVID 19 Procurement Policy Note which can be undertaken in tandem with the open book arrangement to ensure that there is appropriate oversight and transparency.

It will be important given this is a discretionary power to fund sports facilities that the council looks at whether the current facilities can deliver our priorities and if both the council and the sports trust become financially squeezed that the partnership arrangement is best placed to review the arrangements to ensure sustainable and the open book arrangements should facilitate that.

Risk Management:

Active Tameside have risk management and business continuity plans in place.

Background Information:

Background papers relating to this report can be inspected by contacting: Debbie Watson, Assistant Director for Population Health



Telephone: 0161 342 2842



E-mail: debbie.watson@tameside.gov.uk

Stephen Wilde, Finance Business Partner, Directorate of Finance



Telephone: 0161 342 3726



E-mail: stephen.wilde@tameside.gov.uk

1. BACKGROUND

- 1.1 This report is an update to the sport and leisure centre temporary closure report considered by the Executive Board on 8 April 2020 and 20 May 2020. In line with national guidance advising the UK public to avoid unnecessary social contact, all sport and leisure facilities owned by the Council and managed by Active Tameside closed at 10.30pm on Friday March 20 for an unspecified period. Active Medlock continues to provide a limited day care service to a vulnerable group of clients during the closure period. However, this continues to be subject to change based on further national and local guidance/restrictions received.
- 1.2 As previously approved, the Council's stock of sports and leisure facilities will remain closed until restrictions controlling social contact and closure of businesses are lifted. Once restrictions on social contact are lifted the centres will be opened informed by a framework of financial sustainability and phased 'safety first' approach informed by public health advice from the Director of Population Health.
- 1.3 This report provides details of an advance payment for services commissioned by the Council from Active Tameside during 2020/21. The advance payment relates to services commissioned from 1 April 2020 to 30 September 2020 excluding the sum assumed in the organisation's cashflow to 30 June 2020. The sum would be payable on 1 July 2020 and would support the cashflow of Active Tameside until 31 August 2020, by which time it is expected there will be an update on the business interruption insurance issue.
- 1.4 A further update report will be presented to Members in August 2020.

2. ONGOING REVIEW / ACTION

- 2.1 Regular weekly updates continue to be held between Active Tameside's management team and the Council in order to react to changing circumstances. These regular updates are used to plan for recovery together with supporting the timely and efficient reopening of the facilities and associated services.
- 2.2 Members are reminded that during the COVID-19 pandemic facility closure period, Active Tameside are providing alternative leisure, health and wellbeing services to keep the general public active, healthy and entertained from home. Community support includes;
- Sharing health, wellbeing and nutrition resources on social media, website blogs, email newsletters and a mobile phone app, supported by local media press releases and information.
 - Online fitness instructor videos and live-streaming of classes including full-body workouts, high-intensity interval training (HIIT), legs, bum and tum routines and Pilates.
 - Creating a dedicated website section with regular coronavirus updates and advice - <https://www.activetameside.com/coronavirus-update/>
 - Providing much-needed fun and social activities such as the 'Saturday Night Quiz' on social media, which offer motivation and encouragement along with opportunities join online conversations.
 - A dedicated website page for people managing health conditions. This includes advice and home exercises created by the Live Active team, which runs a patient referral scheme with local GPs' surgeries. Useful help includes resources for back pain, chair-based exercises, strength and balance. There are also links to other support organisations.
 - Printed help guides are being posted to those who may have difficulty accessing online information.
 - Active Tameside's Everybody Can service team is helping with hot meals for residents at Beatrix House Care Home in Dukinfield.
 - Delivering meals to residents' doors while ensuring safe social distancing.

- Working with children and adult social care services to highlight the most vulnerable residents for support assessment and to prevent family crisis.
- Giving remote support for every person who attends adult social care provision. Each participant receives at least two phone calls a week.
- Learners on supported internship courses are being contacted and urged to regularly access their work modules from home, to progress. In addition, Active Tameside staff is using video chats to stay in touch with learners alongside Tameside Hospital and Jigsaw.
- Homework packs have been provided and delivered to the homes of every young person supported by Active Tameside's special education programme. Parents and carers are also receiving weekly phone calls.
- Active Tameside is continuing to help two Tameside special schools which support children of key workers.
- Some staff are working with The Samaritans who are currently taking a lot of calls from families under pressure and suffering due to issues arising from increased domestic abuse. This is often a result of excessive drinking during the enforced restrictions to stay at home.

All these services are being done under a campaign and social media hashtag called #TamesideTogether. This encourages the community to come together, support each other and join in conversations during this period of self-isolating.

- 2.3 Active Medlock continues to operate providing essential health and social care services to vulnerable groups and individuals identified in consultation with Children's and Adult services. Contact restrictions and social distancing measures are in place and will continue to be updated in line with current guidelines.
- 2.4 Active Tameside continues to provide sports coaches to primary schools in order to support activity provision for the children of key workers. Contact Restrictions and social distancing measures have been put in place.
- 2.5 In addition, Active Tameside are committed to working in partnership with the Council and provide essential support to services where additional capacity is required due to the impact of COVID 19 across the borough. Existing furloughed employees who volunteer, and have the requisite skills to provide such support, will be made available to the Council at short notice. As previously advised, it is proposed to recompense Active Tameside for any related costs under such arrangement.

3. FINANCIAL IMPACT

- 3.1 In the final week of trading prior to closure, Active Tameside casual revenues were down 70% year on year reflecting increasing levels of public anxiety. Nevertheless, draft accounts for 19/20 indicate that Active Tameside achieved its budgeted year end trading surplus – a manifestation of the business resilience model developed by the trust over the previous eighteen months. However, in order to reduce the financial impact of the temporary closure following the COVID pandemic, Active Tameside has taken up the offer of financial support from central government and furloughed all staff not required to maintain/sustain the company during the period of facility closure. In addition, Active Tameside has business resilience insurance that may be used to fund the remaining 20% of employee costs over and above direct government financial support. At this stage Active Tameside are in regular dialogue and are awaiting further guidance from their insurer's and broker's on the additional costs and forgone revenue streams that could be claimable.
- 3.2 The Council has supported Active Tameside's cash-flow position through this difficult period and paid the total value of the 2020/21 management fee of £1.077 million on 1 April 2020. Members are reminded that this sum, along with commissioned provision delivered within

Adult Services and Children's Services directorates will only support Active Tameside's cash flow until June / July 2020 (based on known revenue streams receivable at this stage).

- 3.3 In addition the repayment of the 2019/20 prudential borrowing sum of £0.788 million has been deferred until 2021/22 at the earliest. It is envisaged that the outstanding historical prudential borrowing debt balance (which excludes new borrowing relating to the recently opened Active Denton) that is due for repayment to the Council by the end of the 2023/24 lease term (including the 2019/20 and 2020/21 values) will be re-profiled. Options will be considered that will ensure the ongoing financial sustainability of the organisation. The value of the annual management fee payable for the period 2021/22 to 2023/24 will include a repayment plan that will contribute towards the outstanding debt balance (including interest) of £ 3.8 million at 31 March 2020. This will reduce if a sum is repaid in 2020/21 which is currently unlikely. The outstanding debt relates to borrowing from the Council by Active Tameside for investment in the infrastructure and equipment across the leisure estate in prior years. An option could be to remove the obligation for Active Tameside to repay the borrowing in exchange for a reduced management fee. This would then make the management fee a better reflection of the costs of operating the service on behalf of the Council.
- 3.4 The Council commissions services from Active Tameside via Adult Services and Children's Services equating to a value of £ 1.8 million in 2020/21. The latest Government COVID procurement guidance enables local authorities to provide supplier relief under PPN 04/20 'if appropriate' to maintain delivery of 'critical services'. This also includes advance payment for services. The guidance covers the period to 31 October 2020.
- 3.5 The existing cashflow of Active Tameside to 30 June 2020 includes a value of commissioned services of £ 0.270 million. The value of these services for the period 1 April 2020 to 31 October 2020 equates to a sum of £ 0.870 million. The Council therefore can consider an advance payment of £ 0.600 million which is the difference of the sum already included in the cashflow to 30 June 2020.
- 3.6 Payment of £ 0.600 million in advance on 1 July 2020 would support the cashflow of Active Tameside to 31 August 2020. At this point it is expected there will be an update on the business interruption insurance issue referenced in section 4.12 of the report.
- 3.7 Members are reminded that Active Tameside are in regular dialogue with Council finance officers during this period and are operating on a transparent and open book policy in respect of their financial position.

4. BUSINESS UPDATE

Commercial Revenue

- 4.1 Active Tameside's commercial rehabilitation has been underpinned by a relentless focus on three key revenue streams:
- Health and Fitness memberships (gym/swim/group exercise)
 - Swimming lessons
 - Gymnastics lessons
- 4.2 Early modelling suggests that the combination of capacity reductions via social distancing measures and customer anxiety could reduce these revenue streams by up to 50% for the foreseeable future.
- 4.3 Even before the pandemic, concerns were growing with regard to sector capacity and latent demand, notwithstanding affordability for those services procured outside Active Tameside

in particular. As a consequence of the pandemic, the imbalance between demand and capacity is likely to increase, in part because of the fragility of many current providers.

4.4 Current estimates suggest that the impact of falling commercial revenues during the course of the financial year 2020/21 will be a funding shortfall of between £2.1 million and £ 3.3 million on top of the agreed management fee and it is highly likely that the trading position of Active Tameside will be adversely affected during the remainder of the existing contract to 2023/24. A summary of the estimated funding shortfall in 2020/21 is provided in table 1 via a number of scenarios for reference.

Table 1 also includes the value of the existing outstanding prudential borrowing debt liability to the Council as referenced in section 3.3. It is expected that the 2020/21 adverse financial impact value would be reclaimable via business interruption insurance that Active Tameside have in place.

Table 1

Scenario	Estimated Re-open Date	Narrative	Estimated Financial Impact	Outstanding Borrowing Debt To The Council – 31 March 2024	Total
			£' m	£' m	£' m
1	1 July 2020	No social distancing customers NOT worried about perceived health risk	2.106	3.800	5.906
2	1 July 2020	No social distancing customers ARE worried about perceived health risk	2.521	3.800	6.321
3	1 July 2020	Re-open under social distancing then social distancing removed 1 Sept 2020	2.985	3.800	6.785
4	1 Sept 2020	No social distancing customers NOT worried about perceived health risk	2.352	3.800	6.152
5	1 Sept 2020	No social distancing customers ARE worried about perceived health risk	2.294	3.800	6.094
6	1 Sept 2020	Re-open under social distancing then social distancing removed 1 Dec 2020	3.291	3.800	7.091

4.5 It remains the case that a significant proportion of the trading deficit is prudential borrowing which is currently deferred.

4.6 It is clear that an empirical review of the commissioning intentions of the Council is necessary in order to ensure that the focus remains on the delivery of health and social

outcomes and reducing health inequalities. These priorities will need to be deliverable but sustainable in revenue terms and realistic in terms of capital investment. A review of profits and losses of each facility will be undertaken, identifying future sustainability, and any opportunities and proposals for redesign. A visioning session is planned with the Council and Active Tameside on 15th July to begin to plan for recovery. Any future investment will need to align to the Council's medium term financial plan and Strategic Asset Management Plan as part of the COVID recovery approach.

Current cost savings

- 4.7 Currently Active Tameside has 83% of its employees on Furlough saving £ 0.250 million per month. In addition they have also successfully applied for Business Support grant and rate relief. They are also negotiating with suppliers for any support they can give either as reduced rates, contract suspensions or payment holidays.

Business Loans

- 4.8 In order to qualify for any of the Government backed business loans, a business had to be solvent and be able to repay any loan. As Active Tameside has a pension deficit, they are (and have always been) technically insolvent. Their balance sheet has a £ 1.4 m deficit (at 31 March 2019 – latest audited accounts). Even if they were solvent, they would be unable to repay any meaningful loan due to affordability compounded by the contract expiring with the Council on 31 March 2024. The pension deficit/balance sheet insolvency is a common position for those leisure trusts that maintained a Local Government Pension Scheme. Having discussed with their bank, they are unable to borrow anything under the Government loans scheme as they do not meet the criteria.

Business Viability - Going Concern

- 4.9 In order to trade legally, any business has to have a reasonable expectation that over a 12 month period its income will exceed its liabilities. If not and it keeps trading, that is classed as “wrongful trading” and trustees become personally liable for company debts. Currently the Government has temporarily suspended that piece of legislation due to COVID but at some point it will need to be addressed. As part of the normal audit process the Trustees/Directors of a Company have to make a legally binding statement that they believe they will be a going concern for a minimum of 12 months from the date at which the accounts are signed.

- 4.10 Active Tameside's financial year end was 31 March 2020 and the Audit is due to take place this summer with the final accounts presented to Board members in December 2020. At that point the Trustees would look to assure their auditors that over the next 12 months they would have sufficient funds to meet liabilities. This is onerous enough in normal circumstances and is very unlikely that any responsible Governing body (based on what we know) would be able to provide that assurance to December 2021. In the past, the Council has provided a “letter of comfort” to Active Tameside to support this requirement. It is only fair to point out that whereas in the past it was unlikely that this letter would have been activated, under the current circumstances it is highly likely that Active Tameside will need additional financial support to keep trading until “normal” revenues can be re-established.

Solvency

- 4.11 All Companies have a legal duty to cease trading (become insolvent) when they become aware that they can no longer pay their bills and have no prospect of recovering. Under COVID 19, the Government temporarily relaxed that duty. This expired on 1 June and we await an update on the Government's position. Clearly without either continued Council financial support or Insurance, Active Tameside would cease to trade and become insolvent.

Insurance Update

- 4.12 Unlike most Companies in the UK, Active Tameside will submit a claim for business interruption under a special “resilience clause” via their business insurance policy. Most

insurance policies state a disease had to have been on a specified list before the policy was taken out (impossible for COVID 19). The resilience clause allows a new disease to be backdated to the point it became notified. This provides a very strong case. Active Tameside's insurance brokers, Marsh, have this clause in only 700 policies nationally but these companies include FTSE 100 companies and nationally recognised charities. Marsh are commissioning expert legal opinion to support the claim of Active Tameside. Whilst this does not guarantee success, in Marsh's opinion they remain "cautiously optimistic."

- 4.13 There is, however a good chance that this might go to litigation as a "class action" because all the policies are worded the same and the cause (COVID-19) is common. If it does go down this route, it is likely to take years.
- 4.14 Insurance acceptance is the best outcome for both Active Tameside and the Council and this option is being pursued vigorously. This would ensure that any temporary financial support provided by the Council would be repaid.
- 4.15 **Appendix 1** provides an update from the Financial Conduct Authority of test cases that will be brought to court relating to business interruption insurance policies to provide clarity and certainty for everyone involved in business interruption policy disputes i.e. policyholder's and insurers. The court hearing is expected to take place in the later part of July 2020, the outcome of which will be reported once available.

5 PROPOSALS FOR PHASED REOPENING TO THE PUBLIC

- 5.1 Given that the 'leisure sector' features in Phase 3 of the Government's recovery plan, at the time of writing, Active Tameside's physical estate must remain closed to the general public until 4th July at the earliest with a formal announcement not expected from Government until 26th June. However, throughout the leisure sector, preparations are now underway to reopen within the context of a 'new normal'.
- 5.2 Any proposals for re-opening will be carefully risk assessed (both operationally and financially), in line with local advice and agreed with public health to ensure we remain vigilant against the spread of COVID-19, reduce inequalities and work together to protect our communities. Any proposals will need to be considered carefully:
- Anticipating the Government's requirements for continued social distancing once reopening commences, extensive risk assessments have been developed to cover the safe operation of facilities for staff and customers:
 - Financial sustainability
 - Control of COVID-19 risk via social distancing and infection control
 - An ongoing commitment to support the most vulnerable residents within the borough and continued support to schools.
- 5.3 Any phased opening cannot commence until the point at which all requisite processes, protocols and associated training are demonstrably in place following permission to reopen by Government. At this juncture, it is not possible to predetermine the chronology of subsequent phases which will be informed by national guidelines, the emerging review and local Population Health advice and guidance.
- 5.4 In the first instance Active Tameside propose a 'safety first' approach focused on swim, gym and classes, all bookable and payable in advance. To ensure that 2m social distancing can be maintained and increased cleaning and infection control measures adhered to, services will be operating at significantly reduced capacity. Many centres will continue to be closed to the public.

- 5.5 During the course of the lockdown, Active Medlock has remained open supporting the Council to continue to provide services to adults and children with complex needs. Initially, 18 places per week were provided for both Adult and Children's social care and these places were taken up by 6 individuals. During the course of lockdown, demand has increased and 19 individuals now occupy 28 places. Remote support has continued for all Everybody Can clients in the form of a minimum of two phone calls per week, insights from which have been fed into the social care framework.
- 5.6 However, risk assessments clearly indicate that reopening some buildings including Active Medlock to the general public whilst managing the COVID-19 risk to vulnerable populations is impractical. The maintenance of social distancing requirements necessitates the donning of PPE in many circumstances. Further, challenges including enhanced staffing ratios, cohort 'bubbles' and building 'flow' and adequate space necessitate a different approach to the delivery of commissioned services. To this end, opening hours will reflect these challenges at both Active Medlock and other centres within the estate as below. This approach will enable Active Tameside to meet not only pre COVID- 19 levels of provision within the borough but also to meet increased post COVID-19 demand both safely and efficiently.
- 5.7 In the first quarter of 2020 (to lockdown), the Live Active referral scheme for those residents with long term conditions had 412 actively participating members and 422 'completed' members still on the 12-month pathway. During lockdown, the non-furloughed Live Active officers have continued to support those on the scheme, by phone, through social media and via hard copy. In recent times, the Active Streets trial has taken Live Active 'to the people' providing a lifeline to those suffering with both mental and physical health issues as a consequence of isolation, whilst supported health walks have been reintroduced. Active Tameside will continue to promote and deliver on the Tameside 'Active Neighbourhood' model within neighbourhoods, supporting the increased demand for outdoor exercise.
- 5.8 Current phase 1 proposals are to open only if safe to do so and in line with other Council services (all facilities on a reduced timetable):
- Active Medlock - Exclusive use for Supported Services (Everybody Can/Live Active)
 - Active Oxford Park - Exclusive use for Supported Services
 - Active Ken Ward - Exclusive use for Live Active clients
 - Adventure Longdendale - Exclusive use for Supported Services
 - Etherow Centre - Exclusive use for Supported Services
 - Active Copley – to public pre-bookable
 - Active Hyde – to public, Leisure Pool to remain closed, gym and studio pre-bookable
 - Active Ashton – to public, pre-bookable
 - Tameside Wellness Centre – to public pre-bookable
 - Active iTrain – to public prebookable

6. RECOMMENDATIONS

- 6.1 As set out on the front of the report.

Statement from the Financial Conduct Authority (FCA)

The Financial Conduct Authority (FCA) is today providing an update on progress on its court action on business interruption (BI) insurance policies.

Since the FCA made its last announcement on 1 May, the FCA has approached 56 insurers and reviewed over 500 relevant policies from 40 insurers. We have identified a sample of 17 policy wordings that capture the majority of the key issues that could be in dispute.

This update gives further detail on the proposed court action, including identifying the representative sample of policy wordings to be examined in the test case, insurers that use those wordings, and which of those insurers we have invited, and have agreed, to participate in the proceedings.

This **initial list of insurers** and the policy wordings they use is not exhaustive, and we are also now publishing a short consultation on draft guidance asking all insurers to check their policy wordings against those we intend to test to see if theirs will be impacted by the outcome of the case. The FCA expects to publish a list of all the relevant insurers and policies that may have impacted wordings in early July.

The consultation on draft guidance also sets out the FCA's expectations of all firms handling BI claims and any related complaints between now and the court decision.

Christopher Woolard, Interim Chief Executive at the FCA said:

'The court action we are taking is aimed at providing clarity and certainty for everyone involved in these BI disputes, policyholder and insurer alike. We feel it is also the quickest route to this clarity and by covering multiple policies and insurers, it will also be of most use across the market. The identification of a representative sample of policies and the agreement of insurers who underwrite them to participate in these proceedings is a major step forward in progressing the matter to court.'

The outcome we are seeking

We want to achieve clarity for all concerned in an unprecedented situation. To do this, we are taking a representative sample of cases to court. The FCA will put forward policyholders' arguments to their best advantage in the public interest. The FCA has retained the services of Colin Edelman QC, Leigh-Ann Mulcahy QC, Richard Coleman QC and Herbert Smith Freehills to assist it in the case.

As stated in our Dear CEO letter of 15 April, our view remains that most SME insurance policies are focused on property damage (and only have basic cover for BI as a consequence of property damage) so, at least in the majority of cases, insurers are not obliged to pay out in relation to the coronavirus pandemic. This case is focused on the remainder of policies that could be argued to include cover.

Policyholders should not assume that simple inclusion of their policy wording in this case will mean their policies are responsive. We are seeking a judgment that will help policyholders and insurers have a much clearer view of which business interruption policies respond to the pandemic, and those that don't. Therefore, the court may well decide a number of these policies respond to the pandemic and others do not.

How we have chosen the representative sample of policy wordings

On 1 May 2020, our **statement** set out our intention to seek a court declaration to resolve the contractual uncertainty around the validity of many BI claims.

Also, on 1 May 2020, we asked 56 relevant insurance companies to provide us with information on their BI policies with more than 500 policyholders, and how they intended to handle claims on these policies by 15 May 2020. A number of the relevant insurers decided to accept claims from policyholders with certain policies which included particular wordings which had previously been in dispute.

On 15 May 2020, we also invited holders of BI insurance policies who remained in dispute with their insurers over the terms of their policies to send us their arguments, related policies and relevant facts by 20 May 2020. We received over 1,200 submissions from policyholders and brokers.

Over the last 3 weeks we, supported by external counsel, have thoroughly considered the information we received to enable us to decide which selection of policy wordings would be representative of the key issues in dispute between policyholders and insurers. This process led to us deciding which insurers we should invite to participate in the High Court test case.

The representative sample of policy wordings

From all the policies we reviewed, we have selected a representative sample of 17 policy wordings to give as much clarity as possible to both insurers and policyholders alike. Rather than select firms by market share, we have identified policies which are representative of the key arguable issues and invited insurers to participate on the basis of securing the maximum relevant coverage for relevant policies whilst minimising the number of parties engaged before the court in order to make the process as swift as possible for the court.

The insurers who use the representative sample of policy wordings

The following 16 insurers use at least one of the policy wordings in our representative sample which will be examined in the test case:

- Allianz Insurance plc (part of Allianz SE)
- American International Group UK Limited (part of American International Group, Inc.)
- Arch Insurance (UK) Limited (part of Arch Capital Group Limited)
- Argenta Syndicate Management Limited (part of Hannover Re)
- Aspen Insurance UK Limited (part of Aspen Insurance Holdings Limited)
- Aviva Insurance Limited (part of Aviva plc)
- Axa Insurance UK plc (part of AXA SA)
- Chubb European Group SE (part of Chubb Limited)
- Ecclesiastical Insurance Office plc
- Hiscox Insurance Company Limited (part of Hiscox Limited)
- Liberty Mutual Insurance Europe SE (part of Liberty Mutual Group)
- MS Amlin Underwriting Limited (part of MS&AD Insurance Group Holdings, Inc.)
- Protector Insurance UK (part of Protector Forsikring ASA)
- QBE UK Ltd (part of QBE Insurance Group Limited)
- Royal & Sun Alliance Insurance plc (part of RSA Insurance Group plc)
- Zurich Insurance plc (part of Zurich Insurance Group Limited)

The wordings that they use are set out in [this list](#).

Following the process described above, we have asked the following insurers, who underwrite policies in the representative sample, to assist us by participating in the High Court test case:

- Arch Insurance (UK) Limited
- Argenta Syndicate Management Limited
- Ecclesiastical Insurance Office plc
- Hiscox Insurance Company Limited
- MS Amlin Underwriting Limited
- QBE UK Ltd
- Royal & Sun Alliance Insurance plc
- Zurich Insurance plc

These insurers have entered into a framework agreement with us governing the process and timetable for the test case.

How this will affect insurers who are not participating directly in the test case

Given the representative nature of the policies and wordings we have selected, we expect the test case to provide guidance for the interpretation of many other BI policies that are not in the representative sample.

This means that other insurers will also be affected by the test case and its conclusions. In early July, we expect to publish a comprehensive list of other insurers and many other BI policies in the market that we expect the test case to affect, based on firm submissions.

Other documents we have published today

In addition to the FCA's proposed representative sample of terms, we have also published proposed assumed facts (for example, the types of business and how they responded to the pandemic), a proposed issues matrix and proposed questions for determination by the court. We invite comments from other insurers, policyholders and other stakeholders on these documents by 3pm on Friday 5 June.

We have also issued today a consultation on draft guidance to set out our expectations of all firms handling BI claims and any related complaints during this period, including an expectation that they identify those policies where their decision to deny claims may be affected by the test case.

For all interested parties our legal team at Herbert Smith Freehills will be available on 3 and 4 June to speak directly with as many policyholders and intermediaries as possible. Further information is on our business interruption webpage.

Next steps

We give the principal next steps and timelines for how we envisage the test case to proceed below. There remain a number of uncertainties to the timeline including the consent of the court:

- 9 June - FCA files claim form and particulars
- c.11 June - Case management conference, at which the court will be invited to fix the timetable for the case
- 23 June - Insurers file Defences
- c.26 June - Further case management conference
- 3 July - FCA files Reply
- First half July - Skeleton arguments and replies served
- Second half July - 5 to 10 day court hearing

1.0

Report to:	EXECUTIVE CABINET
Date:	24 June 2020
Executive Member / Reporting Officer:	Oliver Ryan – Executive Member (Finance and Economic Growth) Ilys Cookson- Assistant Director Exchequer Services
Subject:	APPOINTEE AND DEPUTY SERVICE CONSULTATION OUTCOME
Report Summary:	This report details the outcome of consultation undertaken in relation to the changes to the charging model and increase in appointee costs, investments of capital and revised Client Finance Policy.
Recommendations:	It is recommended that: <ul style="list-style-type: none">i. The weekly administration charge is £10 per week for all appointees with more than £1k capital with effect from 01 September 2020.ii. The weekly charge will be subject to annual corporate uplift in fees and charges in April each year.iii. Invest deputies capital in excess of £50k in the NS&I direct saver account.iii. Implement the revised Client Finance Policy with effect from 01 September 2020.
Corporate Plan:	The non-statutory Appointee and Deputyship scheme assists people to live independently while the Council manage their income, household bill payments, other expenditure and savings.
Policy Implications:	Provision of an Appointee and Deputyship Service is not a statutory function. Local Authorities have a duty of care, therefore any provision of an Appointee and Deputy Service must ensure that care is provided.
Financial Implications: (Authorised by the statutory Section 151 Officer & Chief Finance Officer)	<p>The review of fees is part of the annual budget setting cycle. The increased charges have been factored into the budget so there should be no significant financial impact due to the recommendations in this report.</p> <p>An annual review of the costs of the delivering this service, should be carried out at budget setting time to consider the impact on the councils budget of increasing the charges in line with fees and charges increases.</p> <p>Increasing the fee means that Tameside still remain the lowest charges in Greater Manchester alongside Bury, Oldham and Stockport.</p>
Legal Implications: (Authorised by the Borough Solicitor)	<p>This report follows the earlier report of 2020 in relation to the Appointee and Deputyship Service, which contained the detailed legal implications with reference to the service.</p> <p>As set out this report provides details of the outcome of the consultation in relation to the changes to the charging model and increase in appointee costs, investments of capital and revised Client Finance Policy. Members are required to pay due regard to</p>

the outcome of both the consultation and the Equality Impact Assessment in order to evaluate the impact or likely impact of their decision on the relevant equality needs and must take reasonable steps to understand those impacts. Additionally, there is a duty to deliver a balanced budget and therefore need to review benefits and costs of all discretionary arrangements.

Risk Management: The risks are detailed in Section 4 of this report.

Background Information: The background papers relating to this report can be inspected by contacting



Telephone: 0161 342 4056



e-mail: ilyc.cookson@tameside.gov.uk

1. INTRODUCTION

- 1.1 Exchequer Services administer an Appointee and Deputyship Service as part of the Adults Social Care Finance function. The Appointee and Deputy Service provides financial support by way of managing an individual's personal finances where a Social Care Assessment has determined that the individual cannot manage their personal finances themselves due to lack of mental capacity or physical disability, and there is no family member to undertake this role on their behalf.
- 1.2 The Service within the Adult Social Care Finance Service has undergone review and the outcome of the review was considered by the Executive Cabinet on 22 January 2020. The review addressed the issues of increasing caseload, policy revision and increasing operating costs in addition to market testing for alternative provision. To address these increasing issues consultation was proposed to take place in relation to a proposed change to the charging model and increase in appointee costs, investments of capital and revised Client Finance Policy.
- 1.3 An appointee is the term given to a person or authority who is appointed by the Secretary of State for the Department for Work and Pensions (DWP) to act on behalf of a benefit claimant who is unable to manage their financial affairs. This is usually because of mental incapacity or severe physical disability. This income from benefits or state retirement pensions is used to pay care fees, all household bills, such as utility, insurance, phone etc. and to issue personal allowances to service users to spend how they wish (i.e. not as part of care fees), in addition to managing any savings that may accrue.
- 1.4 Deputy is the term given to a person appointed by the Court of Protection where there is an ongoing need for decisions to be made on behalf of a person who lacks capacity to make such decisions on their own. Whereas appointees manage benefit income on behalf of a service user, deputyships cover all financial assets and savings that a service user may have. Deputies can only make decisions that are ordered by the Court and the role involves bill payments, managing bank accounts, retirement and occupational pensions and other financial assets on behalf of the service user.
- 1.5 There are currently 267 appointee cases and 28 deputy cases and the caseload continues to rise steadily. Consultation has now taken place and this report details the consultation results, the equality impact assessment (EIA) and contains proposals for change. The delivery of the service remains unchanged.

2 CONSULTATION OUTCOME

- 2.1 The consultation was available to all members of the public, service users and stakeholders on the Big Conversation website between 23 January 2020 and 16 April 2020. Invitations to the consultation and support to potential participants were also extended to all Homecare and Day care providers, the Neighbourhood Teams, Mencap and People First.
- 2.2 Overall a total of 7 respondents took part, none of which are current service users. A number of specific questions were raised in relation to the proposed changes to the charging model, how service user's savings should be invested and the revised policy document. A further question was asked for overall comments on the Appointee and Deputyship Service.
- 2.3 By way of recap the consultation detailed two options for administration charges for appointees. Deputyship administration charges are set by the Office of the Public Guardian. The two options were:

Option A: Charge all appointees £10.00 per week

Option B: Charge appointees residing in residential care £7.50 per week and charge appointees living in the community £10.00 per week.

HM Treasury NS&I savings accounts were proposed for deputies with capital in excess of £50k as being a safe investment. Appointee's capital is not managed by the Council as the Client Finance Service role for appointees is to manage income from benefits and bill payments only. The proposed Client Finance Policy was also consulted upon and which is detailed at **Appendix 1**.

2.4 The following specific questions were raised and respondents were asked to respond in free text format. A summary of responses is detailed in the table below.

Table 1: Summary of responses

Question	Comments			
	Generally positive	Generally negative	No opinion	Other
Q2 Please state how the introduction of Option A would impact you/your relative or friend/or someone who uses the Appointee Service	2	0	0	0
Q3 Please state below how the introduction of Option B would impact you/your relative or friend/or someone who uses the Appointee Service	1	1	0	0
Q4 Please tell us how the proposal to invest the capital of those Deputyship service users with in excess of £50,000 into a NS&I account may impact you/your relative or friend/or someone who uses the Deputyship Service	3	0	0	0
Q5 A draft of the Client Finance Policy can be found here. Please give us your thoughts and opinions on the Policy.	1	0	0	1
Q6 Do you have any other comments you wish to make in relation to the Appointee/Deputyship Service?	1	0	0	1

- 2.5 **Appendix 2** details the full consultation responses to all questions including equalities questions which were answered by 2 or the 7 respondents. Overall respondents gave generally positive responses.
- 2.6 Option A – to charge all recipients of the Appointee Service a £10.00 a week administration charge is more favourable to one respondent as it could be unfair to have two different charging rates, and the investment of service user’s savings in excess of £50k to be held in a secure NS&I bank account was supported. Comments on the Client Finance Policy were that the policy was fair and reasonable and other comments were regarding guidance for supporting service users when requesting additional monies and funeral costs in the event of a death. Additional comments on the service provided were that guidance was required for social workers on the referral process.
- 2.7 None of the responses arising from the consultation gave rise for concern with regard to the charging model, investment plans or revised Client Finance Policy.
- 2.8 The outcomes in terms of the consultation are as follows:
- Increase weekly administration charge to £10 per week for all appointees with more than £1k capital.
 - Invest deputies capital in excess of £50k in the NS&I direct saver account.
 - Implement the revised Client Finance Policy reflecting the changes.
- 2.9 The increase in administration charge from £6.92 to £10.00 a week is comparable with the weekly charge in other Greater Manchester local authorities at £10.35 per week. The increase would be effective from 01 September 2020 and thereafter be subject to the corporate annual uplift in fees and charges in April each year. This would affect all 267 appointees as deputyship weekly administration fees are set by the Office of the Public Guardian. One deputy case currently has in excess of £50k capital that would be affected by the beneficial investment of monies in the NS&I account.

3 EQUALITY IMPACT ASSESSMENT

- 3.1 A full equality impact assessment has been carried out and which is detailed at Appendix Three. The Equality Act 2010 makes certain types of discrimination unlawful on the grounds of:

Age	Gender	Race	Gender reassignment
Disability	Maternity	Sexual orientation	Religion or belief

- 3.2 Section 149 of the Equality Act 2010 places the Council and all public bodies under a duty to promote equality. All public bodies, are required to have regard to the need to
- Eliminate unlawful discrimination.
 - Promote equal opportunities between members of different equality groups.
 - Foster good relations between members of different equality groups including by tackling prejudice and promoting understanding.
 - Eliminate harassment on the grounds of membership of an equality group.
 - Remove or minimise disadvantages suffered by members of a particular equality group.
 - Take steps to meet needs of people who are members of a particular equality group.
 - Encourage people who are members of an equality group to participate in public life, or in any other area where participation is low.
 - This specifically includes having regard to the need to take account of disabled people’s disabilities.

- 3.3 The Act therefore imposes a duty on the Council which is separate from the general duty not to discriminate. When a local authority carries out any of its functions, the local authority must have due regard to the matters within the section of the Act outlined above. The Courts have made it clear that the local authority is expected to rigorously exercise that duty.
- 3.4 The equality impact assessment has identified that there is no anticipated direct or indirect impact to users of the Appointee/Deputyship Scheme on the basis of age, sex, ethnicity, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity, marriage and civil partnerships, carers, military veterans or anyone breast feeding.
- 3.5 The proposed changes will directly impact people with a disability because the provision of an Appointee and Deputyship Service is for adults who cannot manage their own finances due to a disability and/or lack of capacity and therefore require the Council to be responsible for benefits, income or assets. The proposed changes will directly impact people with a disability. The proposal will directly impact on those with a disability as changes to the charges for the service will affect all appointees and the proposal to amend the investment policy will affect only those deputies with more than £50k in capital. The changes to the scheme will impact those classed as on low or no income, as the investment policy change will impact all service users of the scheme, however those with less than £1k in capital will continue to not be charged for the service, until such time that they have accrued more than £1k in capital.
- 3.6 Mitigating factors have been identified in the equality impact assessment as being comparisons to charges across Greater Manchester local authorities are low and no charges are applied to a service user's account where the capital held for a service user is less than £1k. The evidence sources to support the equality impact assessment are the number of appointee and deputy cases currently managed by the service and the results of the 12 week consultation as detailed in **Appendix 2**.

4 RISKS

- 4.1 Although a considerable amount of work has been undertaken by way of review to address the management of the caseload and its associated risks, it is clear that the financial safety of vulnerable service users in the Borough must be considered at all times.
- 4.2 In order to continue to deliver a safe and effective service risk management must be considered both in the short and long term. An increasing ageing population and service users with mental health needs is unlikely to yield a reduction in cases being referred to the appointee and deputy service, therefore staffing is expected to continually increase as caseloads rise. As staffing costs increase, so too does the cost of service. This upward spiral of caseload, resources, costs and risk is likely to continue to rise indefinitely against which the increase in charges to be reviewed annually is a mitigating factor.
- 4.3 Careful consideration must be given not only to cost of service but to the extreme vulnerability of the service user and any unintended consequences arising from any changes to service provision, therefore the policy will be kept under continual review to ensure that should any unintended consequences arise that these are addressed immediately.
- 4.4 The 12 week consultation carried out between 23 January 2020 and 16 April 2020 and the full equality impact assessment has been carried out to ensure that all risks are identified, mitigated against where possible, and taken into consideration prior to setting the administration charges, revision to policy, changes to service delivery and investments of service users capital.

5 CONCLUSION

- 5.1 The Appointee and Deputy Service has undergone extensive review amid increase in caseload, costs of service and administration duties in terms of deceased estates. Arising from this a number of issues were consulted on via the Big Conversation and invitation to participate was extended to all Homecare and Day care providers, the Neighbourhood Teams, Mencap and People First by Adults Social Care colleagues. The consultation was live on the Big Conversation website between 23 January 2020 and 16 April 2020 and the following matters were consulted on:
- Costs of service
 - Investment of deputy capital monies
 - Review of current policy
- 5.2 Overall 7 people responded to the consultation none of whom were users of the Appointee and Deputy Service. The consultation findings were generally positive on the overall approach with regard to increasing costs, investment of capital and policy revision, and one set charge per week for all appointees is preferred than having a two tier charging model depending on whether the appointee lived in the a residential setting or in the community.
- 5.3 A full equality impact assessment has been undertaken and no direct or indirect impact was identified on the following characteristic groups: age, sex, ethnicity, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity, marriage and civil partnerships, carers, military veterans or anyone breast feeding.
- 5.4 The proposed changes will directly impact people with a disability because the provision of an Appointee and Deputyship service is for adults who cannot manage their own finances due to a disability and/or lack of capacity. The proposal to increase charges will directly impact on appointees and the proposal to amend the investment policy will affect only those deputies with more than £50k in capital. The changes to the scheme will impact those classed as on low or no income, however those with less than £1k in capital will continue to not be charged for the service, until such time that they have accrued more than £1k in capital.
- 5.5 Mitigating factors have been identified in the equality impact assessment as being comparison to charges across Greater Manchester local authorities has been, and will continue to be low, and no charges are applied to a service user's account where the capital held for a service user is less than £1k.
- 5.6 The risks to increasing costs of service and to investments (although this is a beneficial change), and revision to the policy to reflect these, are considerable had consultation and equality impact assessment not been carried out. Both the consultation and the full equality impact assessment have assessed the impact on this vulnerable group of service users and which will be subject to continual review to ensure their continued financial safety.

6 RECOMMENDATIONS

- 6.1 As set out at the front of the report.

Client Finance Policy

Tameside Council Exchequer Services administer an Appointee and Deputyship Service. The function of the Appointee and Deputy Service is to provide financial support by way of managing an individual's personal finances where a social care assessment has determined that the individual cannot manage their own personal finances. This is usually due to lack of mental capacity or physical disability, and where there is no family member to undertake the role on their behalf.

The Council are not able to consider any case which is deemed to be complex, for example where there is ownership of a property in whole or part, where there is family dispute, dispute over an estate or there is significant capital held which is deemed to be in excess of £23,250.00. Such cases must be referred to a solicitor of choice as the Appointee and Deputyship service does not have the expertise to provide a service in such cases.

The policy refers to both Appointeeships and Deputyships unless otherwise stated.

Eligibility Criteria

Applications will be considered where the individual:

- Is in receipt of care and support after a care assessment has undertaken by Tameside Council
- Lacks the mental capacity to manage their financial affairs
- Does not have more than £23,250 in capital
- Does not own or part own any property or land
- Does not have an Appointee, Deputy or Lasting Power of Attorney in place at the time of application
- Does not have family or friends with capacity to act on their behalf or associates or access to organisations to support them with their finances
- Must agree that they want the Council to manage their financial affairs on their behalf

The individual must provide evidence of all financial affairs, including bank account numbers, copies of all bills, debts outstanding and ownership of any assets, bonds or trusts. Evidence must be provided of all other sources of support that have been explored and why none are considered appropriate for the individual.

Where an application is rejected the applicant will be notified in writing.

Referrals

For all cases the appropriate referral forms must be completed with a Social Worker. In the case Deputyship referrals the COP3 Mental Capacity Assessment must be completed by a qualified Social Worker, Community Psychiatric Nurse (CPN) or Mental Health Practitioner.

Costs

All Appointeeship cases with capital over £1000.00 will be charged in accordance with the annual uprating of Council Fees and Charges or as notified in writing during the year.

Deputyship cases will be charged in accordance with the Court of Protection's Fixed Costs structure.

Fee exemptions under hardship may be applied upon evidence and demonstration of hardship and will be awarded on an individual case by case basis for a specific period of time.

Personal Allowance

Each individual will be permitted a weekly personal allowance for expenditure and cash cards will be provided for this purpose where applicable. The card is used to access personal allowance monies, one off additional payments and make any required purchases. The amount and frequency of the personal allowance will be determined by the Appointee/Deputy's Social Worker or CPN and any additional payments will also be authorised by the Social Worker/CPN. Social or Support Workers provide quotes for purchase in excess of £100.

Capital

Where any Appointeeship case has capital in excess of £16,000 a Deputyship will be considered. Where any Deputyship case has or accrues capital in excess of £50k which is the protected amount by Barclays Bank, monies will be invested in a better interest account or as directed by the Councils Section 151 Officer.

Safeguarding

Any concerns identified in relation to financial abuse or any other kind of abuse upon the vulnerable adult will be immediately referred to the Councils Safeguarding Adults Team.

Relinquishments

Requests for a relinquishment for an appointee case should be made in writing by a Social Worker or CPN. Exchequer Services will write to the Department for Works and Pensions to confirm the relinquishment.

Deaths

Appointeeships and Deputyships cease from the date of death. Executors of the deceased must liaise direct with the Councils Bank or NS&I depending on amount of capital held. Client Finance cannot enter into any communication with Executors other than to confirm there are sufficient funds available to arrange a funeral.

Client Finance cannot make payment of any kind from the estate other than to pay for death certificates or the funeral. Monies remaining in the estate are finalised by liaison with Executors or where a person dies intestate, the Duchy.

Policy Revisions	Date of Revision	Responsible	Status
Version 1	2013	M.Bowler Service Unit Manager	Implemented - Effective from 01 April 2013
Version 2	Nov 2019	A. Chadderton Operations Manager	Draft for consultation
Version 2	June 2020	A. Chadderton Operations Manager	Final for implementation Effective 01 September 2020

APPENDIX 2

CONSULTATION RESPONSE ANALYSIS

Appointee and Deputyship Consultation Outcome

The consultation was open to all members of the public via the Big Conversation web-site.

Take up invites were issued to Homecare and Day care providers, the Neighbourhood Teams, Mencap and People First.

Overall 7 respondents took part, none of which are current service users.

The responses to the consultation are detailed in the table below:

Question 1 - Please indicate which of the following best describes your main interest in this issue		
Interest	Number	Percentage
I currently have an Appointee who takes responsibility for my benefit claims/income agreed with Tameside Council	0	0
I currently have a Deputy who takes responsibility for my financial affairs as agreed with Tameside Council	0	0
I am a relative or friend of someone who currently has an agreed Appointee with Tameside Council	0	0
I am a relative or friend of someone who currently has an agreed Deputy with Tameside Council	0	0
I don't currently have an Appointee or Deputy but may do so in the future	0	0
I am a member of the public	0	0
I represent a community or voluntary group	0	0
I represent a partner organisation	0	0
I represent a business/private organisation	0	0
I am a Tameside Council or Tameside & Glossop CCG employee	7	100
Other	0	0
Total	7	100%

Question 2 – Please state below how the introduction of Option A would impact you/your relative or friend/or someone who uses the Appointee Service	
	Comments
1	An increase in charge would be fair when compared to the alternative services within the community. The alternative options within the borough are limited and much more costly. The aim of the authority is to support people living as independent a life as possible in their own accommodation within the community, a single cost point across would limit the impact on this when transitions are completed.
2	Option A.

Question 3 – Please state below how the introduction of Option B would impact you/your relative or friend/or someone who uses the Appointee Service	
	Comments
1	As above, but for the long term stability of the service I feel although there is a slight increased cost to some in option A the sustainability of the service is higher.
2	I think this would be difficult and possible seen as not fair and equitable. As some community support may require increased resources but this would not be the same for all users of the service.

Question 4 – Please tell us how the proposal to invest the capital of those Deputyship service users with in excess of £50,000 into a NS&I account may impact you/your relative or friend/or someone who uses the Deputyship Service	
	Comments
1	This would be beneficial and a non-risk investment of an individual's monies.
2	No impact from the commissioning side, however all risk should be regularly audited annually.
3	I think this would be beneficial and is supporting people to have sound advice and information as guided.

Question 5 – A draft of the Client Finance Policy can be found here. Please give us your thoughts and opinions on the Policy in the box below.	
	Comments
1	Fair and reasonable
2	Guidance needed on whether 3 quotes are required when requesting additional monies and funeral costs in the event of a death.

Question 6 – Do you have any other comments you wish to make in relation to the Appointee/Deputyship Service?	
	Comments
1	No.
2	Guidance is needed as stated in relation to how Social Workers are to support client finance and how to collate the required evidence for a referral as this is not always available.

Consultation Analysis Q2 to Q6

Question	Comments			
	Generally positive	Generally negative	No opinion	Other
2	2	0	0	0
3	1	1	0	0
4	3	0	0	0
5	1	0	0	1
6	1	0	0	1

Participant Demographic Information

Question 7 – Are you Female or Male?	
Female	1
Male	1
Prefer not to say	0
Prefer to self-describe	0

Question 8 – Is your gender identity the same as the sex you were assigned at birth?	
Yes	2
No	0
Prefer not to say	0

Question 9 – What is your age?	
30 to 40 years old	2
41 to 50 years old	0
51 to 60 years old	0

Question 10 – What is your postcode?	
OL6	1
L15	1

Question 11 – What is your ethnic group?	
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White: English/Welsh/Scottish/Northern Irish/British	2
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Question 12 – What is your religion or belief?	
No religion	1
Spiritualist	1

Question 13 – What is your sexual orientation?	
Heterosexual/Straight	2

Question 14 – Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months? Include problems related to old age.	
Yes, limited a lot	0
Yes, limited a little	0
No	2

Question 15 – Do you look after, or give any help or support to family members, friends, neighbours or others because of either long term physical or mental ill-health/disability or problems related to old age?	
No	1
Yes, 1-19 hours a week	1
Yes, 20-49 hours a week	0
Yes, 50 or more a week	0

Question 16 – Are you a member or ex-member of the armed forces?	
Yes	0
No	2

Question 17 – What is your marital status?	
Single	0
Married	0
Civil Partnership	1
Divorced	1
Widowed	0

EQUALITY IMPACT ASSESSMENT



**Tameside & Glossop Strategic Commission
Equality Impact Assessment (EIA) Form**

Subject / Title	Appointee and Deputyship
------------------------	--------------------------

Team	Department	Directorate
Adult Social Care Finance	Exchequer	Governance & Pensions

Start Date	Completion Date
27 January 2020	13 May 2020

Project Lead Officer	Tracey Watkin, Service Unit Manager, Exchequer Services
Contract / Commissioning Manager	n/a
Assistant Director/ Director	Ilys Cookson, Assistant Director, Exchequer Services

EIA Group (lead contact first)	Job title	Service
Tracey Watkin	Service Unit Manager	Exchequer
Amanda Chadderton	Operations Manager	Exchequer

PART 1 – INITIAL SCREENING

An Equality Impact Assessment (EIA) is required for all formal decisions that involve changes to service delivery and/or provision. Note: all other changes – whether a formal decision or not – require consideration for an EIA.

The Initial screening is a quick and easy process which aims to identify:

- *those projects, proposals and service or contract changes which require a full EIA by looking at the potential impact on, or relevance to, any of the equality groups*
- *prioritise if and when a full EIA should be completed*
- *explain and record the reasons why it is deemed a full EIA is not required*

A full EIA should always be undertaken if the project, proposal and service / contract change is likely to have an impact upon, or relevance to, people with a protected characteristic. This should

be undertaken irrespective of whether the impact or relevancy is major or minor, or on a large or small group of people. If the initial screening concludes a full EIA is not required, please fully explain the reasons for this at 1e and ensure this form is signed off by the relevant Contract / Commissioning Manager and the Assistant Director / Director.

<p>1a.</p>	<p>What is the project, proposal or service / contract change?</p>	<p>The proposal is to increase the fees charged to appointees and to introduce a new investment policy for deputies with capital over £50,000.</p> <p>1. Charging:</p> <p>Two proposed options for charging have been considered through a consultation. Both options would lead to an increased charge for the appointee service. They were as follows:</p> <ul style="list-style-type: none"> • Maintain the current charging model and charge all appointees the same rate and increase to £10.00 per week, or • Introduce a two-tier model for charging dependent on residential status, a lower rate of £7.50pw for those in a residential care home and a weekly rate of £10.00 for those living in the community <p>2. Amendment to investment policy:</p> <p>The proposal to amend the investment policy for those Deputies with more than £50k in capital is an update to the existing process to ensure that the Council is maximising the returns of service users' capital where possible.</p> <p>3. Amend Client Finance Policy</p> <p>Finally it is proposed that the Client Finance Policy is updated to reflect the above changes.</p>
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1b.	<p>What are the main aims of the project, proposal or service / contract change?</p>	<p>The main aims of these proposals are to align charges for the appointee service to minimise the cost of service to the Council. The need for this has come about as a result of a review of the service which found that many practices had evolved since the last update of the Appointee/Deputyship policy, causing the service to be operating less efficiently than is possible.</p> <p>Similarly, the aim of the proposal to amend the investment policy for those service users with £50k in capital or more is to ensure that we are fulfilling our duty in terms of maximising return on this capital.</p> <p>Our duty as deputies is set out by the Office of the Public Guardian in relation to investments. The Council is to 'maximise the return on clients' savings, investments and any other assets' in the case of deputyships. As the policy for this service requires an update and because the general caseload of service users, including the amount of capital they hold, has increased, this proposal is to ensure that the Council continues to fulfil its duties through best practice.</p> <p>Finally, the Client Finance Policy (CFP), which details how the Council will carry out its duties in respect of the Appointee and Deputyship Service, requires updating to reflect these changes to ensure that they are enshrined in practice going forward.</p>
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<p>1c. Will the project, proposal or service / contract change have either a direct or indirect impact on, or relevance to, any groups of people with protected equality characteristics?</p> <p>Where there is a direct or indirect impact on, or relevance to, a group of people with protected equality characteristics as a result of the project, proposal or service / contract change please explain why and how that group of people will be affected.</p>				
Protected Characteristic	Direct Impact/Relevance	Indirect Impact/Relevance	Little / No Impact/Relevance	Explanation
Age			X	There is no evidence to suggest that service users will be disproportionately impacted as a result of their age. The appointee and deputyship schemes are for adults of any age range.
Disability	X			The proposed changes will directly impact people with a

				<p>disability.</p> <p>The Appointee and Deputyship service is for adults who cannot manage their own finances due to a disability and therefore require the Council to be responsible for benefits, income or assets.</p> <p>The proposal to change the charges for the service will affect all service users and the proposal to amend the investment policy will affect only those deputies with more than £50k in capital.</p>
Ethnicity			X	<p>There is no anticipated direct or indirect impact to users of the Appointee/Deputyship Scheme on the basis of their ethnicity. The scheme is used by people of all ethnic backgrounds.</p>
Sex			X	<p>There is no anticipated direct or indirect impact to users of the Appointee/Deputyship Scheme on the basis of their sex. The scheme is used equally by male and female and is their sex has no bearing on their use of the service.</p>
Religion or Belief			X	<p>There is no anticipated direct or indirect impact to users of the Appointee/Deputyship Scheme on the basis of religion or belief.</p>

				The scheme is used by people of all religions/beliefs.
Sexual Orientation			X	There is no anticipated direct or indirect impact to users of the Appointee/Deputyship Scheme on the basis of sexual orientation. The scheme is used by people of all sexual orientations.
Gender Reassignment			X	There is no anticipated direct or indirect impact to users of the Appointee/Deputyship Scheme on the basis of gender reassignment. The scheme may be used by anybody regardless of gender reassignment.
Pregnancy & Maternity			X	There is no anticipated direct or indirect impact to users of the Appointee/Deputyship Scheme on the basis of pregnancy or maternity. The scheme may be used by anybody regardless of pregnancy or maternity.
Marriage & Civil Partnership			X	There is no anticipated direct or indirect impact to users of the Appointee/Deputyship Scheme on the basis of marriage or civil partnership status. The scheme may be used by anybody regardless of their

				marital status.
Other protected groups determined locally by Tameside and Glossop Strategic Commission?				
Group (please state)	Direct Impact/Relevance	Indirect Impact/Relevance	Little / No Impact/Relevance	Explanation
Mental Health	X			<p>The proposed changes will directly impact people with a disability.</p> <p>The Appointee and Deputyship service is for adults who cannot manage their own finances due to a disability and therefore require the Council to be responsible for benefits, income or assets.</p> <p>The proposal to change the charges for the service will affect all service users and the proposal to amend the investment policy will affect only those deputies with more than £50k in capital.</p>
Carers			X	<p>There is no anticipated impact on any carers.</p> <p>This is because the proposed changes to the service affect all users of the Appointee & Deputyship service, who will use this service in lieu of having family/carers who could take on this responsibility of managing any capital, whereas any carers will have responsibility for separate matters such as health care and support of service users.</p>

Military Veterans			X	There is no anticipated direct or indirect impact to users of the Appointee/Deputyship Scheme on the basis of their status as ex Armed Forces. The scheme may be used by anybody regardless of their status as ex-armed forces. There is no evidence to suggest that there are any users of the service who have served in the Armed Forces.
Breast Feeding			X	There is no anticipated direct or indirect impact to users of the Appointee/Deputyship Scheme on the basis of whether they are breastfeeding. There is no evidence to suggest that there are any service users who are breastfeeding.

Are there any other groups who you feel may be impacted by the project, proposal or service/contract change or which it may have relevance to?

(e.g. vulnerable residents, isolated residents, those who are homeless)

Group (please state)	Direct Impact/Relevance	Indirect Impact/Relevance	Little / No Impact/Relevance	Explanation
Low or no income groups	X			The changes to the scheme will impact those classed as on low or no income. The investment policy change will impact all service users of the scheme, however those with less than £1k in capital will continue to not be charged for the service until such time that they have accrued more than

				£1k in capital.
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“Low or no income groups” should be included as a key consideration when assessing the impact of your project, proposal, policy or service/contract change.

Wherever a direct or indirect impact or relevance has been identified you should consider undertaking a full EIA or be able to adequately explain your reasoning for not doing so. Where little / no impact or relevance is anticipated, this can be explored in more detail when undertaking a full EIA.

1d.	Does the project, proposal or service / contract change require a full EIA?	Yes	No
1e.	What are your reasons for the decision made at 1d?	Yes	<p>It has been identified that the changes proposed will make a direct impact on people with a disability, and/ or lack of capacity those on low or no income.</p> <p>As direct impact has been identified in terms of disability, a full EIA is required.</p>

If a full EIA is required please progress to Part 2.

PART 2 – FULL EQUALITY IMPACT ASSESSMENT

2a. Summary
<p><u>Background to the proposals:</u></p> <p>Exchequer Services administer an Appointee and Deputyship Service as part of the Adults Social Care Finance function. The Appointee and Deputy Service provides financial support by way of managing an individual’s personal finances where a Social Care Assessment has determined that the individual cannot manage their personal finances themselves due to lack of mental capacity or physical disability, and there is no family member to undertake this role on their behalf.</p> <p>There is no statutory duty to provide the service, however the Council recognised the importance of supporting vulnerable people to effectively manage their finances and to safeguard them from potential (or actual) financial abuse.</p> <p>The monthly administration charge is not discretionary for deputyships and the rate of monthly fee is set by the Office of the Public Guardian (OPG) in respect of cases where the Council acts as deputy. On the whole, local authorities administer the appointee and deputyship functions although a number of private organisations and solicitors do provide financial management services and act as appointee or deputy for vulnerable service users. The charge has increased by up to 2% each year from April 2014 and the current charge for the appointee service is £92.27 per quarter.</p> <p>A review of the service commenced in late 2018 against a background of rising caseload and costs and review of the appointee policy. As at 01 May 2020 there were 262 appointee cases and 25</p>

deputyship case.. It is considered good practice to review policies from time to time to ensure they remain reflective of current need.

The review identified a number of issues and changes which have impacted on the safe and effective provision of the Appointee and Deputyship Service:

Ageing population increasing demand for service: with an increasing ageing population with increased needs, there has been a steady rise in referrals for the service received from Social Workers. The service was transferred to Exchequer Services from Adult Services in 2011 and prior to this, 'complex cases' were transferred to an external solicitor to manage the affairs of clients. Cases have not been transferred since this point. A number of resource-intensive referrals are being made to the Appointee Service where the complex circumstances of the service user require the Council to spend a significant amount of time/resources and have the skill and expertise to carry out the role as Appointee. This rise in caseload must be considered against other responsibilities that the Council is charged with relating to Deputyship cases e.g. home visits to ensure property checks.

Appointee and Deputy capital increasing: With the increasing caseload, the amount of savings money held by the Council on behalf of service users has also increased over time. The OPG state that Councils should '*seek independent advice to maximise the return on the client's savings, investments and any other assets*' in the case of deputyships. The current practice is that monies are held in the Council's bank account used for regular income and expenditure and day to day activity for appointees and deputies accruing interest at the rate of 0.50%. Given the increase in caseload there is cause to review the way that capital is held.

Administration of the estates of the deceased: In addition to the above, the service has also taken on the responsibility for administering the estate of any deceased service users, previously this time intensive task undertaken by the Co-op probate service when the Council banked with Co-op Bank. Now all corporate banking activity is undertaken with Barclays, who do not provide a probate service, leaving this task to Exchequer.

Service operating at a loss: due to the additional requirements that have emerged over time the service is operating at a loss – the annual fees and charges do not cover the cost of service provision despite annual rise of up to 2% each year.

Policy review required: It is clear that the policy put into place in 2013 requires review to ensure that it continues to provide clarity on how the service is to operate.

Summary of proposals:

Following the review of the service and research into practices by other authorities, it is proposed that the following changes take place:

1. Fees/charges for the service change
2. Change the policy relating to investment of appointee and capital monies
3. Review of the current policy

Change of fees/charges

The following are the options for increase in costs for the service that have been out to consultation:

Option A: maintain the same charging model currently in place and charge all appointees the same rate and increase to £10.00 a week.

Option B: Introduce a two tier model dependent on residential status and which reflects the resource required for appointees living in the community.

Status	Current caseload	Charge	Estimated Income
Residential home	60	£7.50 per week	23.4k
Community	206	£10.00 per week	107.1k
			130.5k

The rationale to Option A is to continue to charge one rate for all appointees, which may be deemed to be fairer, however appointees living in the community tend to require considerably more resource due to the number of bill payments per household. This could also be considered to be reflective of the additional work required regarding the administration of deceased estates and is an average of weekly payments across Greater Manchester.

The rationale for Option B is to introduce a charging model dependent on residential status, and again which reflects differential in day to day resource required between those living in the community and those in residential care. The weekly amount of £7.50 would be payable for those residing in residential care reflecting level of benefit in payment and £10.00 would be proposed for appointees living in the community.

Both of the above models would increase the weekly payments.

Summary of the findings of the EIA:

The EIA has identified that first and foremost, people with a disability will be impacted by the changes. This is by virtue of the recipients of the Appointee/Deputyship scheme. Users of the scheme require the Council to manage their benefits or general finances because a disability means they do not have the capacity to do this themselves.

Furthermore, the changes will impact those on a low or no income as some users of the scheme are in receipt of benefits for the appointee scheme and some service users have less than £1k in savings.

Mitigations:

There are no measures required to mitigate the impact felt by those with either a disability or those from low or no income groups.

The impact of the increase in the fee for use of the service will impact all recipients of the service other than those with less than £1k in capital.

2b. Issues to Consider

Research into the approach adopted by other local authorities:

Research has taken place across Greater Manchester and North West Councils with regard to how appointee and deputy capital is invested. Of those that responded, only two Councils had a clear policy and invested deputies money in anything other than a current account. One of the Councils used an independent financial advisor and detailed a mixed model of investment approaches

comprising fixed year bonds, high interest savings accounts, five year plus investments and bespoke portfolio investments; however the overall capital held per person was significantly higher than in Tameside. The other Council gained independent financial advice from their Councils Section 151 Officer and invested monies in the Councils current account (which may have been the virtual account for client services purposes), National Savings and Investment (NS&I) and bespoke portfolio investments for capital over £100,000. NS&I is backed by HM Treasury and is considered a safe and low risk option.

Comparative data:

The below table outlines the practices by other GM authorities with respect to weekly appointee administration charge for service users in the community and in residential care:

Authority	Charge Frequency	COMMUNITY CLIENTS		RESIDENTIAL CLIENTS	
		Weekly charge	Annual charge	Weekly charge	Annual charge
Bolton	No charge	Nil	Nil	Nil	Nil
Manchester	No charge	Nil	Nil	Nil	Nil
Salford	No charge	Nil	Nil	Nil	Nil
Wigan	Weekly	£15.00	£780.00	£15.00	£780.00
Trafford	Over 16k Under 16K	£11.25 £7.69 (9.47 average)	£585.00 £399.88 (492.49)	£11.25 £7.69 (9.47 average)	£585.00 £399.88 (492.49)
Rochdale	Weekly	£11.07	£575.64	£6.92	£359.84
Bury	Weekly	£10.00	£520.00	£5.00	£260.00
Oldham	Weekly	£10.00	£520.00	£5.00	£260.00
Stockport	Weekly	£10.00	£520.00	£5.00	£260.00
Tameside	Weekly	£6.92	£359.84	£6.92	£359.84

From the table it is evident that Tameside is charging less than the majority. Three local authorities do not charge any administrative charges for the appointee service and operate a charging policy based on residential status which is reflective of work involved for those living in their own home setting and those residing in care. Tameside is the lowest charging authority for those who do charge for the service.

Financial Implications

The Council invests significant resource into the provision of an Appointee and Deputyship Service. This service is currently operating at a loss and placing pressure on the Council's revenue budget. As caseloads have increased, and are expected to continue to increase, the revenue pressures are likely to grow under the existing charging regime.

Whilst some charges are determined by statute, where the Council is responsible for determining the charges it must ensure that charges are reasonable but also reflect the cost of delivering services, and that these charges are fair and proportionate. This report sets out proposals to consult on changes to the charging model which are intended to reduce the cost of service provision.

Consultation and Engagement:

A consultation was held over a period of 12 weeks where members of the public were invited to have their say on the proposals. The consultation was available on the Big Conversation website, promoted via the Partnership Engagement Network to over 300 PEN 'family' members, many of whom represent a number of relevant agencies such as Adult Services.

Take up invites were issued to Homecare and Daycare providers, the Neighbourhood Teams, Mencap and People First.

A total of 7 responses were received.

Demographic of the current users of the Scheme

The cohort of current service users fall into the following categories

- Disability
- Mental Health
- Low income

2c. Impact/Relevance

Impact on disability

:

As highlighted in the sections above, the proposed changes to the Appointee/Deputyship Service will directly/indirectly impact people with a disability. Users of the Appointee/Deputyship scheme do so because they do not have mental capacity to manage their income or financial affairs, and therefore require the Council to act on their behalf.

The uplift in charges for the Appointee Service if implemented will affect all appointees with more than £1,000 in capital.

Impact on low/no income:

The uplift in charges for the Appointee Service if implemented will affect all appointees with more than £1,000 in capital.

Impact on mental health:

As highlighted in the sections above, the proposed changes to the Appointee/Deputyship Service will directly/indirectly impact people with mental health issues. Users of the Appointee/Deputyship scheme do so because they do not have mental capacity to manage their income or financial affairs, and therefore require the Council to act on their behalf.

The uplift in charges for the Appointee Service if implemented will affect all appointees with more than £1,000 in capital.

2d. Mitigations (Where you have identified an impact/relevance, what can be done to reduce or mitigate it?)

<i>Impact/Relevance 1 (Describe)</i>	No charges will be applied where capital held is below £1,000
<i>Impact/Relevance 2 (Describe)</i>	The Council acts on behalf of service users and will ensure that service users have sufficient funds to pay the charges.

2e. Evidence Sources

Current caseload numbers taken from the Councils Management system at 01 May 2020

Appointees 262
Deputyships 25

Consultation Results – These can be found at Appendix 1

2f. Monitoring progress

Issue / Action	Lead officer	Timescale
Annual financial review conducted for all service users	Amanda Chadderton	12 Monthly

Signature of Contract / Commissioning Manager	Date
Signature of Assistant Director / Director	Date
I. Cookson .	May 2020

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Report to:	EXECUTIVE CABINET
Date:	24 June 2020
Executive Member / Reporting Officer:	Cllr Allison Gwynne – Executive Member (Neighbourhoods, Community Safety and Environment) Ian Saxon – Director of Operations and Neighbourhoods
Subject:	REVIEW AND UPDATE OF SERVICE CHANGES ACROSS OPERATIONS AND NEIGHBOURHOODS
Report Summary:	To provide an update on proposed service change decisions across Operations and Neighbourhoods in response to the evolving national guidance and the relaxation of certain Covid-19 lockdown measures.
Recommendations:	<p>That Executive Cabinet agree that:</p> <ol style="list-style-type: none">1. The revised opening of non-essential businesses in Ashton and Hyde Indoor Market as set out in the report at paragraphs 2.2 and 2.3.2. Delayed re-opening of Ashton and Hyde Outdoor Market as set out in the report at paragraph 2.4.3. A phased re-opening of Library Buildings and re-introduction of Home Library Service as detailed in paragraphs 3.7, 3.11.4. No unaccompanied children under 12 years of age allowed in the Libraries.5. To continue the suspension of Library fines until 31 August 2020.6. To continue the suspension of events and closure of cultural venues until 1 October 2020 or until review of guidance permits.7. To note the continuation of virtual or digital customer interaction for Cultural and Customer Services8. To recommence parking enforcement from 1 July 2020.9. To continue the suspension of monthly parking deductions for all staff contract car park passes until 1 October 2020.10. The Licensing Counter remains permanently closed.11. The adjustments to Licensing payments and procedures are agreed detailed in paragraphs 4.3-4.1312. To continue to defer proactive inspections of House in multiple Occupation (HMO) and Inspections required under the Environmental Permitting (England & Wales) Regulations 2016 (EPR Regs) until 1 July 2020 unless there are exceptional reasons for doing so to protect life and limb.13. To recommence charging for skips and scaffolding permits remaining on the highway from the 1 July 2020.14. To recommence issuing invoices under the Environmental Permitting (England & Wales) Regulations 2016 (EPR

Regs) and the Private Water Supply (England) Regulations 2016 (amended 2018) (PWS Regs)

15. It is proposed to recommence the Buy with Confidence Membership scheme from the 1 October 2020.
16. A review of the services changes and a updated report will be brought to Members in September

Corporate Plan:

The proposals are aimed a supporting economic growth and providing a safe environment for the general public.

Policy Implications:

The proposals support the Council's response to and recovery from Covid-19 ad support policies to develop economic growth and deliver a thriving retail offer..

Financial Implications:
**(Authorised by the statutory
Section 151 Officer & Chief
Finance Officer)**

Any costs or loss of income that have been incurred as a result of COVID-19 have been reported within the revenue monitoring.

As a result of this report and the proposed changes to the services that are currently being provided, the levels of expenditure and more importantly the levels of income received will change and this will be reported in the revenue monitoring report. The financial impact of the proposals can be summarised as follows:

Markets

Invoices for the rent and service charges due from indoor market traders have been raised for 20/21 financial year, along with invoices for rent due from the Kiosks on Ashton Outdoor market. The service is working closely with traders and the income section to collect the charges due. There is no financial impact associated with the revised re-opening of non-essential businesses in Ashton and Hyde indoor markets or in the Kiosks.

Ashton and Hyde outdoor markets (excluding the Kiosks) usually generate an average of £4k income per week, which would be lost for each week the re-opening is delayed.

Cultural Services

The continued suspension of Library fines until 31 August 2020 would result in a loss of income of approximately £2.5k over a 2 month period. There are no other direct financial implications associated with the proposals for the library service.

The suspension of events has resulted in an expected saving of £120k. This has been reported in in the revenue monitoring report and will continue to be reviewed.

If the museum and art gallery remain closed until 1 October 2020, an expected loss of income of £6k would be incurred (£2k per month). This is made up of donations, educational sessions delivered to school groups, charges for activity sessions available to families and takings in the museum shop.

Whilst there have been costs incurred in the delivery of virtual or digital customer interaction across the service, this is offset by savings on the costs that would normally be incurred on face to face delivery.

Parking

Based on information available from 19/20 financial year, parking

services collected an average of £44.5k in parking fines, including both on and off street, per month. The re-instatement of parking enforcement could therefore be expected to result in similar income levels. It should be noted that payment has continued to be made for the enforcement service in accordance with government directives; however those involved have been redeployed to other priority areas.

On average, parking services generate £4.5k per month from staff car park passes. The continued suspension for a further three months would result in an additional £13.5k loss of income. However, the spaces remain available for others to use as council staff on the whole will remain at home so are not using the spaces and their alternative is to cancel the pass and not renew.

Licensing

There are currently no financial implications of the licensing counter remaining closed. The service is investigating the possibility of a new IT system to improve processing efficiency but this cost implications of this will be assessed as part of the associated decision.

The adjustments to licensing payments and procedures relating to taxis, licensed premises, Environmental Permitting (England & Wales) Regulations 2016 and Private Water Supply (England) Regulations 2016 (amended 2018), along with the charges for Buy With Confidence members, may have financial implications. Although it is proposed that a deferral in payment continues to be offered, the period of time covered will still remain the same as it would do if the payments were made at the point at which they became due. However the risk of non-payment or potentially invoices being left unpaid should insolvency arise increases.

The charges relating to overstays of skips and scaffolds on the highways usually equate to an average of £216 per month which will begin to be recovered again once the charging recommences.

The deferral of inspections outlined in recommendation 12 has no direct financial implications. The staff members that carry out these inspections do so as part of a broader role with a wide range of demands.

Legal Implications: (Authorised by the Borough Solicitor)

This report updates the proposals in relation to the delivery of various services within the Operations and Neighbourhoods Service as a continuing response to the Covid Pandemic taking into account the relevant government guidance with particular regard to social distancing requirements.

As set out in the main body of the report some of the council's legal duties for example in relation to Regulatory Services are currently reduced and therefore it is advisable that the situation continues to be kept under regular review to ensure that the Council's response remain a reasonable and proportionate response balancing the risks of the reduction in services against the risks posed by the pandemic.

Risk Management:

These are set out in the report

Background Information:

The background papers relating to this report can be inspected by contacting Emma Varnam, Assistant Director (Operations and Neighbourhoods)



Telephone: 0161 342 3337



e-mail: emma.varnam@tameside.gov.uk

1 BACKGROUND

- 1.1 Following the outbreak of the COVID-19 virus, Tameside has been working closely with partners and employees to continue to deliver vital services.
- 1.2 The Council has developed and followed a Business Continuity Plan which has identified the key services that are essential to our residents and businesses. The Council must comply with the advice and legislation enacted by the Government.
- 1.3 To comply with government advice and the requirements of social distancing, service adjustments were required and many services have been delivered differently or more creatively to especially support residents who are social distancing and self-isolating.
- 1.4 During the COVID-19 outbreak, staff roles and responsibilities have been adjusted in order to support the front-line key services. Staff will be redeployed into roles to ensure that business critical activity is delivered throughout the borough. In some cases council business activity will be ceased either following a determination that it would detrimental to public health, or that the function is not critical to service delivery during this exceptional time.
- 1.5 A Council-wide report detailing the effect of the COVID-19 virus and the steps Tameside Council is taking in response of this threat was discussed at Board on the 1st April 2020. Following that service changes across the Operations and Neighbourhoods directorate have been approved and documented in a number of Executive Decisions. A number of these measures now require to be reviewed.
- 1.6 In light of evolving national guidance and the relaxation of certain lockdown measures, this report will outline proposed service change decisions across the Operations and Neighbourhoods directorate. The timing of easing the restrictions of lockdown is being reviewed based on whether the 5 tests set out by the Government are being met locally and ensuring there is an aligned approach across the Council.

2 SERVICE CHANGES - MARKETS

Markets

- 2.1 Ashton Indoor Market has continued to operate throughout this pandemic by supporting the essential businesses that have been allowed to continue their trade.
- 2.2 As per the Government's updated guidance most non-essential businesses can reopen from 15 June 2020 with the exception of the hospitality sector. Ashton Indoor Market will therefore open for these businesses from 15 June 2020 with operating times of 9am to 4pm Monday through to Saturday. All businesses will only be granted permission to open once they have provided written confirmation that they have put in place all the necessary measures to ensure that the business is COVID-19 safe.
- 2.3 Due to the increase in the R number for the North West now being above the critical value of 1. As at 5 June 2020 this is at 1.01. The re-opening of the outdoor markets in Ashton and Hyde will be delayed. This position will be reviewed regularly in line with the critical 5 tests set out by the Government.
- 2.4 In addition to the increase in the R number outdoor markets have the potential to attract large crowds with potentially little regard to social distancing and no means for controlling access and numbers of visitors. Whereas the control measures currently in place for indoor markets, like supermarkets can be strictly managed with restricted access that is monitored and the controls over the number of customers in the building at any one time.

3 SERVICE CHANGES - CULTURAL AND CUSTOMER SERVICES

Libraries

- 3.1 The Government has indicated in their Covid 19 Recovery Strategy that libraries would be included in step three of the roadmap to recovery. This means that some form of opening could take place at the earliest from 4 July 2020. Any form of re-opening will be contingent on whether this aligns with the easing of restrictions in other Council Services.
- 3.2 Presuming that both steps one and two are implemented on the dates set out in the roadmap, work has begun to determine how the public library service can operate safely following easing of restrictions to allow step three of the plan to be implemented.
- 3.3 Safety of staff and customers is paramount when considering how the service could operate and therefore the offer will be limited to what is feasible with social distancing measures in place at all times.
- 3.4 An initial assessment has been undertaken of all 8 library venues to determine what is possible within the space available and with the required restrictions. In some cases where the venue is small it may not be feasible to offer a service initially, although it may be possible to offer a much reduced library service from these sites at a later date.
- 3.5 All services offered at each library have also been considered to determine what level of service can be offered. For example no activities and events such as Time for A Rhyme, Lively Library Clubs etc will be able to be offered due to social distancing measures.
- 3.6 Thorough Covid 19 Risk Assessments are currently being undertaken for each venue which will determine what can be delivered.

Initial Service available

- 3.7 A phased return to re-opening libraries will be implemented and subject to all safety measures being in place this will commence on Monday 6 July 2020. It is envisaged that the offer will include the following:
- Return of outstanding items
 - Utilising one way systems where appropriate and social distancing.
 - Using self-service machines as much as possible
 - An order and collect service for those not wishing to browse
 - Pre-booked use of PCs for 1 hour only (or walk in if there is capacity)
 - Printing
- 3.8 In order to allow the above services safety measures will need to be implemented. These include:
- Hand sanitisers upon entry and exit from the library
 - Additional cleaning
 - Specified maximum number of people in each section of the library at any one time
 - Invigilated queuing system to enter/exit the library
 - Perspex screens round the library counter
 - Directional floor markings to guide people round one way systems, signage to remind people to social distance, markings on the floor to indicate where people should queue and wait to be served, floor markings to denote 2 metre distance
 - Quarantining books for 72 hours upon return before putting back on the shelves and the same after packing them into bags for the click and collect service
 - Removal of all furniture which encourages people to stay longer in the library
 - Removal from use specified PCs to ensure 2 metre distance between users
 - Sanitising of PCs between users

- 3.9 In order to ensure social distancing measures are adhered to it is recommended that no unaccompanied children under 12 years of age are allowed into the library at this time.
- 3.10 Dependent upon risk assessments it is envisaged that the offer could be available at 4 of the larger libraries initially with others possibly coming on stream in a phased approach. This will allow additional resource at libraries to deal with any issues arising and also implement and manage the click and collect service. The Libraries identified as the initial buildings to be opened with the suggested opening hours are in **Appendix 1**.

	Ashton Library	Stalybridge Library	Droylsden Library	Dukinfield
Day	Opening Hours	Opening Hours	Opening Hours	Opening Hours
Monday:	8.30am - 5pm	9am - 1pm	9am - 1pm	9am - 1pm
Tuesday:	8.30am - 8pm	9am - 1pm		9am - 1pm
Wednesday:	8.30am - 5pm	1pm - 5pm		
Thursday:	8.30am - 8pm		9am - 1pm	1pm - 5pm
Friday:	8.30am - 5pm		1pm - 5pm	
Saturday:	10am - 3pm	10am - 3pm	10am - 3pm	9am - 1pm

Home Library Service

- 3.11 The Home Library Service will also be resumed on a contactless basis for those that wish to take advantage of it and the service will be extended to include shielded people and those who are very vulnerable for health and wellbeing reasons.

Click and Collect Service

- 3.12 It is proposed to offer a new service for those who do not feel they wish to enter the main body of the library and browse stock but would still wish to have reading material. This service will be similar to the home library service in that customers can advise of the genre of reading material they prefer and staff will make a selection from the shelves. These items will be placed in a paper bag, quarantined for 72 hours and the customer can then collect them. Staff will sanitise their hands before handing the bag to the customer to ensure hygiene measures are in place. If this service proves popular appointment times will be provided to customers to help alleviate long queues.

Fines/Book Renewal

- 3.13 Currently all items out on loan have had their loan period extended to between the 22 June to the 30 June 2020 to ensure that no fines are attracted when people are unable to return them.
- 3.14 It is proposed to extend all item loans and suspend accrual of fines to the 31 August 2020 to allow sufficient time for people to return their items following opening of libraries. This will ensure there is a continued period of grace for those who reside in areas where the libraries will not re-open in the first phase. Whilst this may mean a reduction in income, this can be offset by the fact that physical newspapers and magazines will not be provided in libraries initially due to the risk of infection.

Open+ (Self-service operating hours)

- 3.15 None of the libraries will be available in Open+ operating hours as it would not be possible to monitor social distancing of users or sanitise PCs between usage.

Museums and Galleries

- 3.16 These front line services have been closed throughout lockdown and this situation will continue for the foreseeable future. Following the opening of some library venues further consideration on these services will be undertaken. Risk Assessments are being prepared and thought on how these services could operate safely going forward.
- 3.17 In the meantime the public can access online resources via the website. Email research enquiries will be responded to during the closure period.

Local Studies Archives

- 3.18 The Tameside Local Studies and Archive Centre has been closed to the public during lockdown and all scheduled events cancelled. Online resources are being made available and updated during the closure and email research enquiries are being responded to.
- 3.19 Similarly to Museums and Galleries, Risk Assessments are being undertaken to determine how this service can open safely in the future. Any opening will be later in the year after the re-opening of libraries and the learning from opening those buildings can be factored into plans.

Arts and Engagement

- 3.20 All public activities and events have had to be cancelled due to Corona pandemic as it is not currently possible to have gatherings of people. On-line resources continue to be provided and as restrictions have been lifted on outdoor activities, a series of family activity trails around parks and greenspaces across the borough are being created and put on-line.
- 3.21 Additionally a John Muir Award has been developed. The John Muir Trust is a charity that believes wild places are essential for the wellbeing of people and wildlife. The award is nationally recognised and designed for children of all ages and abilities to take part in with their family group. There are four elements: Discover, Explore, Conserve and Share, and a council booklet gives lots of ideas of how to complete the challenges, such as creating a map of your wild place, recording the wildlife and plants you find, building birdfeeders and planting wildflowers or designing posters. When participants have finished they received a special certificate.
- 3.22 Future larger scale activities and events will be dependent upon the government's advice on releasing lockdown and people being able to gather together but for the time being are not possible to schedule.
- 3.23 All recommencement for Cultural venues and activities will be reviewed regularly in line with the critical 5 tests set out by the Government and will remain suspended until 1 October 2020 or until Government guidance allows.

Tameside Welfare Rights & Debt Advice

- 3.24 This service remains operational via the telephone, webchat, email and letter but with no face to face appointments.
- 3.25 We continue to support residents in challenging benefit decisions but this has been by telephone hearing and written representation. We are waiting to hear when face to face hearings will resume through the Courts and Tribunal Service. The service has assisted many residents through the advice line and advised on welfare benefits and tax credits, with 349 enquiries being specifically related to Covid-19.
- 3.26 We continue to provide support to residents with debt issues by telephone, webchat and email. Due to the stay on possession proceedings until 23 August 2020 we have not been required to assist with representations through the county court due to rent or mortgage arrears. We are however expecting these to resume after 23 August 2020.

Customer Services and Call Centre

- 3.27 The Customer Services walk in facility continues to be suspended to public access until further notice. Services are being delivered via telephone, dedicated email addresses and webchat. This position will be reviewed regularly in line with the critical 5 tests set out by the Government.

4 SERVICE CHANGES - PUBLIC PROTECTION AND REGULATORY SERVICES

On and off street Parking

- 4.1 Aligned with the lifting of lockdown restrictions for non-essential businesses and the expansion of the high-street retail offer the Council proposes to recommence parking enforcement from 1 July. The necessary controls will be put in place and full Covid risk assessments will be made and implemented before the service recommences. Parking Enforcement will be introduced with a phased approach starting with the issuing of warning notices for the first 2 weeks on both on-street and off-street parking locations..

- 4.2 A number of the contracted NSL Parking Enforcement Officers have been deployed to critical Council service areas that required extra resources during this period. These contracted staff will now return to their parking enforcement role to ensure customer compliance.

Suspension of Staff Parking Payments

- 4.3 It is proposed to continue to suspend monthly parking deductions for all staff who have purchased contract car park passes for a further 3 months until 1 October 2020 because we do not expect or intend that they will come into the office, the suspension should therefore mean that staff will not cancel the passes.

Closed Circuit TV

- 4.4 During lockdown, the CCTV staff shift pattern was proposed to increase to a 12 hour shift, in order to build resilience and maintain public order. This longer shift pattern was not required and will now only be used in an emergency and in response to operational risks.

Licensing

- 4.5 The public access Licensing Counter at Tame Street was closed during lockdown with all applications for licences processed through the website, via telephone and email. The service proposes that this counter remains permanently closed allowing the service to be delivered remotely.
- 4.6 Taxi driver licence renewal applications are processed as usual, however where an applicant is required to submit a medical certificate, the Service is currently allowing applicants to complete a self-certification form. The applicant will be required to submit the medical certificate once GP practices resume normal service.
- 4.7 In response to the COVID-19 outbreak, where taxi drivers were self-isolating, licence holders were offered the opportunity to temporarily suspend their drivers licence. It is proposed that this offer will remain in place until 1 October 2020.
- 4.8 It is proposed that the Service will continue to process the vehicle renewal licence application as usual and require vehicle proprietors to submit renewal application forms and relevant paperwork, including insurance via email, and continue to test vehicles to ensure that they are safe and mechanically sound.
- 4.9 In situations where the vehicle is not being used or the driver is self-isolating, upon request a vehicle licence may be temporarily suspended, it is proposed that vehicle licence holders will be offered this opportunity until 1 October 2020.

- 4.10 All private hire operator licences which are due to expire continue to be processed as usual.
- 4.12 No letters have been sent out to licensed premises to remind licence holders that their annual fee is due to be paid since February 2020. These fees remain payable although many of the premises have been required to close during lockdown. It is proposed that the annual fee letters will be sent out from the 1 July 2020.
- 4.13 The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 for the licensing of persons involved in England in selling animals as pets, providing or arranging for the provision of boarding for cats or dogs, hiring out horses, breeding dogs and keeping or training animals for exhibition.

Regulatory Services

- 4.14 It is proposed that we continue to defer all planned food hygiene, food standards and animal feed interventions - other than those for high risk establishments, or where there are specific legislative requirements on the nature or frequency of controls for 12 weeks from the 18 April 2020. This is in line with the Food Standards Agency Guidelines. This would effectively mean that planned visits would recommence no sooner than the 11 July.
- 4.15 High risk establishments include:
- Category A and B establishments for food hygiene (prescribed intervention frequency of 6 and 12 months respectively)
 - Category A establishments for food standards (prescribed intervention frequency of 12 months)
 - Category A establishments for feed (prescribed intervention frequency of 12 months)

The Category A and B is the risk category that has been calculated based on the previous inspection and determines the frequency of the next inspection.

- 4.16 Action by local authorities when the intervention is due should initially be undertaken remotely - a telephone discussion and paper-based audit of relevant documentation. If the discussion or documentation provided suggests that there may be a serious public or animal health risk, an onsite visit should be made to assess and address these risks.
- 4.17 It is proposed to recommence proactive inspections of House in Multiple Occupation (HMO) and Inspections required under the Environmental Permitting (England & Wales) Regulations 2016 (EPR Regs).
- 4.18 Service Requests will focus resources on urgent reactive work to address potentially serious public health or animal health risks.
- 4.19 Now that the building trade are back working it is proposed to recommence enforcement for skips and scaffolding permits that remain on the highway from the 1 July 2020.
- 4.20 It is proposed to recommence the issuing of invoices issued under the Environmental Permitting (England & Wales) Regulations 2016 (EPR Regs) and the Private Water Supply (England) Regulations 2016 (amended 2018) (PWS Regs) from 1 July 2020
- 4.21 It is proposed to recommence the Buy with Confidence Membership scheme from 1 July 2020.

5. RECOMMENDATIONS

- 5.1 As set out on the front of the report.

Report to:	EXECUTIVE CABINET
Date:	24 June 2020
Executive Member:	Councillor Allison Gwynne – Executive Member (Neighbourhoods, Community Safety and Environment)
Reporting Officer:	Ian Saxon – Director (Operations and Neighbourhoods)
Subject:	GM CLEAN AIR PLAN: UPDATE
Report Summary:	To set out the progress that has been made following the Government's response to Greater Manchester's Outline Business Case to tackle Nitrogen Dioxide Exceedances at the Roadside (OBC), and the implications of pandemic management policies (the extent of which are not yet fully understood) for the 10 Greater Manchester (GM) local authorities in relation to the schedule of work and statutory consultation on the Clean Air Plan and the link to taxi and private hire common minimum licensing standards (MLS).
Recommendations:	<p>That Executive Cabinet:</p> <ul style="list-style-type: none">(i) Note the progress of the Greater Manchester Clean Air Plan;(ii) Note the progress in the development of the Clean Commercial Vehicle and Hardship funds;(iii) Note the initial funding award of £41m for clean vehicle funds to award grants or loans to eligible businesses;(iv) Note the Government has accepted the need for vehicle replacement funds for Hackney Carriages, and Light Goods Vehicles, but has requested further development of shared evidence on the needs within that complex sector before responding and does not support the sustainable journeys measure.(v) Note that TfGM is seeking confirmation that the funding award for Bus Retrofit is a continuation of Clean Bus Technology Funds to be distributed as soon as possible as per previous arrangements;(vi) Note the government will not support electric vehicle charging infrastructure through Clean Air monies but have committed to work with GM on securing funding from OLEV;(vii) Agree the position that the GM Local Authorities will move to a statutory public consultation on the GM Clean Air Plan as soon as reasonably practicable;(viii) Further agree the position that the GM Local Authorities' decision to commence a public consultation should be taken once there is a clear timeframe for exiting lockdown and moving to the next phase of the COVID-19 response;(ix) Note the implementation of a GM CAZ is delayed to 2022 with a revised implementation date to be confirmed in the consultation commencement report;(x) Note the DfT's positioning paper "Decarbonising Transport – Setting the Challenge";

- (xi) Note the assessment of the possible impacts of COVID-19 to inform a technical briefing note for decision makers; and
- (xii) Note that the GM local Authorities intend to consult on GM's proposed MLS, alongside the Clean Air Plan consultation and agree the position for consultation, on when taxi/PHV fleets should be Zero Emission Capable.

Corporate Plan: The Clean Air Plan supports the development of modern infrastructure and a sustainable environment that works for all generations and future generations in the 'Infrastructure and Environment' strand of the Corporate Plan. It will aid improvements in air quality.

Policy Implications: There are no policy implications.

Financial Implications: There is currently no budget provision approved by the Council for any expenditure against the plan.

(Authorised by the statutory Section 151 Officer & Chief Finance Officer) All the proposals are dependent on receiving full funding from Central Government.

Legal Implications: This report provides a summary in relation to the Clean Air Plan in order to keep Members apprised of the process being made and issues arising. No decisions are being sought in this report. Further progress and actions will be progressed by the project team and will be subject to specific governance and decision making in due course.

Risk Management: Tameside Council along with the other 9 Greater Manchester local authorities is now subject to a Ministerial direction dated 16 March 2020 requiring the submission of an Interim Full Business Case (along with confirmation that all public consultation activity has completed) as soon as possible and by no later than 30 October 2020. Under this direction Tameside Council along with the other 9 Greater Manchester local authorities is under a legal duty to ensure that the GM CAP Charging Clean Air Zone Class C with additional measures) is implemented so that NO2 compliance is achieved in the shortest possible time and by 2024 at the latest and that human exposure is reduced as quickly as possible.

Background Information:

APPENDIX 1	Rebecca Pow MP (DEFRA Parliamentary Under Secretary of State), copying in all Local Authority CEOs and Leaders, regarding next steps with GM's Clean Air Plan proposals
APPENDIX 2	GM Lead Councillor Western wrote in response to the Minister on 8 April
APPENDIX 3	summary table of GM's asks v Government offer and commentary

The background papers relating to this report can be inspected by contacting Sharon Smith, Head of Public Protection.

Telephone: 0161 342 2277

e-mail: sharon.smith@tameside.gov.uk

1 EXECUTIVE SUMMARY

- 1.1 This report provides a comprehensive update on the development of the GM Clean Air Plan, it sets out a proposal for public consultation in light of COVID-19 implications, and highlights that the implementation of a GM Clean Air Zone is delayed to 2022.
- 1.2 It recaps on work undertaken to date, highlighting new work to develop a Clean Commercial Vehicle Fund and a new Hardship Fund.
- 1.3 It also includes a summary of correspondence between Greater Manchester and DEFRA, including the DEFRA Minister's 18 March letter to Cllr Western, GM Green City Region lead, which included a further Ministerial Direction to act and expressing the government's desire for GM to consult on a charging Clean Air Zone Category C, and the reply which emphasised the need for government support for key sectors, including the hackney and LGV business users.
- 1.4 The report also highlights the close link with work to develop Minimum Licensing Standards for the taxi and private hire trade in GM, and sets out that it is intended that a public consultation on this is managed in parallel with that for the GM Clean Air Plan, suggesting that GM sets out a clear roadmap to when taxi/PHV fleets should be emission free.
- 1.5 Finally, the report outlines how the GM Clean Air Plan will support the wider programme of activity around decarbonising the transport sector.

2 INTRODUCTION/BACKGROUND

- 2.1 Government has instructed many local authorities across the UK to take quick action to reduce harmful Nitrogen Dioxide (NO₂) levels following the Secretary of State issuing a direction under the Environment Act 1995 to undertake feasibility studies to identify measures for reducing NO₂ concentrations to within legal limit values in the "shortest possible time". In Greater Manchester, the 10 local authorities, the Greater Manchester Combined Authority (GMCA) and Transport for Greater Manchester (TfGM), collectively referred to as "Greater Manchester" or "GM", are working together to develop a Clean Air Plan to tackle NO₂ Exceedances at the Roadside, referred to as GM CAP.
- 2.2 In its Outline Business Case (OBC) Greater Manchester proposed the following package of measures that delivers compliance in the shortest possible time, at the lowest cost, least risk and with the least negative impacts. They are:
- A charging Clean Air Zone (CAZ) category C which will target the most polluting commercial vehicles including older heavy goods vehicles, buses, coaches, taxis and private hire vehicles from the summer of 2021, and older polluting light goods vehicles from 2023 (i.e. a CAZ C with a van exemption until 2023). It has been assumed at OBC stage that the Clean Air Zone Charge would be £7.50 per day for taxis, private hire vehicles and light goods vehicles and £100 per day for heavy goods vehicles, buses and coaches.
 - A Clean Freight Fund of c.£59m to provide financial support for the upgrade of light and heavy goods vehicles, minibuses and coaches, which will be targeted to support smaller local businesses, sole traders and the voluntary sector.
 - A Clean Taxi Fund of c.£28m, to support the upgrade of non-compliant Greater Manchester Licensed taxi and private hire vehicles.
 - A Clean Bus Fund of c.£30m to provide, where possible, the retrofit of older engine standards to the less polluting Euro VI standard for those buses registered to run services across Greater Manchester.
 - A package of supporting measures including a proposed Loan Finance scheme, sustainable journeys projects, additional EV charging infrastructure.

- 2.3 The OBC made clear the expectation that the UK Government would support the plans through:
- Clear arrangements and funding to develop workable, local vehicle scrappage / upgrade measures;
 - Short term effective interventions in vehicle and technology manufacturing and distribution, led by national Government with local authorities;
 - Replacement of non-compliant buses; and
 - A clear instruction to Highways England with regard to air pollution from the Strategic Road Network (SRN) in Greater Manchester.
- 2.4 The OBC outlining these proposals and the supporting evidence was submitted to Government at the end of March 2019. Ministerial feedback was received in July 2019 along with a further direction under the Environment Act 1995 requiring all ten of the Greater Manchester local authorities to take steps to implement a plan to deliver compliance with the requirement to meet legal limits for nitrogen dioxide in the shortest possible time.
- 2.5 The 2019 Ministerial Direction and accompanying letter included the requirement for the GM authorities to implement a charging Clean Air Zone Class C *without* a van exemption until 2023, with additional measures. The direction also required the GM authorities to jointly submit to the Joint Air Quality Unit (JAQU) revised evidence by 2 August and a Full Business Case (FBC) by 31 December 2019 at the latest.
- 2.6 The July 2019 Ministerial letter set out that the GM plan appeared to be on track to deliver compliance in the shortest possible time and that on the basis of evidence provided as at that date, the Greater Manchester authorities should continue to proceed towards developing the implementation and contract arrangements of a charging Clean Air Zone in Greater Manchester and that the Government would provide an initial tranche of £36m of funding to take this forward.
- 2.7 Full detail of the government's response was set out in the GMCA – Clean Air Update report on 26 July 2019.
- 2.8 The GMCA – Clean Air Update report on 31 January 2020 detailed how a delay in receiving Ministerial feedback on the OBC had an impact on the timetable for the GM CAP. This was considered on 22nd January 2020 at the Councils Executive Cabinet.

3 PROGRESS SINCE LAST UPDATE – THE RESULTS OF THE PUBLIC CONVERSATION AND FOCUS GROUPS

- 3.1 GM held a public engagement exercise known as the 'conversation' between early May and mid-June 2019 to help inform the work, and this was supplemented by more targeted stakeholder engagement with affected businesses. In addition, further deliberative research has also taken place. Stakeholder dialogue has also continued throughout development of the GM CAP to support the detailed design of the packages of measures.
- 3.2 These forms of engagement and dialogue have all informed the further development and detailed design of the measures identified in the OBC, to refine the proposals that will comprise the Full Business Case.
- 3.3 In total, around 3,300 responses were received, via an online survey, paper questionnaire, letters and emails. Over 2,400 of the responses were from individuals, with the vast majority of respondents living in Greater Manchester. As well as this a number of representative bodies (such as the Federation of Small Businesses) responded to the conversation, on behalf of the members they represent.
- 3.4 There were over 550 responses from businesses based in Greater Manchester and

further afield. 61% of business were sole traders, 18% were small businesses, 11% were medium-sized businesses and 10% were large businesses.

- 3.5 Those with non-compliant vehicles were asked about their view on the funding proposed to support businesses to upgrade. Many businesses either didn't know what action they were likely to take or thought they wouldn't take any action. Of those who said they would not take action, the reasons why included; the cost of upgrading their vehicle, constraints around their lease arrangement and that they would prefer to pay the daily charge.
- 3.6 Scrappage schemes, loans and additional support were suggestions made by respondents on how the proposed GM CAP vehicle funds could support those with non-compliant vehicles to upgrade. There were also comments on who should be prioritised to receive any funding, those comments focused on supporting smaller businesses first.
- 3.7 The full report from the conversation can be found online at <https://cleanairgm.com/technical-documents>.

4 PROGRESS SINCE LAST UPDATE – CLEAN COMMERCIAL VEHICLE & HARDSHIP FUNDS

- 4.1 At OBC stage, GM set out its funding ask for Freight Vehicles as follows:
- A Clean Freight Fund of c.£59m to provide financial support for the upgrade of light and heavy goods vehicles, minibuses and coaches, which will be targeted to support smaller local businesses, sole traders and the voluntary sector.
- 4.2 The GM CAP is underpinned by analysis and modelling using the best data and tools available. The results of the analysis underpinning the OBC were presented throughout the OBC and written up in full in a series of Technical Reports.
- 4.3 JAQU's officer level feedback on the Outline Business Case (OBC) requested further evidence as part of the options appraisal to provide reassurance that the preferred option would deliver compliance in the shortest possible time and to provide further evidence in support of the bid for Funds.
- 4.4 Extensive data gathering, analysis and modelling has been carried out since the submission of the OBC in order to respond to JAQU's questions and to develop more detailed proposals.
- 4.5 Quantitative and qualitative research has been undertaken with owners and drivers of vans, taxis and private hire vehicles, HGVs and coaches (noting that the latter was cut short by the COVID-19 pandemic). This, alongside the feedback from the Conversation, has informed the development of proposed support measures and CAZ policy.
- 4.6 As a result, better evidence has emerged about the vehicle fleets and businesses in scope for the proposed Clean Air Zone charges, and the support they will require.
- 4.7 Further, extensive liaison has been undertaken with JAQU to agree what would constitute effective and appropriate support measures. GM has benchmarked their proposals against other CAP cities and London, and engaged with those cities to understand their lessons learned.
- 4.8 This work has been summarised in a series of 32 evidence notes and further supplementary Technical Reports that were submitted to JAQU in response to the Minister's feedback, earlier in 2020.
- 4.9 The outcome of this of work has resulted in an increased ask of £98m for the Clean

Commercial Vehicle Fund, replacing the £59m Clean Freight Fund as set out at OBC. The revised funding ask is considered to better reflect the needs of the vehicles in scope, which are HGVs, coaches, vans and minibuses.

4.10 GM considers that it is the smallest businesses and individuals who will be at risk of financial 'hardship' as a result of the implementation of a GM CAZ and that the proposed amount of grant funding to help upgrade to a compliant vehicle may not be enough to adequately mitigate the potential adverse economic impacts.

4.11 The funding asks have been revised as follows:

- A Clean Commercial Vehicle Fund of c.£98m to provide financial support for the upgrade of light and heavy goods vehicles, minibuses and coaches, which will be targeted to support smaller local businesses, sole traders and the voluntary sector, registered in Greater Manchester.
- The Hardship Fund of c.£10m to support individuals, companies and organisations who are assessed to be most vulnerable to socio-economic impacts from the CAZ.

5 PROGRESS SINCE LAST UPDATE – MINISTERIAL CORRESPONDENCE

5.1 On 18 March 2020, the GM Green City Region lead received a letter from Rebecca Pow MP (DEFRA Parliamentary Under Secretary of State), copying in all Local Authority CEOs and Leaders, regarding next steps with GM's Clean Air Plan proposals. This letter attached as **Appendix 1** was sent alongside a further Ministerial Direction. The letter explains:

- the government's desire for GM to consult on a Class C Clean Air Zone (accepting GM's case for exempting LGVs to 2023) with the timings of reporting back on the consultation suggesting that this activity is expected to take place in the summer.
- that the government will provide an initial tranche of funding of £41m for grants or loans – this is broken down as £15.4m for bus retrofit, £10.7m for PHVs, £8m for HGVs, £4.6m for coaches and £2.1m for minibuses.
- the government does not support all measures proposed, specifically the Sustainable Journeys measure.
- the government will not support electric vehicle charging infrastructure through Clean Air monies but have committed to work with GM on securing funding from the Office for Low Emission Vehicles (OLEV) (who were allocated £500m in the 11 March budget).
- there is an expectation that GM's Clean Air Zone will be introduced in 2021 so compliance with NO₂ legal limits is met in 2024.
- the government would like to be kept informed of progress of the Minimum Licensing Standards for hackney cabs and private hire vehicles, as it complements the GM Clean Air Plan.

6 GM RESPONSE TO MINISTER LETTER / DIRECTION

6.1 Councillor Western wrote in response to the Minister on 8 April, attached as **Appendix 2**, welcoming the initial tranche of funding along with the acceptance of GM's case for 2023 being the earliest point possible to bring LGVs into the scope of the charging Clean Air Zone and highlighting to government the following important outstanding elements:

- Ensuring that a clear funding position is agreed for Hackney Carriages – GM has been clear that the development of this funding ask is needed to support the progression of consultation on GM's plan with the taxi trade.
- Ensuring that a clear policy position is established for LGV fleet support – reflecting that the GM business community relies on the 70,000+ LGVs in operation here in

Greater Manchester. It is stressed that this aspect of work needs to progress quickly so funding can be forthcoming as soon as possible, so as to ensure that bureaucratic delay does not use up the valuable time that could otherwise be available to enable vehicle replacement to happen, following the government agreement to exempt Category C vehicles to 2023.

- Ensuring that a mechanism is put in place for the large-scale rollout of replacement electric buses for the further 600+ vehicles for which there are no accredited retrofit options. The parallel funds for ultra-low emission buses, announced in the March Budget Statement, are highlighted as the logical source for this funding requirement and early confirmation is sought that this is the case.
- Ensuring that a workable arrangement is in place for JAQU to help to secure funding for Electric Vehicle charging infrastructure, noting that £500m was awarded to OLEV in the March budget statement.
- Finally, GM has highlighted outstanding issues regarding specific locations on the Highways England trunk road network that are needed for GM to refine the proposed charging CAZ boundary before it proceeds to statutory consultation.

6.2 The letter also set out that GM will also need to be mindful of the significant changes that could result from the impacts of the ongoing pandemic, more of which is discussed below.

6.3 A summary table of GM's asks v Government offer and commentary, is set out in **Appendix 3**. Of note, TfGM is seeking confirmation that the funding award for Bus Retrofit is a continuation of Clean Bus Technology Funds to be distributed as soon as possible as per previous arrangements.

6.4 The March 2020 Ministerial Direction means that the July 2019 direction (which required the conclusion of all necessary public consultation activity and submission of the FBC by end of 2019) is revoked. The new Ministerial Direction sets out new submission dates for consultation, delivery plans and FBC. Notably, the new Direction requires conclusion of all public consultation activity and submission of the Interim FBC by the end of October 2020.

7 IMPACT OF COVID-19

7.1 The letter and the accompanying direction were dated 16 March, before the enactment of the Coronavirus Act 2020, meaning that the implications of pandemic management policies had not been considered in setting the submission dates. As a result, GM colleagues have been working to understand the wider impacts of the coronavirus outbreak on this programme of work.

7.2 Most immediately is the timing of GM's consultation, which is assumed in the letter to be taking place in the summer. The decision regarding when to commence a consultation cannot be confirmed until there is a clear timeframe for exiting lockdown and moving to the next phase of the COVID-19 response.

7.3 On Wednesday 15 April, following consultation with Leaders, GM made a statement placing the consultation on hold – it can be found in full at: <https://cleanairgm.com/news/greater-manchester-clean-air-plan-consultation-update>.

7.4 This also means that the implementation of a GM CAZ is delayed to 2022 (a revised implementation date will be confirmed in a future consultation commencement report).

7.5 On Tuesday 28 April, Councillor Western received a letter from Rebecca Pow MP, which set out that the Government understands the initial analysis that GM has made about the difficulties of holding a consultation at this time. However, she does encourage GM to continue preparations to be ready to launch one as soon as practicable.

- 7.6 The Government's Joint Air Quality Unit confirmed on 1 May that that authorities should continue to develop measures and packages to tackle the exceedances predicted from modelling to date, subject to further Emissions Factor Toolkit analysis to be provided by JAQU shortly. Furthermore, that there should be no revised economic analysis undertaken without JAQU consent, on the basis that the outcomes of COVID-19 are not yet understood, and that for now authorities should proceed on the basis of their current proposals.
- 7.7 To understand the wider impacts of the COVID-19 outbreak the GM CAP team will make an assessment of the possible impacts of COVID-19 to inform a technical briefing note for decision makers. This assessment will include:
- whether the assumptions underpinning the GM CAP are still valid;
 - whether GM will remain in exceedance of legal nitrogen dioxide limits under the proposals as they currently stand;
 - the measures proposed in the package for consultation; and
 - whether the proposed support package will be sufficient.

8 THE CONSULTATION

- 8.1 GM needs to be mindful of moving its Clean Air Plan forward given the direction to act but also the need to balance this against the impact of COVID-19.
- 8.2 GM has been directed by Government to introduce a category C Clean Air Zone across the region and there is a requirement under Transport Act 2000 to consult 'such a local persons as they consider appropriate about the charging scheme'. The statutory nature of the consultation affords a large degree of discretion to the consulting authority, but would be expected to concern the fundamentals of the CAZ, i.e. the need for a CAZ, the proposed boundary, times of operation and vehicle types that would be subject to charges if non-compliant, the charges and discounts and exemptions. It is the latter two points that could be most affected by responses to the consultation, given that some of the other elements of the CAZ such as the need for a CAZ and the category of CAZ are mandated by the Ministerial Direction.
- 8.3 The supporting measures, the detail of proposals of the funds and vehicle finance are also set out to enable consultees to respond fully to the GM CAP proposals.
- 8.4 Any consultation conducted in a time of COVID-19-related restrictions will be less than perfect and GM would have to do everything it reasonably can to ensure that the consultation is fair.
- 8.5 GM intends to commence a consultation on the Clean Air Plan as soon as it judges that it could conduct a consultation that allows people, particularly impacted groups, the opportunity to consider and respond to the proposals in a meaningful way with particular regard to the context of Government guidance on social distancing at the relevant time. However, as the position regarding lockdown is fluid, it is not possible to definitively confirm that date, ultimately this will be a judgement call.
- 8.6 The judgement call will clearly be influenced by the government's lockdown exit plan, but also by the economic and social conditions that will present themselves after the realities of exiting lockdown and moving to the next phase of the COVID-19 response are known.
- 8.7 As part of the report that members will receive to determine progressing the consultation GM will set out how it has made the judgment to move forward to its consultation taking into account the information set out above.
- 8.8 Whilst the government has made a number of financial packages available to businesses

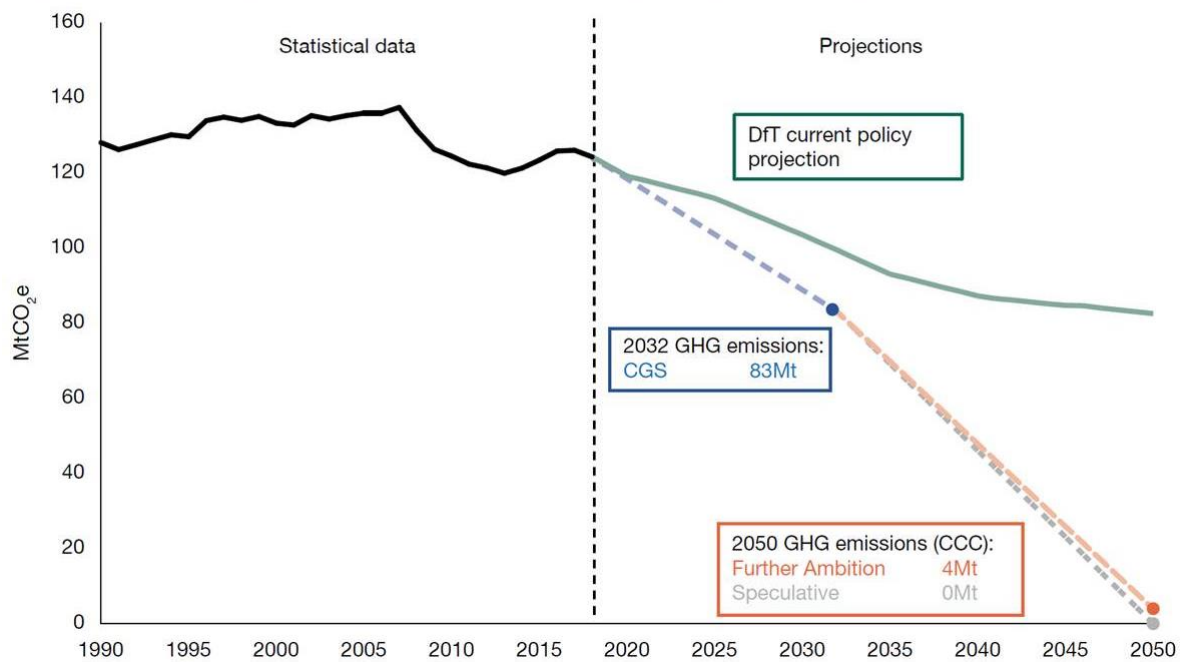
and the self-employed in this extraordinary situation, GM's residents and businesses are focused on ensuring they and their families and employees stay safe. In addition, GM are very aware that the impact of pandemic management policies are being felt very strongly within the taxi trade. GM recognises that the transport sector has already been hugely impacted by the pandemic, and government policies to stem its spread; and its ability to recover from significant revenue loss whilst also being expected to renew fleet to respond to pre-epidemic policy priorities requires further thought and consideration. Therefore, the groups most affected by GM's Clean Air Plan may need even further assistance that GM had anticipated at the time of GM's previous submission to Government.

9 GM'S ASPIRATIONS AROUND EV CHARGING

- 9.1 As set out above the government will not support electric vehicle charging infrastructure through Clean Air monies but have committed to work with GM on securing funding from OLEV.
- 9.2 Securing funding is important as the current Electric Vehicle Charging Infrastructure (EVCI) provision in GM is below the North West and national averages of charge points per 100,000 population. GM's EV registration is also significantly below the national average. Based on engagement and delivery to-date it is considered unlikely that private sector investment will deliver the right infrastructure in appropriate locations to deliver the rapid transition to EVs required to support GM's ambitions.
- 9.3 There is therefore a continued need for substantial public sector intervention, supported by a clear policy position, to influence the scale and distribution of EVCI investment (both public and private) in a future network that supports GM's 2040 Strategy ambitions.
- 9.4 A draft EVCI Strategy is in development to support GM's 2040 Strategy ambitions and, in particular, delivery of GM's CAP. The strategy will set out:
- GM's vision for EVCI in across the region;
 - A set of strategic principles to guide the design and future development of the network; and
 - the estimated size, mix and spatial distribution of the network required to meet anticipated / forecasted demand.

10 DECARBONISING TRANSPORT & GM'S CLEAN AIR PLAN

- 10.1 In March this year the Government published its "Decarbonising Transport – Setting the Challenge" document. In setting the challenge Government identifies that current policies fail to deliver the reduction in emissions needed if transportation is to play its part in meeting the national legal obligation to be carbon neutral by 2050. There is an estimated gap of 16MtCO₂e projected emissions between the DfT's current policy projections compared to the Clean Growth Strategy targets and the document identifies that "**there is no plausible path to net zero without major transport emissions reductions and delivered soon**".
- 10.2 Figure 1 DfT's latest domestic Green House Gas (GHG) emissions projections based on current policies, compared to Clean Growth Strategy targets and Committee on Climate Change (CCC) Net Zero 'Further Ambition and 'Speculative scenarios'.



10.3 Government have set out in the document that they are to produce a Transport Decarbonisation Plan¹ that will set out a credible plan on how to put the UK's entire transportation system on a pathway to deliver the necessary GHG reductions and identifies that fundamental changes in the way people and goods move around. They state that is key, identifying that the solution lies with innovation, developing further waste derived fuels, fundamentally changing people's travel behaviour and using smart data to give added value. There are 6 strategic priorities within the document:

- Accelerating modal shift to public and active transport,
- Decarbonising road vehicles,
- Decarbonising how we get our goods
- Place based solutions for emission reduction
- The UK becoming a hub for green transport technology and innovation
- Reducing carbon in a global economy

10.4 Government propose to engage stakeholders through a series of three workshops based on the above priorities, test ideas and insight from public feedback and present a range of potential policies.

10.5 There are many co-benefits (defined by the IPCC as "positive effects that a policy or measure aimed at one objective might have on other objectives") of decarbonising transportation which include public health benefits through increased active travel, improved air quality and reduced noise. Taking action to decarbonise transportation will have beneficial effects not only on the environment but also on health, wellbeing and quality of life, especially those living in populated areas.

10.6 The GM CAP is a place based solution to tackle roadside NO₂ and proposes measures to secure funding for Electric Vehicle charging infrastructure, as well as ensuring that a mechanism is put in place for the large scale rollout of replacement electric buses, which will have a positive impact on carbon. As GM progress the development of its wider transport policies it will take account of these important environmental agendas to ensure alignment of policies.

¹ was planned to be published in the autumn, ahead of COP 26 in November 2020 but has now been postponed due to the COVID-19 epidemic

11 MINIMUM LICENSING STANDARDS AND THE GM CLEAN AIR PLAN

- 11.1 The taxi/PHV trade represents c.20,000 drivers across GM and is a significant part of GM's transport offer.
- 11.2 In 2018, GM's ten local authorities agreed to collectively develop, approve and implement a common set of minimum licensing standards (MLS) for Taxi and Private Hire services that cover the whole of GM. At that time, the primary driver for this work was to improve public safety, but vehicle age and emission standards in the context of the Clean Air agenda are now also a major consideration.
- 11.3 The trade has asked for certainty, funding, and long-lead in times for these changes. This is extremely challenging within the current and emerging policy environment. Officers have been working to develop policy proposals that can meet these needs as far as possible, which is why parallel consultations have been proposed for MLS and GM CAP, and that charging, funding, and licensing policy positions are coherent and joined-up.
- 11.4 The approach seeks to establish a basic and common minimum in key areas, whilst allowing Districts to exceed these minimums where they consider this to be appropriate. As licensing is a local authority regulatory function, the work to devise the Standards has been undertaken by the GM Licensing Managers Network, with TfGM supporting the co-ordination of this work, and alignment with other relevant GM policies, at a GM level.
- 11.5 There are four areas of focus for the MLS:
- Drivers: Criminal Records Checks; Medical Examinations; Local knowledge test; English language; Driver training; Driving Proficiency; Dress Code.
 - Vehicles: Vehicle emissions (diesel Euro 6 and above, petrol Euro 4 and above); Vehicle ages (under 5 years at first licensing, no older than 10 years); Vehicle colour (Black for Taxi/Hackney, white for PHV); Vehicle livery (common GM design with Council logo incorporated); Accessibility (all Taxis to be wheelchair accessible); Vehicle testing; CCTV; Executive Hire; Vehicle design and licensing requirements.
 - Operators: Private Hire Operators / staff will require basic criminal record check; more stringent requirements in relation to booking records; Operators to take more responsibility for the behaviour of their drivers.
 - Local Authorities: Applications may be submitted up to 8 weeks in advance of licence expiry; Once determined, licence issued within 5 working days; Agree to develop common enforcement approach and a framework to which licensing fees are set; Councillors to receive training before they hear applications.
- 11.6 The GM CAP will require taxi/PHV vehicles to meet stricter emissions standards than at present, which will mean a significant proportion of the trade will need to upgrade their vehicles to meet these emissions standards to avoid a charge. The CAP has the potential for a significant pot of funding to support the trade to upgrade their vehicles.
- 11.7 In addition, The GM Five Year Environment Plan (5YEP) sets an ambition for GM to be carbon neutral by 2038. This means sectors such as transport need to take very significant action now to reduce carbon emissions. For transport this means a rapid shift to vehicles that are not powered by fossil fuels.
- 11.8 From a policy perspective, GM wants to develop a position that minimises the impact on the trade while meeting the targets set out in the GM CAP and 5YEP. Incentivising a switch to an electric (or zero-emission capable, "ZEC") vehicle, using clean air funding, provides a long-term solution to compliance and meets climate obligations.
- 11.9 To invest in ZEC vehicles, taxi proprietors also require long term confidence in the local policy landscape, including future interventions and supporting infrastructure. Other local authorities have a ZEC requirement now or have set out a clear roadmap to when their

taxi/PHV fleets should be emission free.

- 11.10 For MLS, this means introducing two future dates within the MLS for:
- “new to licence vehicles” to be ZEC; and
 - All vehicles must be ZEC.
- 11.11 This will provide certainty for investment and maximise the funding through the clean air plan. The risk of an unclear policy is that it potentially drives the purchase of more fossil fueled vehicles, either locking new fleet into 10 years of emissions or putting proprietors at risk of future interventions mid-way through a vehicles useful life as a licensed taxi.
- 11.12 The dates proposed as the GM Taxi/PHV ZEC roadmap as the position for consultation are suggested as:
- From 2025 all new to licence vehicles would need to be ZEC; and
 - From 2028 all vehicles would need to be ZEC, meaning an entirely zero emission taxi/PHV fleet across GM by 2029.

12 NEXT STEPS

- 12.1 Officers will:
- Continue dialogue with JAQU to secure a clear response from government on GM’s outstanding clean air funding asks;
 - Continue to undertake the preparatory implementation and contract arrangements that need to be undertaken to deliver the CAZ and other GM CAP measures;
 - Continue preparations to be ready to move to a statutory public consultation on the GM Clean Air Plan as soon as reasonably practicable; and
 - Bring a report on the consultation on proposals to GM Authority decision makers when there is a clear timeframe for exiting lockdown and moving to the next phase of the COVID-19 response.

13 RECOMMENDATIONS

- 13.1 The recommendations are set out at the front of the report.



Department
for Environment
Food & Rural Affairs

Rebecca Pow MP
Parliamentary Under Secretary of State

Seacole Building
2 Marsham Street
London
SW1P 4DF

T 03459 335577
defra.helpline@defra.gov.uk
www.gov.uk/defra

Cllr Andrew Western
Trafford Council,
Trafford Town Hall,
Talbot Road,
Stretford,
M32 0TH

16th March 2020

Dear Andrew,

I am grateful for the work Greater Manchester authorities and the team at TfGM have undertaken on your plan to deliver nitrogen dioxide (NO₂) compliance in the shortest possible time. Following the submission of your OBC last year, we asked you to provide further evidence on a number of aspects. I am satisfied that, with the further evidence submission provided by TfGM at the end of January 2020, the main evidence queries set out in earlier correspondence from then Minister Coffey have been suitably addressed. There are some technical clarifications my officials will discuss with you to provide final assurances, however, I am content that you should continue to consult and implement your Class C Clean Air Zone (CAZ).

I am aware that you have also provided further evidence and justification to JAQU for an exemption to 2023 for LGVs in the Clean Air Zone. Following a review of this evidence I am prepared to accept your case for the exemption for LGVs to 2023.

Upon reviewing the evidence provided for the preferred option to achieve compliance, we do not support all of the measures proposed. While the modelling shows some additional support measures alongside a CAZ are required to enable delivery of NO₂ compliance in the shortest possible time, our assessment indicates that not all would be needed.

From the evidence provided, we are not convinced the sustainable journeys measure is necessary. The evidence shows this contributes a minimal amount to NO_x reduction in key locations. We can only support, from the Implementation Fund, measures that are needed to meet compliance as soon as possible so I regret we will not be supporting this measure in your plan. Similarly, I know you have been discussing electric vehicle charging infrastructure with JAQU. It is not a measure needed for compliance, so cannot be supported by the Implementation Fund. The JAQU will continue to discuss with TfGM other funding opportunities for this.

I am also aware that you have been looking for assurances to support drivers affected by the Clean Air Zone. We have always been clear that funding will be provided from the Clean Air Fund for businesses and individuals most affected by the Greater Manchester Clean Air Zone and least able to adapt, based on evidence of need. It is disappointing that this has led you to delay the consultation on the plan, and thus failing to meet the legal requirement to provide an FBC by the end of 2019.

Despite this, I am satisfied that you have continued to prepare and develop arrangements for the CAZ. I believe there is a case for releasing some funds from the Clean Air Fund now, ahead of your final plan to support businesses most impacted by the CAZ. I am pleased to provide an initial £41m in funding, comprising £15.4m to support bus retrofit; and the upgrade of PHVs (£10.7m), HGVs (£8m), coaches (£4.6m), and minibuses (£2.1m) through grant or loans.

The JAQU will continue to work with TfGM on a timeline for delivery of these schemes. This is without prejudice to further funding decisions. We will provide additional CAF funding for sectors affected by your plan based on demonstration of need once the final plan is approved. This is in addition to funding for implementing the CAZ, where we have already provided £36m and will make further funding awards based on your final plan.

I understand alongside the NO₂ plan, Greater Manchester authorities will also be consulting on minimum emission licensing standards for taxi and private hire vehicles. This will be an

important complementary measure to the NO₂ plan to support raising the standard of the fleet, alongside CAF funding. I looking forward to the conclusion of that consultation and confirmation of the standards and timing for when these will be in place. I would be grateful if you could keep JAQU informed of progress.

I look forward to Greater Manchester authorities commencing the consultation on your Clean Air Plan, and providing a final plan as soon as possible. As you know the requirement is to meet compliance with legal NO₂ limits in the shortest possible time. We are still expecting that, in line with the timetable Greater Manchester authorities have set out, that the Clean Air Zone will be in place in 2021 in order to meet compliance in 2024. Accordingly, I attach a revised direction to Greater Manchester authorities setting out delivery dates for key business case documentation based on your plans, requiring

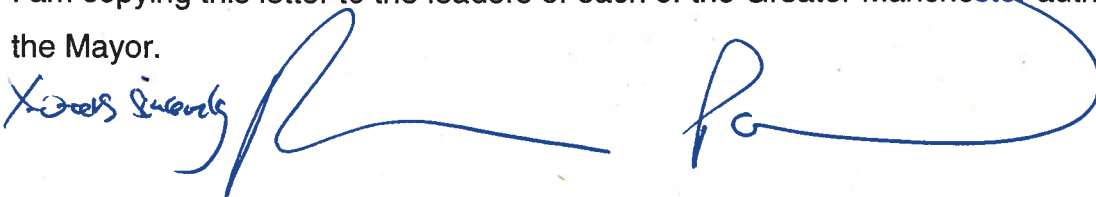
- (i) a draft delivery plan for each of the individual measures in your NO₂ plan by 31 July 2020;
- (ii) an interim FBC by 30 October 2020; and
- (iii) a report by 30 November 2020 that details: the results and analysis of the consultation; any proposed changes to individual measures; and the steps to FBC.

The delivery plans should set out the strategic, economic, commercial, financial and management detail of each measure, ahead of the FBC (and for the Clean Air Zone the outstanding commercial, financial and management detail).

We recognise that the draft delivery plans and interim FBC, under (i) and (ii), will be prepared ahead of the consultation and will be subject to change, further we also recognise that some documentation requested may be subject to formal governance by the 10 Greater Manchester authorities, so draft versions that have been prepared for governance to meet these dates are acceptable, so we can consider these documents in parallel recognising they may not be approved during the decision making process.

My officials will shortly be issuing grant letters for the Clean Air Fund award.

I am copying this letter to the leaders of each of the Greater Manchester authority councils and the Mayor.

A handwritten signature in blue ink, appearing to read 'Rebecca Pow', is written over the typed name below.

REBECCA POW MP

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Rebecca Pow MP
Parliamentary Under Secretary of State
Department for Environment, Food and Rural Affairs
Seacole Building
2 Marsham Street
London
SW1P 4DF

08 April 2020

Dear Minister

I write further to your letter received on 18 March, regarding next steps with Greater Manchester (GM)'s Clean Air Plan proposals. My response to your letter is made with advice from TfGM ahead of a formal discussion with my Local Authority colleagues.

I welcome the confirmation that you are satisfied with the additional options appraisal evidence with the main evidence queries having been suitably addressed, recognising there are some further technical clarifications that are needed for final assurances; and the steps forward that are contained within your letter. In particular, I noted that your letter outlines:

- the government's desire for GM to consult on a Class C Clean Air Zone (accepting our case for exempting LGVs to 2023) with the timings of reporting back on the consultation suggesting that this activity is expected to take place in the summer;
- that the government will provide an initial tranche of funding of £41m for grants or loans – and that this is broken down as £15.4m for bus retrofit, £10.7m for PHVs, £8m for HGVs, £4.6m for coaches and £2.1m for minibuses; and
- that there is an expectation that GM's Clean Air Zone will be introduced in 2021 so compliance with NO₂ legal limits is met in 2024.

Whilst the initial tranche of funding is welcome along with the acceptance of our case for 2023 being the earliest point possible to bring LGVs into the scope of the charging Clean Air Zone, there are a number of aspects within our Plan that your letter has not yet been able to provide certainty over.

Firstly, I have noted that the initial release of funds outlined in the letter does not currently set out an offer of funding for Hackney Carriages as proposed by Greater Manchester, however, I do note the intention to review this further with GM officials. Further development of this funding ask is crucial if consultation on our plan with the taxi trade is to be progressed in a fully informed manner.

I also noted that the initial release of funds outlined in the letter does not currently set out an offer of funding for the business community that relies on the 70,000+ LGVs in operation here in Greater Manchester. Again, I must encourage the work on this aspect to progress quickly so funding can be forthcoming as soon as possible, so as to ensure that bureaucratic delay does not use up the valuable time that could otherwise be available to enable vehicle replacement to happen, following your agreement to exempt Category C vehicles to 2023.

The funding for buses in your letter will provide the basis for developing a model to retrofit the circa 1,000 buses in Greater Manchester that are capable of being converted. However, there remain a further 600+ vehicles for which there are no accredited retrofit options. We

anticipate the parallel funds for ultra-low emission buses, announced in the March Budget Statement, may provide a source for this funding requirement, but we would welcome early confirmation that this is the case. Similarly, we would welcome clarification from JAQU, to help us to secure funding for Electric Vehicle charging infrastructure. I note that £500m was awarded to OLEV in the March Budget Statement.

Finally, we need to ensure that funding routes remain open to the other elements in our Plan that have not been supported by the letter, including the proposed Clean Air Hardship Fund; and the mobilisation/delivery costs for vehicle funds; and there remain outstanding issues regarding specific locations on the Highways England trunk road network that will be crucial to a coherent consultation proposal.

I note that your letter and the accompanying direction were dated 16 March, before the enactment of the Coronavirus Act 2020. Clearly since this time the focus of the nation has shifted dramatically to responding to the global COVID-19 pandemic. As a result, GM colleagues are working to understand the wider impacts of the coronavirus outbreak on this programme of work.

Most immediately, I would like to highlight the timing of GM's consultation, which is assumed in the letter to be taking place in the summer. The planning for this activity cannot be progressed until there is more clarity around the implications of the national response to coronavirus.

As you will appreciate, whilst the government has made a number of financial packages available to businesses and the self-employed in this extraordinary situation, our residents and businesses are rightly focused on ensuring they and their families and employees stay safe. In addition, we are very aware that the impact of pandemic management policies will be felt very strongly within the taxi trade. Furthermore, conducting a consultation in this lock down situation would seem inappropriate as many consultees may not have the opportunity or capacity to consider and respond to the proposals in a meaningful way as required by the public law principles of fair consultation.

Therefore, the proposition of consultation during this immediate period would not seem either viable or appropriate. Nonetheless, we remain committed to meeting our clean air obligations at the earliest opportunity and will be ready to continue to work as the circumstances change.

In doing so, we will also need to be mindful of the significant changes that could result from these exceptional times. We know that the transport sector has already been hugely impacted by the epidemic, and government policies to stem its spread; and its ability to recover from significant revenue loss whilst also being expected to renew fleet to respond to pre-pandemic policy priorities requires further thought and consideration. Therefore, the groups most affected by our Clean Air Plan may need even further assistance than we had anticipated at the time of our previous submission to Government.

More broadly, there will be wider economic impacts that may be sustained and that could significantly change the assumptions that sit behind our plans. Our officials have begun to consider this; and it is highly likely that we will need to update you and the JAQU team as the picture becomes clearer over time. I note that in recent days the JAQU team have made contact with TfGM to clarify that they understand that COVID-19 may impact our ability to progress this work and deliver to previously agreed timelines. They have also confirmed that they do not wish to create additional burdens on Local Authorities at this time. We understand they are committed to keeping an open dialogue with us keeping the situation under regular review, this position is welcomed.

Finally, we remain committed to continue to pursue dialogue with Government on supporting measures that we consider important in achieving plan outcomes, namely powers to act on congestion including moving traffic offences, and reforms to taxi and private hire legislation, in particular to end the practice of out-of-area operation which currently prevents effective local regulation of agreed standards for private hire services.

I hope that this letter helps to show that our commitment to clean air remains strong. However, given the extraordinary circumstances that will remain for some time, I hope that we can continue to work closely to ensure that its achievement is reached in a pragmatic and adaptable manner.

Yours sincerely,



Cllr Andrew Western

Leader of Trafford Council and Greater Manchester Portfolio Lead for Green City

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APPENDIX 3

GM SUMMARY TABLE OF GM'S ASKS V GOVERNMENT OFFER

Measure	GM Ask	Government offer	Commentary
Clean Air Zone	£84m	£36m awarded to date and further funding promised.	GM continues to undertake the preparatory implementation and contract arrangements that need to be undertaken to deliver the CAZ and other GM CAP measures
Sustainable Journeys	£7m	Does not support measure proposed.	Travel behaviour change measures are now emerging as a key component of a COVID-19 response plan for Transport across Greater Manchester and TfGM will pursue alternative funding with DfT.
EV Infrastructure	£19m to include taxi only charging points	£0, but commitment to work together to secure other government funding.	TfGM will pursue alternative funding with DfT.
Bus retrofit	£16m	£15.4m	TfGM to confirm that this monies is an continuation of Clean Bus Technology Funds to be distributed as soon as possible as per previous arrangements.
HGV	£8m	£8m	The distribution of funding requires a consultation on the Clean Air Zone to have been conducted, evaluated and agreed.
Coach	£8m	£4m	The distribution of funding requires a consultation on the Clean Air Zone to have been conducted, evaluated and agreed.
Minibus	£2m	£2.1m	The distribution of funding requires a consultation on the Clean Air Zone to have been conducted, evaluated and agreed.
LGV	£80m	TBC	Government have accepted the exemption to 2023 and further evidence is required to demonstrate the size of GM's funding ask.
PHV	£22m for replacement hackney / PHV and hackney try before you buy scheme	£10.7m	The distribution of funding requires a consultation on the Clean Air Zone to have been conducted, evaluated and agreed.
Hackney Cab		TBC	Government require further evidence to demonstrate the size of GM's funding ask for hackney cabs.
Bus Replacement	JAQU aware that there are 600+ vehicles for which there are no accredited retrofit options	TBC	GM are seeking solutions for large scale replacement.
Hardship Fund	c.£10m	TBC	Government require further evidence to demonstrate the size of GM's funding ask.

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Report to:	EXECUTIVE CABINET
Date:	24 June 2020
Executive Member / Reporting Officer:	Cllr Allison Gwynne – Executive Member (Neighbourhoods, Community Safety and Environment) Ian Saxon – Director of Operations and Neighbourhoods
Subject:	HEALTH & SAFETY - ENSURING COMPLIANCE WITH ‘COVID-19 SECURE’ GUIDELINES
Report Summary:	<p>This report summarises the additional health and safety responsibilities on the organisation to comply with the Health & Safety at Work Act 1974 and in particular the ‘Covid-19 secure’ guidelines.</p> <p>The report also identifies the practical steps which must be taken to ensure compliance and the additional resources which will be required to support this.</p>
Recommendations:	<p>That Executive Cabinet agree that:</p> <ul style="list-style-type: none">(i) Every Service Unit Manager carries out a Covid 19 risk assessment for each workplace and activity undertaken by their Service subject to the Health and Safety team; under the direction of the Director Operations and Neighbourhoods; producing any necessary and required risk assessment templates to be used by all service unit managers, together with implementing such expedient training to do so and to quality control / audit all required risk assessments and where necessary ensure fit for purposes and produce them for publication and to any enforcement agency.(ii) The unions are informed of the process that the organisation is taking to ensure compliance via the Employment Consultation Group.
Corporate Plan:	Supports all elements of the Corporate Plan
Policy Implications:	Implementation will help ensure compliance with new Covid 19 Secure Guidelines for workplaces issued by the Government on 12 May 2020
Financial Implications: (Authorised by the statutory Section 151 Officer & Chief Finance Officer)	There is no additional funding available for the increased resource requirement. It is proposed that it will be funded by redeploying staff from across the organisation into these posts, if this is not possible a review of this decision will be essential.
Legal Implications: (Authorised by the Borough Solicitor)	<p>Members will already be aware of the existing health and safety duties which the council as an employer has to comply with particularly those duties arising from the Health and Safety at Work Act 1974.</p> <p>Members will also be aware that Chief Executive as the Head of Paid Services is accountable for and on behalf of the Council in relation to the implementation of appropriate Health and Safety policies and procedures in line with legislation and will also be held accountable, ultimately in court, for any failings. Therefore the</p>

Chief Executive, supported by his Nominated officer (Ian Saxon, the Director Operations and Neighbourhoods) must ensure that the council's Health and Safety Team has robust systems in place which are supported evidentially and are subject to the appropriate assurance processes.

In addition to the existing Health and Safety legislation the government has issued specific guidance in response to the Covid pandemic.

That guidance requires organisations, such as the council with employees over 50 to undertake and also to publish their COVID-19 risk assessment.

Failure to carry out a well thought out risk assessment could leave the council and the Chief Executive together with his nominated officer open to Regulatory sanctions, employer and/or Public Liability claims and even criminal sanctions under the Health & Safety at Work Act 1974. Therefore it is critical not only that the risk assessments are completed but that the situation is proactively monitored by the Health and Safety Team liaising with officers in audit and insurance as required. It will be necessary for the Health and Safety team under the direction of the Director Operations and Neighbourhoods to produce any necessary and required risk assessment templates to be used by all service unit managers, together with such expedient training to do so and to quality control all required risk assessments and where necessary produce them..


The Health and Safety legislation, together with the Covid Risk Assessment Guidance require consultation both with Trade Unions and employees as part of the risk assessment process.

Risk Management:

Not complying with the requirements will be a risk to public health during the COVID-19 outbreak

Background Information:

The background papers relating to this report can be inspected by contacting Sharon Smith, Head of Public Protection :

 Telephone: 0161 342 2277

 E-mail: sharon.smith@tameside.gov.uk

1.0 INTRODUCTION

- 1.1 As an employer Tameside Council has a legal duty under Section 2 and 3 of the Health and Safety at Work etc. Act 1974 to provide, so far as is reasonably practicable, a safe and healthy working environment for employees and members of the public.
- 1.2 In addition all employers have a legal duty under Regulation 3 of the Management of Health and Safety at Work Regulations to carry out a suitable and sufficient risk assessment of the risks to the health and safety of their employees to which they are exposed whilst they are at work; and the risks to the health and safety of persons not in their employment arising out of or in connection with the conduct by him of his undertaking.
- 1.3 In response to the Covid 19 outbreak the Government published on 12 May 2020 additional 'Covid-19 Secure' guidelines. This report identifies the 5 key points which organisations should implement and the practical steps which the Council will take to disseminate the new guidelines.

2.0 SUMMARY OF 'COVID-19 SECURE' REQUIREMENTS

- 2.1 The UK government, in consultation with industry, has produced 'COVID-19 Secure' [guidance to help ensure workplaces are as safe as possible](#). The new guidance covers 8 workplace settings which are allowed to be open, from outdoor environments and construction sites to factories and takeaways. This sets out practical steps for businesses focused on 5 key points, which should be implemented as soon as it is practical:

1. Work from home, if you can
2. Carry out a COVID-19 risk assessment, in consultation with workers or trade unions
3. Maintain 2 metres social distancing, wherever possible
4. Where people cannot be 2 metres apart, manage transmission risk
5. Reinforcing cleaning processes

- 2.2 The 8 guides cover a range of different types of work. The Council operates many of its services within a range of these workplace settings. It must be able to comply with the governmental guidelines and within its regulatory responsibilities advise local businesses on compliance standards to keep employees and residents safe. The workplace settings include:

- [Construction and other outdoor work](#) – Guidance for people who work in or run outdoor working environments.
- [Factories, plants and warehouses](#) - Guidance for people who work in or run factories, plants and warehouses
- [Homes](#) – Guidance for people working in, visiting or delivering to home environments as well as their employers
- [Labs and research facilities](#) – Guidance for people who work in or run indoor labs and research facilities and similar environments
- [Offices and contact centres](#) – Guidance for people who work in or run offices, contact centres and similar indoor environments
- [Restaurants offering takeaway or delivery](#) – Guidance for people who work in or run restaurants offering takeaway or delivery services.
- [Shops and branches](#) – Guidance for people who work in or run shops, branches, stores or similar environments.
- [Vehicles](#) – Guidance for people who work in or from vehicles, including couriers,

- 2.3 In each workplace organisations are required to display posters (downloadable from gov.uk) to demonstrate to their employees, customers and other visitors, that they have considered and followed this guidance (**Appendix 1**).

3. MEETING THE REQUIREMENTS

- 3.1 The Chief Executive / Accountable Officer has overall responsibility for ensuring that the Organisation meets the duties imposed on it by Health and Safety legislation and associated regulations.
- 3.2 Council Service Managers must, at the earliest opportunity, complete a Covid-19 risk assessment in relation to the work activities their teams are involved in. This must be done in consultation with the workforce and unions. Service Unit Managers will be communicated to directly via email to advise them of the new guidelines. Draft templates are available for Service Managers via the intranet:
<https://intranet2.tameside.gov.uk/collectiveagreements/council/hs/riskassessments/covid19>
- 3.3 Training on the completion of Risk Assessments will be available via the Me-learning intranet and a bespoke Webinar Conference will be hosted for managers in June. Information will also be disseminated via the intranet, the Corporate Health and Safety Meeting and the Chief Executive's brief.
- 3.4 The Health and Safety Team will support all managers within the Council in completing the risk assessments and identifying appropriate control measures. An initial priority will be given to schools, health and social care and services where key workers are engaged in front facing roles.
- 3.5 It is important that there is close co-operation and communication between the Health and Safety Team, Human Resources and Growth Directorate (Strategic Property Services). It is the responsibility of Growth Directorate to facilitate the control measures specified in risk assessments and to ensure that building facilities and layouts comply with 'Covid-19 Secure' guidelines. The Health and Safety Team will need to be kept up to date on the plans to open buildings, any changes made to buildings and any limitations on potential modifications to buildings as this will inform risk assessments and any changes needing to be made to control measures. Similarly any further changes to the delivery of services should include a review of the risk assessments
- 3.6 Completed risk assessments must be sent to healthandsafety@tameside.gov.uk so that a central record can be audited and retained. All risk assessments will be reviewed by the Health and Safety Officers and uploaded to the intranet.
- 3.7 Findings of the risk assessments must be communicated to all members of staff undertaking the work activity.
- 3.8 On completion of the risk assessment, communication of its findings to staff and subsequent implementation of the control measures, the notice indicating compliance with 'Covid-19 Secure' guidelines must be displayed in the workplace and any public facing areas.
- 3.9 Risk assessments will also be published on the Council's website.
- 3.10 In order to effectively support the Organisation a named Health and Safety Officer will be allocated as a key 'Covid-19 Secure' contact for each Service Unit. The support required will be achieved by redeploying staff from across the organisation into these posts.

4. RECOMMENDATIONS

4.1 As set out on the front of the report.

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Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

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