

Cabinet

Date: Thursday, 2nd July, 2020

Time: 2.00 pm

**Venue: Virtual Meeting - Zoom - Public Access via
YouTube**

<https://www.youtube.com/bathnescouncil>

Agenda

To: All Members of the Cabinet

Councillor Dine Romero (Council Leader and Liberal Democrat Group Leader), Councillor Rob Appleyard (Cabinet Member for Adult Services), Councillor Tim Ball (Cabinet Member for Housing, Planning, and Economic Development), Councillor Neil Butters (Cabinet Member for Transport Services), Councillor Paul Crossley (Cabinet Member for Community Services), Councillor Kevin Guy (Cabinet Member for Children's Services), Councillor Richard Samuel (Deputy Council Leader and Cabinet Member for Resources), Councillor Sarah Warren (Cabinet Member for Climate Emergency and Neighbourhood Services), Councillor David Wood (Cabinet Member for Climate Emergency and Neighbourhood Services) and Councillor Joanna Wright (Cabinet Member for Transport Services)

Chief Executive and other appropriate officers
Press and Public

The agenda is set out overleaf.



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NOTES:

1. **Inspection of Papers:** Papers are available for inspection as follows:

Council's website: <https://democracy.bathnes.gov.uk/ieDocHome.aspx?bcr=1>

2. **Details of decisions taken at this meeting** can be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime, details can be obtained by contacting as above.

3. **Broadcasting at Meetings:** -

The Council will broadcast the images and sounds live via the internet

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The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

4. **Public Speaking at Meetings**

The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. They may also ask a question to which a written answer will be given. **Advance notice is required not less than two full clear working days before the meeting. This means that for meetings held on Thursdays notice must be received in Democratic Services by 5.00pm the previous Monday.** Further details of the scheme:

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=12942>

5. **Supplementary information for meetings**

Additional information and Protocols and procedures relating to meetings

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13505>

Cabinet - Thursday, 2nd July, 2020

in the Virtual Meeting - Zoom - Public Access via YouTube
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A G E N D A

1. WELCOME AND INTRODUCTIONS
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

(a) The agenda item number in which they have an interest to declare.

(b) The nature of their interest.

*(c) Whether their interest is **a disclosable pecuniary interest** or an **other interest**, (as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)*

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer or a member of his staff before the meeting to expedite dealing with the item during the meeting.

4. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

The Cabinet is asked to:

2.1 Accept the Covid-19 Local Outbreak Management Plan as a suitable framework plan on which to base further planning of the local response to this pandemic.

2.2 Commit the Council to providing local leadership during this period of crisis, working with communities and other stakeholders in order to protect the health, wellbeing and prosperity of people in Bath and North East Somerset.

2.3 Commit to the provision of adequate material support for the implementation of this plan, while also taking into account other Council needs and pressures. (This is a commitment in principle: the framework plan does not detail any specific requests, but these will follow and be subject to separate decision making processes).

This decision is to be made under Part 4B Rule 16 of the Council's Constitution as an urgent decision. This matter is urgent because of the expectation that the Council would need to have an agreed plan in place for the beginning of July 2020 in light of the Covid19 pandemic.

RULE 16 - LOCAL OUTBREAK MANAGEMENT PLAN

5. QUESTIONS FROM PUBLIC AND COUNCILLORS

Questions submitted before the deadline will receive a reply from an appropriate Cabinet member or a promise to respond within 5 days of the meeting. Councillors may ask one supplementary question for each question they submitted, up to a maximum of two per Councillor.

6. STATEMENTS, DEPUTATIONS OR PETITIONS FROM PUBLIC OR COUNCILLORS

Councillors and members of the public may register their intention to make a statement if they notify the subject matter of their statement before the deadline. Statements are limited to 3 minutes each. The speaker may then be asked by Cabinet members to answer factual questions arising out of their statement.

7. MINUTES OF PREVIOUS CABINET MEETING (Pages 45 - 52)

To be confirmed as a correct record and signed by the Chair

8. CONSIDERATION OF SINGLE MEMBER ITEMS REQUISITIONED TO CABINET

This is a standard agenda item, to cover any reports originally placed on the Weekly list for single Member decision making, which have subsequently been the subject of a Cabinet Member requisition to the full Cabinet, under the Council's procedural rules

9. MATTERS REFERRED BY POLICY DEVELOPMENT AND SCRUTINY BODIES

This is a standing agenda item (Constitution rule 14, part 4D – Executive Procedure Rules) for matters referred by Policy Development and Scrutiny bodies. The Chair of the relevant PDS Panel will have the right to attend and to introduce the Panel's recommendations to Cabinet.

10. SINGLE MEMBER CABINET DECISIONS TAKEN SINCE PREVIOUS CABINET MEETING (Pages 53 - 54)

A list of Cabinet Single Member decisions taken and published since the last Cabinet meeting to note (no debate).

11. COVID-19 2020/21 FINANCIAL RECOVERY PLAN (Pages 55 - 102)

This report sets out the financial impacts of Covid-19 on the Council's revenue budgets. The Council is anticipating a £42.13m pressure on its revenue budget and £7.5m on the Collection Fund before government grant and the proposed financial recovery measures. The report sets out the gross impact of Covid-19 restrictions and social distancing measures and the planned mitigations to present a fully funded net budget position.

The Committee Administrator for this meeting is Jack Latkovic who can be contacted on 01225 394452.

(a)

(b)

| Bath & North East Somerset Council | | |
|--|---|--------------------------------------|
| MEETING/ DECISION MAKER: | Cabinet | |
| MEETING | 02/07/2020 | EXECUTIVE FORWARD PLAN REFERENCE: |
| | | E 3218 |
| TITLE: | RULE 16 - Covid19 Local Outbreak Management Plan (LOMP) | |
| WARD: | All | |
| AN OPEN PUBLIC ITEM | | |
| List of attachments to this report: | | |
| Bath and North East Somerset Local Outbreak Management Plan for COVID-19 | | |

1 THE ISSUE

- 1.1 As part of the national response to Covid-19, all Local Authorities are asked to have an agreed LOMP in place by the end of June 2020. This report has been recommended as fit for adoption by the Health and Wellbeing Board at its meeting on 23rd June 2020

2 RECOMMENDATION

The Cabinet is asked to:

- 2.1 Accept the Covid-19 Local Outbreak Management Plan as a suitable framework plan on which to base further planning of the local response to this pandemic.
- 2.2 Commit the Council to providing local leadership during this period of crisis, working with communities and other stakeholders in order to protect the health, wellbeing and prosperity of people in Bath and North East Somerset.
- 2.3 Commit to the provision of adequate material support for the implementation of this plan, while also taking into account other Council needs and pressures. (This is a commitment in principle: the framework plan does not detail any specific requests, but these will follow and be subject to separate decision making processes).

3 THE REPORT: ATTACHED

4 STATUTORY CONSIDERATIONS

4.1 The Council's role in responding to this outbreak derives from its role as a Category 1 responder under the Civil Contingencies Act of 2004. Further regulations concerning this outbreak have derived from the Coronavirus Act of 2020.

4.2 This decision is to be made under Part 4B Rule 16 of the Council's Constitution as an urgent decision. This matter is urgent because of the expectation that the Council would need to have an agreed plan in place for the beginning of July 2020 in light of the Covid19 pandemic.

5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

5.1 There are no specific resource commitments in this report. However, there will be a need for a modest number of new posts to meet possible increases in case numbers and outbreaks, and potentially also for equipment for viral testing.

5.2 A sum of £849,000 has been allocated to BaNES Council for directly responding to Covid-19 and supporting testing and tracing and community engagement. A share of this will be sought in implementing the LOMP.

6 RISK MANAGEMENT

6.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision-making risk management guidance.

7 CLIMATE CHANGE

7.1 This pandemic has had profound effects on all aspects of life throughout the world, on a scale unprecedented in peacetime in modern times. Some of these effects have had an extreme short-term effect on reducing fossil fuel emissions from transport and industry, and some of these effects may prove to be sustainable in the long term.

7.2 Bath and North East Somerset Council is seeking to find opportunities in the range of economic and social changes enforced or encouraged by this pandemic to move towards a more sustainable and low carbon economy.

7.3 However any event with such widespread effects on economies and lifestyles, which will differ greatly across the world, will have complex and unpredictable ramifications, and so it is impossible to say whether the overall impact will prove to be positive or negative in relation to climate change in the long term

8 OTHER OPTIONS CONSIDERED

8.1 N/A

9 CONSULTATION

9.1 The report has been agreed by the 151 officer, the monitoring officer, the Cabinet member for Health, the chair of the relevant PDS panel and the council's Chief Executive.

9.2 The plan was endorsed by the BaNES Health and Wellbeing Board on 23rd June 2020.

| | |
|--|---|
| Contact person | Bruce Laurence, Director of Public health bruce_laurence@bathnes.gov.uk |
| Background papers | |
| Please contact the report author if you need to access this report in an alternative format | |

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Bath and North East Somerset Local Outbreak Management Plan for COVID-19

June 2020

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Bath and North East Somerset Local Outbreak Management Plan for COVID-19

June 2020

Introduction

The Local Outbreak Management Plan is a framework document outlining the role of the Local Authority in the management of the COVID-19 outbreak in Bath and North East Somerset.

This framework provides a consistent set of principles and approaches by which B&NES will manage what is a very dynamic situation. Underneath this framework there will be a set of detailed plans that will also change and evolve.

The national situation

COVID-19, a disease that did not exist in humans before November 2019, has now killed over 40,000 people in Britain and given rise to almost 300,000 diagnosed cases, although the true number of people infected is likely to be many times that.

In addition to that great human toll, efforts to contain the spread of the virus have led to changes in how we live our lives unprecedented in peacetime, and which have had a massive impact on our economy and our society.

Bath and North East Somerset, in common with most of the South West, has been relatively lightly affected so far, with case and death rates well under half the national average, although still over 80 people have died here. This low impact, while obviously welcome, also means that most of the population will not have been infected and therefore not have gained whatever immunity that might afford.

In the past few months the focus of our national response has been to suppress the outbreak, almost at all costs. Now however we want to move cautiously towards a more regular lifestyle, while at the same time ensuring that the outbreak is kept under control both to safeguard health and life, and to avoid overwhelming the health and care services.

The twin pillars of success

The only really good exit from this pandemic is the development and blanket use of an effective vaccine. Unless and until that happens, which will take from between several months to forever, we are likely to be on a constant knife edge between allowing the virus to spread again with the threat of new outbreaks, and having to return to more restrictive lives with all the associated costs to health, wealth and wellbeing. Our collective task is to walk this line as skilfully as possible, and two things must happen if we are to achieve the best outcome.

Firstly, everything that we do now, whether at home, at work, at school, or in our towns and neighbourhoods, must be done with full attention paid to minimising the risk of viral transmission. This will be difficult to maintain over a long period of time, but the more careful we are in our daily ways of being, the more we can hold on to the wider freedoms to live something closer to our normal lives.

And secondly, we need to have a public system in place to identify and suppress possible outbreaks before they can gain momentum. This is the system of testing, tracing and self-isolating that is currently being set up and which is likely to take several months to reach full capacity and effectiveness. This will be explained in more detail in section chapter 5.

These are the twin pillars of success.

The role of the Local Authority

The Council has a role to play in ensuring the strength of both these pillars.

As an authoritative source of local community leadership, and through our many channels of communication, we can encourage and support residents and local institutions of all sorts to operate safely.

And, as the local base of public health, environmental health and adult care teams we have a key role in working alongside the national and regional parts of the test and trace system, to enable the whole to function as well as possible at a B&NES level. We also have a further specialist role in preventing local outbreaks through advice and training in vulnerable settings, particularly care homes, but also schools and certain other institutions.

The aim of the Local Outbreak Management Plan (LOMP)

The aim of the LOMP is to harness the capacity of the Council, working with a wide range of partners, to enable residents of Bath and North East Somerset to resume their normal lives as far as possible, while being protected from the threat still posed by COVID-19.

Principles of the LOMP

The principles to our approach are as follows:

Our plan will build on existing health protection processes, which are tried and tested.

Our plan will focus local and national efforts to coordinate a local system that ensures testing and tracing and where appropriate self-isolation occurs as thoroughly and as rapidly as possible.

The plan will ensure that we are quickly alerted to increases in cases overall as well as new outbreaks, and most particularly, outbreaks among the more vulnerable groups.

The governance arrangements associated with our plan will provide the structure and responsibility to enable an effective place-based approach in B&NES.

We will use an evidence base and local knowledge to steer a consistent approach to decision making.

Where it will strengthen efforts in B&NES we will work with neighbouring Local Authorities and other key partners such as the regional PHE unit, the local NHS and the LRF.

Note that B&NES' geographical position adds some complexity to the response plan. Our LRF alignment is with Avon and Somerset, while our NHS system incorporates Swindon and Wiltshire who share a separate LRF.

The themes of the LOMP

Nationally, seven themes have been identified as being essential to an effective outbreak management plan. The rest of this document will cover these themes.

They are as follows (Theme numbers as laid out in central guidance):

- 1. Preparing outbreak response plans for the most common high-risk settings, particularly care homes and schools.**
- 2. Identifying other local high-risk groups and settings, and preparing to be able to respond rapidly to outbreaks in such situations.**
- 3. Understanding and coordinating the coronavirus testing system at locality level.**
- 4. Understanding and coordinating the COVID-19 contact tracing system at locality level.**
- 5. Data integration. Collating, analysing and presenting data with enough speed and detail to enable effective monitoring of COVID-19 in B&NES.**
- 6. Protecting and supporting vulnerable residents, and particularly ensuring the welfare of those who are in a shielded group and are unable to look after themselves.**
- 7. The governance of the whole COVID-19 response at locality level and the role of the local outbreak engagement board in communicating with residents and other stakeholders in B&NES.**

The rest of this plan will address these themes in a systematic, but sometimes interwoven way, and note that the document will not necessarily use the order above.

Chapter 1: Governance and Accountability

Governance

Two Boards will play complementary roles in managing the pandemic in B&NES through the next year. With a degree of simplification these boards will each take charge of one of the two pillars of success identified above.

A B&NES COVID-19 Health Protection Board, based on the existing Health Protection Board, will be in overall operational charge of outbreak control efforts. Its functions will include managing information and coordinating and supporting local efforts at preventing and minimising outbreaks. This all links closely to the testing and tracing system. This board will be chaired by the director of public health, and in his absence the consultant in public health with the lead for health protection.

Membership of this board will be flexible but will have a core group drawn from public health, environmental health, adult social care, the emergency team (EPRR), communications, informatics and the NHS. Links will be made to the Compassionate Communities Hub and other stakeholders as required.

The terms of reference for this board derive from those of the existing Health Protection Board which have been developed since the new public health system began in 2013. Approx.

A B&NES Outbreak Engagement Board, chaired by the Council Leader will play a critical role in ensuring that local residents and other stakeholders in the public, private and third sectors all understand and abide by the need to comply with rules and principles designed to prevent viral transmission. The main focus of this board will be outwards to the wider community.

The role of this board will be briefly discussed in chapter 6.

Reporting and accountability

The reporting structure underlying the governance of this outbreak needs to be effective but also realistic given the amount of time and effort that detailed reporting can take.

Both Boards will have representation on, and report into the B&NES Health and Wellbeing Board (HWB) which has an overall responsibility for all aspects of health and wellbeing in the locality. The HWB will also be the committee that signs off the LOMP.

The COVID-19 Health Protection board will also report regularly and where necessary to other important groups including:

- The B&NES Council senior management and corporate management teams
- The B&NES, Swindon and Wilshire NHS governance structures
- The Avon and Somerset Local Resilience Partnership

It is not yet clear what lines and processes of accountability and reporting will be set up with regional and national bodies, but there will be intensive national monitoring of all aspects of the pandemic across the country and the focus of reporting will probably change to reflect the changing situation and specific areas of concern at different times.

Chapter 2: Data Integration and Use

Data about the outbreak, including about testing, positive cases and contacts is essential for good local outbreak control. Managing data is a complex task with many different sources and streams with varying levels of timeliness and accuracy.

There are also particular issues arising from limited data flows still coming to local authorities.

In order to use data effectively and make sense of a wealth of statistics, we have adopted a “function led” approach in B&NES in which all information is seen as somehow answering one of three fundamental questions.

1. **How do we monitor the general level of the outbreak in B&NES and further afield?**
2. **How do we assure that the test and trace system is working well locally?**
3. **How do we identify localised outbreaks as early as possible?**

1. How do we monitor the general level of outbreak in B&NES and further afield?

There are **four recommended metrics** that should be used to track the local general level of outbreak/infection in Bath and North East Somerset, as follows:

- a. **Individuals reporting symptoms** - by daily tracking using data from 111/GPs Primary Care of B&NES residents/registered [*possibly from the further development of the COVID-19 Capacity Threshold and Triggers Report, 1.2*].
- b. **Positive swab test results** - by daily tracking of positive pillar 1 and pillar 2 test results provided by PHE (via. HPZone) [*from the daily MSOA and weekly postcode level Case Line Lists, 5.1 and 5.3 respectively*].
- c. **Admissions to hospital** – by monitoring daily suspected, and later tested positive or already known to be positive in-patients (i.e. community acquired); as well as newly COVID-19 positive in-patients acquired in the RUH (i.e. nosocomial infections) [*possibly from the developing COVID-19 Capacity Threshold and Triggers Report, 1.2*].
- d. **Deaths** – by tracking, preferably from the weekly internally supplied registered deaths [2.5], or alternatively weekly ONS death registrations releases [2.3].

All of these metrics are tracked on a daily basis, either by the BI Team through dashboards, or by BSW CCG through daily Sitreps.

In addition, a number of different alert systems are produced [1.1, 1.2 and 1.3], particularly the PHE South West Early Warning for Confirmed COVID-19 Cases [1.3], are logged and tracked by the B&NES Business Intelligence team, but some occur after the release of daily positive test data [5.1].

2. How do we assure that the test and trace system is working well locally?

We should aim to understand the following metrics:

- Whether everyone who needs a test gets a test.
- Whether tests are turned around in an appropriate timescale, e.g. timely delivery and return of tests for home testing kits, as well as timely notification of results.
- Whether people with appropriate positive test results are contacted quickly; their close contacts are identified, tracked and traced in a timely manner; and everyone who should is self-isolating for the recommended period.

At present, local intelligence has been provided with information regarding:

- Testing in care homes (suspected cases recorded [*B&NES Care Home Sitrep*, 3.2] and tests completed [*PHE Line Lists*, 5.1 and 5.3].
- Summary contact tracing statistics from Department of Health & Social Care (DHSC), including:
 - how many confirmed cases have been referred;
 - how many contacts have been identified, and how many contacts have been completed; and
 - how many have been managed by Level 1 Health Protection Teams.

These data sets and statistical returns are reviewed on publication by the Business Intelligence team; and Adult Social Care, Adult Safeguarding and Public Health teams in the case of Care Home Sitreps.

The issue of publishing statistics to show how effectively the testing programme is being managed was raised by UK Statistics Authority on 2nd June: <https://www.statisticsauthority.gov.uk/correspondence/sir-david-norgrove-response-to-matt-hancock-regarding-the-governments-COVID-19-testing-data/>

It is not possible to further define the answers to these questions without considerable data development. This could be additional row level data being provided by the national NHS Test and Trace service or through the development of any local intelligence sharing/track and trace activities.

As this document is being written a lot of effort is being made to enable timely local answers to these questions, but the data flow will develop alongside the development and increasing capacity of the test and trace system itself.

3. How do we identify localised outbreaks as early as possible?

An outbreak can be defined as:

- two or more persons with the same disease or symptoms or the same organism isolated from a diagnostic sample, who are linked through common exposure, personal characteristics, time or location; or
- a greater than expected rate of infection compared with the usual background rate for the particular population and period.

(Hawker, Begg et al., (2012), *Communicable Disease Control and Health Protection Handbook*. 3rd edition)

Furthermore, the second part of this definition is covered in Q1 above, i.e. under wider surveillance.

Critical to identifying localised outbreaks is the ability to access very timely data, preferably within 24 hours or sooner of a suspected case being identified. All sources identified in section 1 have the potential to provide an indication of the presence of a localised outbreak. In addition, standard health protection practice at level one (local authority) provides summary intelligence (not line level) regarding outbreaks.

The draft test and trace notification process will notify local authorities in the case of any of the following conditions being met:

- Any positive confirmed cases where an education or childcare setting may be involved.
- Any care home setting.
- The NHS Test and Trace Service identifying a positive confirmed case as:
 - occurring in a “complex setting” (e.g. shelter, hostel etc.);
 - cases which may have a local consequence (e.g. media interest, impact on public services); or
 - representative of a local increase in cases in a specific establishment (e.g. workplace).

As a consequence, whilst timely identification of an outbreak is possible at a general level; more details on the context surrounding the outbreak, including common features, demographic characteristics, employment or education factors which may significantly influence the outbreak will not be available until a Health Protection notification is received.

Data Integration and Future Options

The above review is developed from known data sources at the point of writing. To develop more sophisticated health surveillance methodologies it is essential that more detailed information is provided to local authorities by key stakeholders, particularly DHSC, PHE and the new **Joint Biosecurity Centre (JBC)**.

On the basis of *parity of esteem*, this should include:

- NHS number and full address for positive cases.
- Detail of traced contacts at a personal level, including information about workplace or social commonalities.
- Any additional data sources used in the development of national surveillance programmes (e.g. Google mobility, DWP, etc.).
- To be made available in a manner that allows for automated, machine readable sharing and access.

The Joint Biosecurity Centre is a new unit specifically set up to advice central and regional bodies on the appropriate alert level, and to use data coming into the centre to help local bodies identify concerning trends in their localities.

Although it can be difficult to define benefits of this without access to the data, some options that could be identified are as follows:

- Near-instant reconciliation with Council held lists of vulnerable people (e.g. shielded, high risk children/young people and all adult social care clients) to manage risks to our most vulnerable residents.
- Integration with the Virgin Care Integrated Care Record (ICR), allowing both risk stratification (e.g. risk of hospitalisation) and effective live communication flow with key agencies (e.g. General Practice).

These methods would require appropriate data protection/privacy impact assessment.

Chapter 3: Prevention and Response Plans for Places and Communities

Introduction

It is clear from the progress of the outbreak so far, not only that staff and residents of care homes are among the most vulnerable groups in our community, but that they have also taken a big part of the burden of illness and death in the first wave of the outbreak. Furthermore there has been much discussion through national media about the degree to which this outcome was partly as a result of policies that protected the capacity of the NHS when there were fears that it could quickly become overwhelmed.

This level of illness and death must not be repeated, and detailed plans are now being put in place to monitor and protect these institutions. Indeed much good local work has been done already, including a lot of work training home staff in infection prevention and control.

Our schools, and also other early years settings like nurseries, are also places where very many people come together; children, teachers and other staff, who are also fully integrated into local communities.

Children themselves tend to have mild illnesses when infected by coronavirus, but they can spread infection to others, and so any outbreaks in schools must quickly be identified and steps taken to minimise wider risks of infection. And because schooling is so important to the wellbeing and future of our children schools must operate in ways which minimise the likelihood of having to restrict access again in the face of cases and outbreaks in the future.

Therefore a full theme of the LOMP is focused on these two settings. It should be noted that B&NES has two large **universities** and a multi-campus **college**, and we are also working with these locations to enable them to continue their important work in ways that minimise risks from coronavirus. Detailed plans will be developed as these institutions gear up for re-opening in the Autumn.

It should be also be noted that the other biggest area of concern in terms of specific settings with the largest danger of spread of infection is the NHS itself and particularly hospitals, such as the RUH. The reason that the LOMP is not asked to focus on NHS settings so closely is that the NHS has capacity of its own to manage these so called “nosocomial” outbreaks, although wherever this happens the local authority is still a key partner along with Public Health England.

In addition a further theme of the LOMP is to identify other high risk groups in the community whether by specific location or other community characteristics (eg homelessness). There are many such groups and places and so there will not be a specific detailed plan built for all possible eventualities. Rather the aim is to identify and be ready to react swiftly to concerns. This will depend on a good network of contacts and the application of our well-tested generic communicable disease outbreak control plans which we have developed with Public Health England.

A. Care homes

1. Relevance of this setting for outbreak prevention and control

Nationally, approximately 400,000 older people in the UK live in care homes. This is a bed base three times that of the acute hospital sector.

Most care home residents have some degree of cognitive impairment, multiple health conditions and physical dependency and many are in their last years of life. Many care home residents are particularly vulnerable to COVID-19 infection as a consequence of their complex medical problems and advanced frailty, and due to regular close contact with staff providing social, care and nursing support. Their vulnerability leads them to be particularly susceptible to infection with an increased likelihood of poor health outcomes and death.

As with other settings, robust, continuous and well-planned approaches to infection prevention and control can make significant differences which can reduce rates of infection. Key concerns relate to transmission between residents; and between residents, the staff who support and care for them and visiting friends and family.

2. Local provision

Care homes in B&NES include both nursing and residential provision with significant specialist provision for those with dementia, complex needs, learning disabilities, autism or mental health needs. The majority of residents are from the B&NES area. Care homes are run in the main by private businesses (18 separate companies) with 3 charitable/not for profit homes running 4 homes. Specialist homes (mental health and learning disabilities/autism) are run by 12 businesses.

| Care homes | No. of homes | No. of residents (approx.) | No. of staff (approx.) |
|-------------------|--------------|----------------------------|------------------------|
| Nursing Homes | 18 | 710 | 1000 |
| Residential Homes | 15 | 420 | 550 |
| TOTAL | 33 | 1130 | 1550 |

| Specialist homes | No. of homes | Total bed space | No. of staff (approx.) |
|--|--------------|-----------------|------------------------|
| Learning disability/autism - residential | 21 | 196 | |
| Learning disability/autism - nursing | 1 | 15 | |
| Mental health | 1 | 8 | |
| TOTAL | 23 | 420 | Estimated 60 |

3. Responsibilities of the LA to providers

The LA has both direct and indirect responsibilities to support providers. Beyond COVID-19 support the LA retains ongoing responsibilities through the Care Act 2014 to maintain and support a market that delivers a wide range of sustainable, safe and high-quality care and support services. The contract held by the LA and CCG commissioners with care homes includes expectations on infection prevention and control practice.

In B&NES much support is given through an integrated arrangement through the Council, Clinical Commissioning Group (B&NES, Swindon and Wiltshire) and Virgin Care. The journey towards closer integration is set out within the Your Care Your Way programme, redesigning community health and care services and consolidating the commitment to invest in preventative services and to further develop integrated services with Virgin Care. Developing this integrated model has enabled B&NES to respond to the challenge of COVID-19 with well-coordinated support and has furthered commitments to increasing the speed of acute to community discharge.

It is important to note that the Council has been particularly impacted by the COVID-19 experience, having seen significant loss of income consequential to its role as a national heritage site. Savings will need to go beyond efficiency and on-going commitments to manage care costs.

A number of teams and organisations work with care homes to help homes prevent and manage cases of COVID-19 including the Adult Social Care commissioning team, GP practice, CQC, LA public health team, IP&C officers, community frailty practitioner, and the CCG IP&C lead.

4. Outbreak management plan for care homes

- **Case definition**

Possible case: Any resident or staff with symptoms of COVID-19 (fever, new continuous cough, loss of normal sense of smell or taste, new onset of influenza like illness or worsening shortness of breath). Note: elderly people can often present with non-typical symptoms such as sudden decline in physical or mental ability, lethargy or change from usual demeanour without other explanation

Confirmed case: Any resident or staff with laboratory confirmed diagnosis of COVID-19.

- **Contact definition**

Resident contacts: are those that:

- Live in the same unit / floor as the infectious case (e.g. share the same communal areas) or
- Have spent more than 15 minutes within 2 metres of an infectious case

Staff contacts: care home staff that have provided care within 2 metres to a possible or confirmed case of COVID-19 for more than 15 minutes.

- **Outbreak definition**

Two or more cases which meet the case definition of a possible or confirmed case as above, within a 14-day period among either residents or staff in the setting.

- **Monitoring arrangements and the flow of test results**

Critical to identifying localised outbreaks is the ability to access very timely data, preferably within 24 hours or sooner of a suspected case being identified. Cases in residents and staff are identified in several ways.

The following section sets out the processes by which details of possible and confirmed cases are fed into the NHS Test and Trace system, and by which the LA is notified of such cases.

The HPT's Standard Operating Procedure for care homes sets out that care homes will notify the HPT of:

- a single suspected or confirmed case of COVID-19 in a resident (the HPT then arrange testing and give IPC advice)
- suspected outbreak of COVID-19 in the care home (the HPT then arrange testing and give outbreak control advice)
- more than 1 staff member off sick with symptoms of COVID-19 OR 1 staff member laboratory confirmed with COVID-19

In addition to the above, all care homes have been encouraged to take up the national 'whole care home testing' programme which enables testing for all residents (whether or not they have symptoms) and asymptomatic staff and the HPT are notified of any positive cases.

Symptomatic staff access testing through national self-referral or employer referral portals. The HPT are then informed of confirmed cases through the national NHS Test and Trace system and will carry out contact tracing with these cases.

The pathways by which local authorities receive data on possible or confirmed cases are developing all the time. At present, the local authority is made aware of possible/confirmed cases through the following routes:

- Notification from the Health Protection Team of possible or confirmed cases reported to them by care homes
- Notification from the Health Protection Team of confirmed cases identified through the Whole Care Home Testing scheme
- Numbers of COVID-19 possible/confirmed cases and deaths as reported by care homes to Adult Social Care daily (includes numbers of positive and negative results reported through Whole Care Home Testing)

- Daily line lists received about confirmed cases in B&NES providing information on age group, gender, MSOA
- Weekly line list received on confirmed cases in B&NES providing information on age, gender, and postcode (postcode usually identifies the care home)

The table below gives an overview of the multi-disciplinary response to different case and outbreak scenarios in care homes. A more detailed care home outbreak management development plan will be produced to sit behind this.

| Scenario | Role of organisation/team | | | | | |
|---|--|--|--|--|--|--|
| | Commissioner | LA Public Health/Comms | LA Infection Prevention and Control Officer | PHE Health Protection Team | LA Environmental Health team | BSW CCG |
| No suspected or confirmed cases (prevention) | Offer support & advice on range of issues. Gather daily sitreps from care homes. Disseminate materials on prevention and comms guidance. Encourage take up of learning and testing opportunities. Facilitate PPE access. Seek assurance on preparation for dealing with positive cases. Co-chair regular IP&C MDT meetings to identify support needs of identified care homes. | Plan for strengthened IP&C. Localise & disseminate prevention and comms guidance. Encourage take up of learning and testing opportunities. Seek assurance on preparation for dealing with cases. Support PPE access. Develop risk assessment. Co-chair regular IP&C MDT meetings to identify support needs of identified care homes. | Maintain contact with care homes providing training, advice, problem solving. Follow up actions from IP&C MDT meetings with identified care homes. | Develop guidance and prevention materials and encourage take up of learning opportunities. | | Plan for strengthened IP&C. |
| First report of one or more possible/confirmed cases | As above. Encourage reporting to HPT. | As above. | Contact care home to offer support and draw in wider input as needed. | Follow national standard operating procedure. Notify LA. | | |
| Escalation of cases and/or deaths | Contribute to outbreak control meetings. Offer mental health support as needed in collaboration with AWP. | Contribute to/lead outbreak control meetings. | Contribute to outbreak control meetings. | Follow national standard operating procedure. Notify LA and consider holding outbreak control meeting in collaboration with LA PH. | Contribute to contact tracing as required. | Contribute to outbreak control meetings. IP&C lead to visit home to review IP&C processes and offer support. |

Prevention and Response Plans for Places and Communities

B. Schools and early years settings

1. Relevance of this setting for outbreak prevention and control

Outbreaks of infections of COVID-19 can occur in education settings due to the potential close contact between children and staff and the frequency with which shared surfaces in the closed environment are touched. However, the impact can be greatly reduced by following robust prevention practices (ensuring that symptomatic people stay at home, following social distancing guidance, practicing good hand and respiratory hygiene, and adopting good infection control practices), and recognising possible cases early and acting promptly.

Children can be infected with SARS-CoV-2 and become ill with COVID-19. However, evidence suggests that younger children (up to age 11 to 13 particularly) are less susceptible to infection than adults and their symptoms are generally milder. There is not enough evidence yet to say whether the susceptibility of older children is different to that of adults. There is no evidence to suggest that children transmit the virus any more than adults. A PHE study is underway to better understand the rates of transmission within schools.

The numbers of children and young people in B&NES are shown in the table below:

| Age group | Approximate number |
|-------------|---|
| 0-4 years | 9,500 |
| 5-9 years | 10,500 |
| 10-14 years | 10,000 |
| 15-19 years | 13,500 (including some term-time Higher Education students) |

Nationally, approximately 7% of school children attended an education setting at the beginning of June. This percentage is expected to remain static until the end of term and then increase when schools re-open in September.

Some children and young people are particularly vulnerable to more severe illness from COVID-19 infection. PHE guidance states that vulnerable children and young people's attendance in education is expected where it is appropriate for them (that is, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC plan) so that they can gain the educational and wellbeing benefits of attending.

2. Local provision

- **School setting**

There are 81 maintained and academy schools in B&NES (63 primary, 12 secondary, 3 special and 3 studio). Schools vary hugely in size, with numbers of pupils in primary

schools ranging from just over 50 in the smallest to over 600 in the largest. For secondary schools the range is under 280 to over 1700. The risk of spread of infection in larger schools is substantially reduced through the protective measures schools have put in place to create safer environments.

Of the 81 schools, 71 are academies and 10 are maintained. There are thought to be 9 independent schools in B&NES spanning ages 3-18 years.

- **Early years sector**

The early years sector is made up of group-based provision in the private, voluntary and independent sectors (76), school-based nursery provision (16 providers), and childminding provision (112 providers) plus a small number of independent providers.

- **Communication with providers**

The Local Authority uses a range of methods to get its messages to education and childcare providers including regular meetings hosted by the Education Director with maintained and academy trusts.

3. Responsibilities of the LA to providers

The LA directly governs maintained schools and so has influence over how these schools follow outbreak control advice. Schools with academy status are governed by boards of trustees independent from the LA. The Regional Schools Commissioner (appointed by the Government) has direct responsibility for the academies and the LA has limited authority to expect academies to follow guidance and advice. However, the relationship between the CEO's of the trusts and the LA Officers is good and generally the academy trusts would look to the LA for advice. The LA have a duty to challenge schools and respond to parental complaints, this may involve directing concerns to the Regional Schools Commissioner and Ofsted

The Statutory duties of the LA can vary significantly between the different types of educational providers. There are several teams and service areas that provide advice and guidance to all parts of the educational sector including: Children Missing Education Service, SEN specialist support teams, School Improvement Advisory service, Education Psychology Service, and the Early Years Foundation Stage team.

The local authority has a role to support education and childcare settings in accessing local PPE markets and available stock locally. It is also responsible for organising and providing Home to School Transport. The Passenger transport team issues advice to schools and to coach and taxi organisations on outbreak prevention.

No major changes are anticipated in the provider landscape or local authority that would impact on the prevention or management of COVID-19.

- **Public Health team, B&NES LA**

Public Health provide relevant advice and guidance to education and early years settings (including private EY providers and academy and independent schools) on COVID-19. Specifically, but not exclusively, this relates to issues such as hygiene, social distancing, PPE, testing, tracing, case management, cleaning and waste disposal. Relevant documents are stored on the Public Health Programme pages of the Hub

<http://thehub.bathnes.gov.uk/Page/11017> and where new guidance is published educational settings are alerted by email. The Public Health in Schools and Early Years Programmes provide audits, guidance and teaching resources on a number of public health areas.

Public Health receive notifications of possible and confirmed cases in education and early years settings and will be part of or lead outbreak control team meetings established as agreed in collaboration with PHE's Health Protection Team.

- **B&NES School Nursing Service, Virgin Care**

The B&NES Public Health School Nursing Service offer wellbeing support for children and young people during school closures and if self-isolating. This includes helping schools with individual health risk assessments for vulnerable children, support packages as required or onwards referral to partner agencies when appropriate. Young people are also able to speak to a school nurse via the texting service. A confidential telephone drop-in service for young people Monday to Friday from 12-2 pm is also available. A duty nurse is available for telephone support and advice for parents and carers Monday to Friday 9 -5 pm should they require any support with their school aged child.

- **Health Safety and Wellbeing (HS&W) team, B&NES Council**

The Council's HS&W team provide several services potentially relevant to the prevention and management of COVID-19 to those schools which contract with the service. This includes health, safety and wellbeing advice; access to online resources, newsletters, and a completed COVID-19 risk assessment for school opening. The team also carry out HS&W compliance checks and site visits which will be updated to include COVID-19.

4. Outbreak management plan for schools and early years settings

- **Case definition**

Possible case: A child or staff member with a fever, new continuous cough or loss of, or change to, smell or taste

Confirmed case: A child or staff member who has had a lab test result confirming COVID-19, with or without symptoms

- **Contact definition**

Direct close contacts: Face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, unprotected physical contact (skin to skin). This includes exposure within 1 metre for 1 minute or longer. Children and staff within the class and/or bubble would fall into this category.

Proximity contact: Extended close contact (within 2 metres for more than 15 mins) with a case.

Travelled in a small vehicle with a case.

- **Outbreak definition**

Two or more confirmed cases of COVID-19 among children or staff who are direct close contacts, proximity contacts or in the same cohort or 'bubble'* in the school within 14 days".

* a cohort or 'bubble' might be a class, year group or other defined group within the school/college. This definition aims to distinguish between transmission occurring in the community versus transmission occurring within the school setting.

- **Monitoring arrangements and the flow of test results**

Critical to identifying localised outbreaks is the ability to access very timely data, preferably within 24 hours or sooner of a suspected case being identified.

The Health Protection Team in PHE will be informed about confirmed cases amongst children or members of staff through the national NHS Test and Trace system and will then carry out contact tracing with these cases. In those situations where children or staff become ill while in the setting, the HPT will know about these people as possible cases before any confirmation comes through the Test and Trace system as schools and early years providers are asked to notify the HPT of suspected cases of respiratory illness which could meet the definition for COVID-19 19.

Staff and children will be eligible for testing if they become symptomatic, as will members of their households. A negative test will enable children to get back to education or childcare, and their parents to get back to work. If a child or member of staff test positive for coronavirus and have been in the education or childcare setting during the infectious period, the relevant group of people within the school with whom the child has mixed closely (their cohort) will be sent home and advised to self-isolate for 14 days. Identification of the cohort will take place during discussion between the HPT and the setting. Extended swabbing/ outbreak investigation maybe recommended, following national guidance. There is no requirement for self-isolation of contacts of possible cases, only confirmed cases.

The pathways by which local authorities receive data on possible or confirmed cases are developing all the time. At present, the local authority is made aware of possible/confirmed cases through the following routes:

- Notification from the Health Protection Team of individual possible or confirmed cases in educational and childcare settings
- Daily line lists received about confirmed cases in B&NES providing information on age group, gender, Middle Layer Super Output Area
- Weekly line list received on confirmed cases in B&NES providing information on age, gender, and postcode

The table below gives an overview of the multi-disciplinary response to scenarios in the schools and early years settings. A more detailed schools and early years outbreak management development plan will be produced to sit behind this. Further information about schools and early years settings in B&NES are included in Appendix 2 attached to this document.

Outbreak management plans will be based around the following four scenarios:

| Scenario | Role of organisation | | | |
|---|--|---|---|--|
| | LA Public Health/Health Safety and Wellbeing /Comms | Virgin Care School Nursing Service (schools only) | PHE Health Protection Team | LA Environmental Health team |
| No suspected or confirmed cases (prevention) | Disseminate prevention and comms materials and encourage take up of learning opportunities. Seek assurance on preparation for dealing with cases. Enable PPE access. Develop risk assessment. | Reinforce public health comms materials and encourage uptake of learning opportunities. Individual health assessments for vulnerable children returning to school. | Develop guidance and prevention materials and encourage take up of learning opportunities. | |
| Single suspected case | Disseminate prevention materials. | As above. | Follow national standard operating procedure. Notify LA. | |
| Single confirmed case | Contact provider to offer support. | As above. | Follow national standard operating procedure. Notify LA. | |
| Outbreak | Be part of/lead outbreak control team meetings. IP&C officer/health protection practitioner/EHO contact school to offer support. | As above. Contribute to incident management. | Follow national standard operating procedure. Notify LA and consider holding outbreak control meeting in collaboration with LA PH. | Contribute to contact tracing as required. |

Prevention and Response Plans for Places and Communities

C. Other high-risk places, locations and communities

This section covers high risk areas other than care homes and schools already covered in this chapter

1. Relevance of this theme

Some groups and locations within our communities are at higher risk of outbreaks. This may be due to a range of factors such as a greater number of people using a location and a difficulty in maintaining social distancing guidelines, as well as individual ones such as age or pre-existing health problems

For the purposes of our plan, we are using the following definitions:

| | |
|--------------------|--|
| Places | A discrete building-based setting (eg a place of worship, employment site, hotel or university). |
| Locations | A geographical area that may regularly attract groups of people or experience higher numbers of cases (eg. river swimming spots, informal green spaces, neighbourhoods). |
| Communities | Groups of people who are linked through social or geographical relationships (eg boaters, homeless people). |

A key issue for responding to outbreaks linked to these contexts is that knowing the residency address of a positive case will help to identify clusters of cases, but will be insufficient for wider public health action and instead it will be crucial to identify these potential shared routes of exposure (work, place of worship, etc) during contact tracing. Data from a smart phone App on where exposure took place could add significantly to an ability to track shared sources of exposure in these contexts.

Care homes, schools, and early years settings are higher risk locations but are covered in detail elsewhere and are not discussed further in this section.

NHS Trusts (including mental health) and other local hospitals are also higher risk locations. However, there is a national and local expectation that they lead on prevention and outbreak control in their sites themselves. This is of course done in partnership with the wider system, especially in the event of an escalation in cases at an NHS Trust site.

A list of higher risk places, locations and communities is set out in Appendix 1 (in development). The list is not necessarily exhaustive and will be added to during the coming months if necessary

For each of these, the public health team holds a [list of key contacts](#) so that we are able to communicate swiftly with any or all of them following new guidance or in response to a case.

2. Description of the response so far in identifying and planning how to manage high risk places and communities in B&NES

As part of the system level approach in B&NES there have been regular communications to a wide range of stakeholders with relevant national and local information and also contact details for further advice and guidance. B&NES Council's public website has a [dedicated webpage](#) with the latest information and advice on coronavirus for:

- Individual residents
- Help for vulnerable people
- Information about Council services during COVID-19
- Help for residents
- Help for businesses
- Help for parents and carers

Information is proactively published on the Council's social media pages and there is also a dedicated email inbox COVID-19incidentcomms@bathnes.gov.uk the public, schools, employers and care settings can use for COVID-19-related questions. A stakeholder list has also been used for regular updates on local and national guidance and developments.

A key aspect of the local response has been the development of *Compassionate Communities B&NES*. More on this is provided in theme 6 later in this plan.

3. Description of the relationship with and responsibilities of the LA to the different types of providers in this setting

All of the actions described earlier in this section have been supported through ongoing liaison between:

- Specialist public health staff
- Wider Council, or CCG, officers who have direct links with particular groups and settings
- Representatives from relevant front line or local organisations.

B&NES Council, in partnership with BSW CCG, commissions Virgin Care to provide community health and care services in B&NES and Virgin have worked within this remit to partner local third sector organisations and deliver the Compassionate Communities support described above.

The public health team of B&NES Council have worked closely within the B&NES COVID-19 Community Health & Care Multi-Agency Response Hub to provide both strategic and specialist health protection support to the local system.

4. Approach to prevention and management of COVID-19

The approach for each group or location will be very similar to that set out for care homes and schools.

Higher risk locations: other issues to be considered

Parks and outdoor spaces are generally low-risk but some will need to be considered specifically, for example playgrounds and those open spaces with limited room for spacing, or restricted points of access.

Community events, both indoor and outdoor, are important parts of the cultural and economic life of B&NES but may carry high risk depending on specifics of the events and the ability to manage them safely.

Finally streets with high density of student accommodation or private HMOs may require some attention.

Chapter 4: Supporting Vulnerable People who Need to Self-isolate

1. Relevance of this theme

Successful local outbreak control measures will rely on people self-isolating when asked to do so. This may be as a symptomatic case, a close contact or someone with a clinical, or other, vulnerability that means they must stay at home to reduce their potential exposure to coronavirus. Some people will have no problem in doing this through the help of friends or family. However, others may require external support with everyday needs such as food, care, medicines and income.

Additionally, there are a range of people who may be particularly negatively impacted by a period of self-isolation such as children at risk of violence or with special education needs, victims of domestic abuse and rough sleepers.

Some groups within our community are also at a higher risk of severe illness from COVID-19, mainly due to an underlying clinical condition. These groups were highlighted in Chapter 3, along with preventative measures and outbreak management strategies.

A summary of this range of groups is set out in Appx x This is based on the national COVID-19 guidelines and also from the PHE review of '[Disparities in the risk and outcomes of COVID-19](#)'.

2. Why it's a priority to ensure that the groups in Appendix 1 can access support to self-isolate safely

Self-isolation is an important tool in the control of COVID-19 outbreaks and requires cases and contacts to follow advice on when and for how long to stay at home and apply careful distancing and shielding if necessary. There are a number of reasons to support particular groups of people in our communities when self-isolating.

1. People may need help with help to access food, medicines and other practical support and do not have friends or family who are able to help at a particular moment (for example because they are also having to self-isolate as contacts). Without this support, they may experience health impacts purely from isolation, regardless of whether they have COVID-19 or not.
2. If in need of help but unable to receive it, people may be forced to break their isolation (for example to buy food or obtain medicines) and potentially expose other people to infection with coronavirus.
3. People may experience negative impacts from isolation, particularly people who have been most isolated already because of their particular social, personal or health conditions and who will still be advised to apply the highest levels of caution [National research](#) from UCL shows that during the lockdown period in Spring of 2020, prevalence of anxiety and depression were both higher than normal and people and many people have felt isolated, some with thoughts of death. This has especially been the case for younger people, people on low incomes and people with a mental illness. Additionally, people become at higher risk of domestic abuse or withdrawal from daily drug use and these needs also require support.

3. Description of the response so far in supporting vulnerable groups in B&NES

The core of the B&NES response to the needs of vulnerable people has been provided by the very successful and rapid development of what has been called the Compassionate Community hub.

Virgin Care and B&NES 3SG, who represent 3rd Sector Organisations, have come together alongside B&NES Council and the CCG to offer an advice and support hub. Compassionate Communities is a B&NES-wide movement which recognises that there are people and organisations supporting each other who can step in as and when needed, with actual or virtual support.

The Compassionate Community hub seeks to assist those who are self-isolating or shielding and those that are clinically the highest risk people in our community, who are in need of help. The hub has combined resources to ensure that, as a service, they are able to provide sustainable and appropriate responses to meet community needs. This includes access to over 2,500 volunteers recruited, checked and trained by 3SG.

Examples of support needs are included below:

- you need to collect a prescription
- you need to access a coronavirus test
- you require an emergency food parcel
- you need a gas or electricity meter top-up
- you are feeling anxious or lonely and need to talk to somebody
- you are looking for advice to stay fit and healthy

- you need advice on money or employment rights
- you need transportation to medical appointments
- you need advice on your housing situation
- you are unsure about government guidelines and need some clarification

The support line is accessed by calling 0300 247 0050 is prioritised for people who have limited support through other routes, such as friends or family.

4. Description of the relationship with and responsibilities of the LA to the different types of providers in this setting

B&NES Council, alongside the B&NES Locality of BSW CCG, commissions Virgin Care to provide (or sub-contract) a wide range of community health and care services.

Management plan

The focus of this theme will be maintaining and developing this model of support for vulnerable people during periods of isolation, recognising that such needs may continue for many months during which other health and care services will seek to re-start or re-normalise services that have been curtailed during the first wave of the outbreak.

Other issues

COVID-19 and the response to it has meant many people have lost incomes, businesses have closed and the future of some parts of community life is uncertain. These issues are being dealt with as part of the district's wider renewal plans and so are not included in this more specific local outbreak control plan.

Chapter 5: Testing and Contact Tracing: Responding to Outbreaks in Complex Settings

1. Introduction

Following the unprecedented population-wide measures that have been in place over the preceding weeks, the country is expecting to return to a stage where the identification of cases and the management of the case and their contacts will again be key. This is because:

- Identification and self-isolation of the case prevents any further spread of the infection
- Self-isolation/quarantining of the contacts prevents spread, even during the pre-symptomatic stage, or in the case of very mild symptoms
- Understanding where infection may occur in the community can enable a wider identification of contacts and potentially reduce the spread in future through interventions for infection control and sharing of lessons learnt

2. NHS Test and Trace Service

The NHS Test and Track Service has been put in place to help return life more to normal by replacing national lockdowns with individual isolation and, if necessary, local action where there are outbreaks. This service:

- ensures that anyone who develops symptoms of coronavirus (COVID-19) can quickly be tested to find out if they have the virus, and also includes targeted asymptomatic testing of NHS and social care staff and care home residents
- helps trace close recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus

3. National testing structure

Tests for COVID-19 are carried out through different routes:

Pillar 1: swab testing in Public Health England (PHE) labs and NHS hospitals for those with a clinical need, and health and care workers (*includes testing of suspected cases in a care home, school, or other community settings that are reported through to the Health Protection Team*)

Pillar 2: swab testing for the wider population, as set out in government guidance (*includes whole care home testing, and symptomatic individuals in the community who access drive-through regional testing sites, drive-through mobile testing units, or home testing kits*)

4. The local need and response

Asymptomatic and pre-symptomatic spread is a recognised risk to the ability to contain transmission of COVID-19. This means that delays to testing need to be minimal, and tests need to be as easy as possible for the population that needs it to access. The nearest regional testing site to B&NES is at Bristol airport. This is not easy to access as it requires a car to get there, and for many people would involve driving for up to an hour when not feeling well. So we will look to have sites for Mobile Testing Units and identify other ways of making testing more easily available in situations where the national testing structure does not meet local need, as well as promote testing uptake. We will use recommendations from the engagement and communications part of the LOMP to develop this work.

A B&NES Testing Group will be set up to identify whether and how we can have testing capacity and flexibility in our system to deploy tests locally on occasions where they are needed but the national testing structure doesn't meet that bill, and to make sure we are in a position to use Mobile Testing Units (MTUs) when we need them. This group will report to the B&NES COVID-19 Health Protection Board.

It will:

- Identify and operationally prepare locations in B&NES suitable for hosting mobile testing units when needed
- Plan for testing capacity that can be swiftly mobilised (eg, pop ups, mobile testing squad, NHS etc)
- Ensure clear oversight of tier 1 and tier 2 testing

- Plan to promote testing through engagement and communications
- Understand the flow of testing results
- Participate in the LRF and regional testing governance structure
- Ensure that the needs for testing of vulnerable groups and vulnerable settings are addressed
- Make recommendations to the B&NES Test and Trace Group

5. National Contact Tracing System

There are three Levels of contact tracers.

- Level 1 includes the Regional PHE Health Protection Team. This level deals with the most complex cases and outbreaks. PHE are themselves building up significant extra capacity to meet the challenges of the next phase of the pandemic.
- Level 2 comprises of 3,000 health care professionals and EHOs recruited to carry out contact tracing work of cases identified as part of the pillar 2 testing work.
- Level 3 comprises of 15,000 people who will be tasked with contacting those who have been in contact with a someone who has tested positive for COVID-19.

The NHS tracing app: Another component of the tracing system will be provided by the NHS contact tracing app. This is currently in development and it is unclear when it will be in use. The potential importance of the app is that it gives the possibility of identifying contacts who a case would have no means of identifying, for example someone with whom they shared a train carriage or sat near to in a bar. It is not impossible to find such contacts by other means but would be extremely difficult and labour intensive.

There have clearly been difficulties in developing and rolling out this app, but it is hoped that by the time risks of outbreaks increase towards the end of summer something will be ready to roll out across Britain. Of course when this happens it also depends on people being willing to download the app and enter relevant information when they are identified as a possible case.

6. The Local Authorities Contact Tracing role

The Local authority's role is two-fold.

The first is to provide support to the local PHE, Public Health Tier 1 team, in the investigation of complex outbreaks if, and when, the local team is overwhelmed and requires additional resources.

This work will be undertaken by our in-house EHO's and health practitioners.

The EHOs in the Health, Safety and Food team, routinely carry out contact tracing work as part of their normal duties, albeit, currently this is primarily for the investigation of Single Case Infectious Disease investigations. In addition the Health Practitioners in the public health team are available to support this work.

The second role is one which relies on the local knowledge and support that the Local Authority can provide when dealing with complex issues in residential settings such as care

homes, hostels, as well as schools and workplaces, for example liaison between schools and parents of pupils or employers and employees.

The Local Authority will not be asked to routinely carry out COVID-19 contact tracing, as they have already been asked to support PHE by carrying out other ID investigations to free up PHE to deal with COVID-19. However, when a local outbreak occurs in a local care home, school or workplace the LA will be notified by the Level 1 Contact Tracing team, and in some cases, officers will be asked to contact the cases and identify contacts.

Issues that will need to be resolved are

- Hours of operation. The Level 1 team provide a 24/7 response, whilst the Local Authority traditionally operates on a Monday to Friday 9-5. In order to be able to support the demands it is recommended that an out of hours on-call system will need to be set up. Part of this might operate on the basis of partnership with other local authorities if it leads to needs in B&NES being managed more efficiently.
- Sharing of personal data - Confirmation is still required on how contact details will be shared between HPE and the LA, as the LA does not currently have access to HP Zone. ID information is currently shared by PHE with EHOs by secure email exchange, and it is expected that as a minimum, this will be extended to colleagues in the Public Health team to deal with the COVID-19 response. The case's contact details will be forwarded onto the Level 3 contact tracing team for follow up.
- Amount of Additional Resource required. – Contingency arrangements are to be put in place with other EHOs and public health professionals working within B&NES to assist if an outbreak occurs.

Chapter 6: Communications and Engagement

Introduction

Many individuals and groups will need to play their parts in communicating effectively with stakeholders, of whom the most important for the purposes of controlling COVID-19 are the residents of B&NES themselves.

A key role in this process will be the B&NES Outbreak Engagement Board chaired by the Leader of the Council. This board has now been established, based on a group already set up by the Leader to engage with a group of representatives of local bodies including the Council, police, fire and rescue service, our two universities, CURO and different parts of the health and care system.

Engaging the public in an effective way will be vital to our collective wellbeing in the next months and even years, but will be no simple task for at least three reasons. One is the great variability in people's personal situations, understanding of, and attitudes towards the outbreak and its control. The second is that the rules and principles that must be applied in the future are going to be much more complex than the simple, if onerous, rules of

lockdown, and will be subject to local change as the outbreak ebbs and flows and restrictions may need to change to keep the population safe. And the third is that this pandemic may last for a long while yet and while people will, to some extent, get used to incorporating careful habits into their daily lives, they will also naturally get weary of having to do so.

Planning

This task has begun but will need to be reinforced and refined as the pandemic continues and as messages become both more complex, and more localised. Particular challenges will occur whenever rules change and particularly if new restrictions need to be put in place. Even in this early stage of the easing of lockdown there is a lot of criticism of a lack of clarity of national messaging.

The Council needs to work through all its channels of communication. These include media and social media, information put on its and partners' websites and through broadcasting of Council meetings, special activities such as webinars (like that one put on with the BID on the opening up of B&NES town centres) and ad hoc leafleting campaigns such as have been undertaken by the 3SG group.

In addition, all existing representative groups in B&NES have a role to play, and some important ones like area forums and parish councils have expressed their desire to be useful agents in this effort, and will be most valuable because of the focused and deep local knowledge and networks they represent.

There is also a role for all ward councillors who are trusted figures in their communities. Much may depend on the degree to which they can both explain and re-enforce the need to take care over social distancing and the application of necessary rules while also being a channel through which residents can express their concerns and seek clarification.

The Council has a small core communications team, which has been working extremely hard, and one question in the future will be whether there is any need for reinforcement either from within the Council or from outside.

The themes in this part of the LOMP will need to be worked out in more detail in the as the pandemic continues, because of the scale of the challenge, but much has already been achieved and there is a strong foundation on which to build.

Chapter 7: Resources

Introduction

There are many types of resources, but two key ones are always people and money.

The pandemic has already asked a lot of people working in all parts of the Council in many personal and professional ways, and the same for the wider community and groups across the public, voluntary and private sectors.

Equally COVID-19 has had an unprecedented effect on national and local economic life and may continue to do so for a long while yet, even if we are able to relax some of the most economically damaging restrictions.

B&NES has been particularly vulnerable to these effects with its reliance on tourism and commercial estate rents and despite amounts of money coming from central government the Council is having to look for immediate savings on a huge scale.

This chapter will focus more narrowly on the extra resources that might be needed to help the Council play its role in the implementation the rest of this plan.

1. New resources associated with the plan

Extra resources have come down to the Council from the centre to help implement this plan. B&NES received £849,000 of a national sum of £300M for all upper tier local authorities. There is relatively little guidance so far about how this is to be used but given the activities in the plan one can sketch out areas where it might be deployed

2. Possible areas for deployment of resources

- a. Adding to outbreak coordination and response capacity within Council.** There is now an expectation that the Council will maintain a 24/7 on call health protection capacity. This will require a consultant level rota and the ability to call on other health protection trained staff to reinforce efforts of the nationally and regionally based teams. Much work can be done by PHE and the different levels of the testing and tracing system, but at times this capacity might be overloaded by the number of outbreaks in the region and need more support from localities. This could take the form of managing outbreak control teams, chasing up tests and results, tracing contacts and communicating with and supporting sites of local outbreaks.

It is too early to say exactly which staff and how many, could best be employed or re-deployed, both because the whole system of test and trace is only really now coming into being and building up to capacity and also because we are in discussion across the region and across BSW to decide where the best balance is of locally and sub-regionally employed staff.

But the categories of staff who might be added to existing capacity are **public health consultants** and **health protection officers** who could be **from public health, environmental health** or in some cases **clinical** backgrounds.

In relation to mobile testing units there may also be a small continuing call for support with traffic control and this may require a small amount of resourcing.

- b. Adding to **informatics** capacity. B&NES has an exceptionally good but very small capacity to manage the torrent of COVID-19-related information that is coming into the Council. The ability to process complex multi-source data in real time will be critical to success. Extra capacity from public health and health protection trained information officers may be valuable, or even essential, although such staff are hard to find.
- c. Adding to **communications and engagement** capacity. A lot will be demanded of our small core team both in putting out information and in managing the roles of the many different people and groups who need to be part of this effort. Some reinforcement of this team for the duration of the outbreak may be one of the most valuable things we could do.
- d. Adding **support to the humanitarian effort**. The role of the compassionate community hub will continue to be important throughout the pandemic but it will also have to change to balance both COVID-19-related and other activities as services get back to some sort of normality. Adding some expertise and capacity to the coordination role of the hub to ensure that the most vulnerable are protected is a further option.

These are not the only possible uses for the funds that have been earmarked and it is likely that further guidance will come out as to what this can be used for and what not, but this is the beginning of a planning process to strengthen the Council's ability to manage the next stage of the pandemic.

Chapter 8: Conclusion to the Local Outbreak Management Plan

It will be apparent in reading this report that a great deal of planning has been done in a very short time by a range of subject leads and others, across the organisation. But it is also clear that this is by no means a complete plan for every situation and eventuality, and that such plans can only really emerge as the wide and complex systems underlying "test, trace and isolate" develop and reach full capacity and as we identify our specific roles alongside those of others. That will only happen fully over the next few months.

Local outbreak management that began before the first COVID-19 case occurred in Britain, but this plan is in response to a realisation that all the national efforts and work that is planned for the post-first wave control of the virus, local engagement and coordination is needed if we are to achieve success in open up our lives and institutions again while keeping the virus under sufficient control.

This framework plan is therefore the start of the next round of planning and should be seen as an ever-evolving document in which core principles may change little but practice develop on a rapid timescale.

As such comments are always invited from stakeholders in B&NES whether in the Council or partner organisations... and especially where they provide solutions!

Appendix 1: High Risk Groups and Settings in B&NES, and Representative Organisations

Higher risk groups (representative organisations)

3SG (B&NES 3rd Sector Group partnership)

Avon & Wiltshire Mental Health Partnership

Bath Mind

Boaters

Care Forum

Drug & Alcohol Services (DHI, SDAS)

Gypsy and other travellers

Housing & homeless

Julian House

Julian House Food Bank

Mentoring Plus

Project 28

Riverside Sexual Health Clinic

SDAS

Visit Bath

Other voluntary sector groups

Carers Centre

Higher risk locations

Services for those with complex needs

Services for the over 70's

Avon Local Pharmacy Committee & Pharmacies

Bath College

Bath Area Play Project

Bath Bid

Bath City Farm

Bath Spa University

Bath Tourism Plus

Bath University

Care providers

Children's Centres

Curo and other housing providers

Domestic abuse refuge

Family Nurse P'ship Virgin Care

Food retailers and restaurants

Genesis Trust & Bath Food Bank

GWR Bath Spa & Bus Station

Independent Guest Houses

Library

Places of worship

Riverside Sexual Health Clinic

Saltford Business Assoc.

Somer Valley Food Bank

South Side Family Centre

Sports clubs, grounds and gyms

Visit Bath

Wider employers (retail, tourism, taxi, bus)

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BATH AND NORTH EAST SOMERSET

CABINET

These minutes are draft until confirmed as a correct record at the next meeting.

Friday, 29th May, 2020

Present:

| | |
|---------------------------|---|
| Councillor Dine Romero | Council Leader and Liberal Democrat Group Leader |
| Councillor Rob Appleyard | Cabinet Member for Adult Services |
| Councillor Tim Ball | Cabinet Member for Housing, Planning, and Economic Development |
| Councillor Neil Butters | Cabinet Member for Transport Services |
| Councillor Paul Crossley | Cabinet Member for Community Services |
| Councillor Kevin Guy | Cabinet Member for Children's Services |
| Councillor Richard Samuel | Deputy Council Leader and Cabinet Member for Resources |
| Councillor Sarah Warren | Cabinet Member for Climate Emergency and Neighbourhood Services |
| Councillor David Wood | Cabinet Member for Climate Emergency and Neighbourhood Services |
| Councillor Joanna Wright | Cabinet Member for Transport Services |

1 WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting by explaining that this meeting is being held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. The Council has agreed a protocol to cover virtual meetings and this meeting will operate in line with that protocol. The meeting has the same status and validity as a meeting held in the Guildhall.

The Chair invited everyone to remember with a minute's silence all those who have lost their lives as a result of Coronavirus, and also in memory of two men who drowned in the River Avon on Thursday 28th May.

2 APOLOGIES FOR ABSENCE

None.

3 DECLARATIONS OF INTEREST

At this point the Monitoring Officer issued a dispensation in relation to any Councillors that were in receipt of any grants that had been awarded by the government under the COVID-19 Regulations, such as business grants or furloughing, to allow all Members of the Cabinet to take part in the debate and invited any councillors that this applied to identify themselves.

Councillor David Wood declared a disclosable interest in agenda item 11 'Covid-19 Update report and position statement' as he was on furlough leave.

4 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

None.

5 QUESTIONS FROM PUBLIC AND COUNCILLORS

There were 12 questions from Councillors and 4 questions from members of the public.

[Copies of the questions and responses, including supplementary questions and responses if any, are available on the Council's website.]

6 STATEMENTS, DEPUTATIONS OR PETITIONS FROM PUBLIC OR COUNCILLORS

David Redgewell sent a statement (*a copy of which is available on the Council's website*) where South West Transport Network and Railfuture Severnside have expressed their concerns about social distancing regulations within Bath and North East Somerset on the public transport network.

Councillor Neil Butters thanked David Redgewell for his statement and added that the Council had been in contact with WECA on issues raised in the statement.

7 MINUTES OF PREVIOUS CABINET MEETING

RESOLVED that the minutes of the meeting held on Thursday 13th February 2020 be confirmed as a correct record and signed by the Chair.

8 CONSIDERATION OF SINGLE MEMBER ITEMS REQUISITIONED TO CABINET

There were none.

9 MATTERS REFERRED BY POLICY DEVELOPMENT AND SCRUTINY BODIES

There were none.

10 SINGLE MEMBER CABINET DECISIONS TAKEN SINCE PREVIOUS CABINET MEETING

The Cabinet agreed to note the report.

11 COVID19 - UPDATE REPORT AND POSITION STATEMENT

The Chair introduced this item by saying that it was important to share publicly what the Council's response has been to the COVID-19 pandemic. The Council has been busy making sure that there was a plan in place to address what was needed to be done by all Council services and our partners.

The Chair informed the meeting that the COVID-19 update report and position statements have been presented to the Corporate Policy Development and Scrutiny Panel, on Wednesday 27th May 2020.

The Chair read out the summary report of the comments and recommendations made by the Corporate PDS Panel.

(A summary of the Panel's findings has been placed on the Minute book as Appendix 3 and are available on the Council's website).

The Chair thanked the Corporate PDS Panel for their comments and invited Will Godfrey (Chief Executive) to take the meeting through the report.

Will Godfrey said that it was important to recognise that the Council have been through some extraordinary set of circumstances which have required adoption of practices from middle of March, where everyone had to adapt and adopt to different ways of working.

The emergency was formally declared on 23rd March 2020 (by the Chief Executive). It was important to recognise that this Cabinet meeting would mark the end of that process in the sense of establishing all of the democratic processes and ensure full accountability for all of the decisions that have been taken during and since that time. Will Godfrey also said that the Council have been transparent about what has been happening during that period making sure that there were regular communications with every resident.

In the early parts of the Declaration of the Emergency, the Council was focused on issues around public health in particular (for instance, closing down the play areas to manage social distancing; temporary closure of the heritage sites and a number of other similar measures). The Compassionate Communities Hub was established to try to assist people who were shielding, and to provide a facility for those most vulnerable.

At the same time, from the Council's organisational perspective, a lot has changed. The Council had around 1,500 people working from home with interactions on Skype, Zoom and similar.

Will Godfrey took the Cabinet through the rest of the report by highlighting help to businesses and that the Council was now in the middle of the COVID-19 situation. Due to this unprecedented crisis, the Council would face huge financial challenges this year, and in years to come. The officers would continue to bring update reports to Cabinet and other Council meetings to ensure that everybody was aware on their ongoing work.

Will Godfrey reminded the Cabinet that the full COVID-19 financial recovery report would be presented to the Cabinet on 2nd July 2020.

The Chair thanked Will Godfrey for this summary and invited each member of the Cabinet to comment on Council's response to COVID-19.

Councillor Sarah Warren started her comments by expressing her sympathy for all those who have suffered or lost loved ones as a result of the Coronavirus crisis, and to congratulate Council officers for the magnificent way that they have risen to the challenge at the initial phase of this crisis. The officers have been supporting vulnerable residents; businesses; collecting waste each week; taking difficult decisions whilst adapting to working from home and dealing with any personal

difficulties they may have had to face. Councillor Warren also said that she would be looking forward to working closely with officers to help focus the Council's own activities around the climate emergency going forward, and also to ensure a green recovery of the wider Bath and North East Somerset community, building on issues such as a reduction in traffic and increase in cycling and walking. Councillor Warren also said that the Council would be looking to rebuild around energy efficiency in existing and future buildings; renewables and in achieving Council's objectives expressed in climate emergency declaration last year of achieving net zero emissions by 2030.

Councillor Tim Ball said that these were unprecedented times for the residents. Council officers, as well as Councillors, have been working in a new environment. Councillor Ball thanked senior Council officers for their dedication in ensuring that the Council have continued to deliver services to its residents. Councillor Ball also thanked housing officers who worked hard to keep rough sleepers off the streets. The Council would make sure that those people with no housing would continue to move into more permanent accommodations and live more settled life in the future. Councillor Ball concluded his statement by inviting residents to get in touch with the Council and local Councillors in case of any issues that may have.

Councillor Kevin Guy agreed with the comments made earlier and expressed his sympathy to those people who have suffered recently. Councillor Guy also thanked to all officers who have worked extremely hard in the very difficult circumstances. Councillor Guy gave an assurance that schools would only be opening once the head teachers, the teachers themselves, the governing bodies and the Council were happy that it was safe to do so. It would be parents' choice whether they wish to send their children to school; however, Councillor Guy encouraged people to do so. There would be more difficult decisions made in the future when the government decides for the rest of students to go back to school, which would require joint working to ensure support for teachers and officers, and safe environment for our children.

Councillor Richard Samuel thanked Chief Executive and his team for the comprehensive report on what has been happening over the last few months. It was the biggest shock/change to this Council in its existence, with impacts that would be felt over many years to come. The Council teams have engaged with the business community in getting the grants and money to businesses, which was followed up with the discretionary scheme launched on Wednesday 27th May, to give a further couple of million pounds to businesses that fell outside the government's original scheme. Councillor Samuel expressed his concern that the money provided by the government for business continuity was just a 'bridge', and not a long-term solution. Councillor Samuel thanked waste and cleansing staff who kept their services running well under difficult circumstances.

Councillor Richard Samuel also drew Cabinet's attention to the massive economic shock that COVID-19 would create not just for the local community, but also to the Council. There was an estimate of £50m of deficit in Council's budget for the end of this financial year. The money received from the central government has reduced that deficit, but that amount would go nowhere near meeting the challenge that this Council would face. Councillor Samuel added that this was quite a serious position for the Council and urged local MPs and national politicians to listen what local governments across the country have to say in terms of the crisis on a local level. The Cabinet would receive a report for the meeting on 2nd July setting out how the

Council would intend to achieve financial recovery and stability for the remainder of this financial year. The Council would not be able to meet the estimated deficit from its reserves, and unless the central government steps in to reduce that deficit, the Council would experience monumental financial challenge. Councillor Samuel concluded by inviting the Council's Scrutiny Panels to look at the plans and report coming before the Cabinet in July this year, and contribute with their views, proposals, suggestions and recommendations on the financial case.

Councillor Rob Appleyard highlighted the huge amount of work which was done by Council officers in the last few months within Adult and Social Services. Not only work done by officers from the Council, but also hard work from partner organisations such as the Clinical Commissioning Group (CCG) and Virgin Care. Those organisations, along with the Council, have maintained connection with the most vulnerable people in the area whilst also looking at different ways of providing essential services to all residents. Councillor Appleyard highlighted the setup of the Community Compassionate Hub, which has happened in a week or two after the emergency was declared, and the significant work of the volunteers in helping those in need in number of ways (i.e. food parcel delivery, prescription collection, running errands, etc). Councillor Appleyard also praised the services from the Royal United Hospital in Bath. Councillor Appleyard concluded his statement by thanking the community for following the COVID-19 social distancing guidelines, and with that putting less pressure on the Council, NHS and other partner organisations.

Councillor David Wood also thanked the officers for an amazing work they did during the most extraordinary circumstances, probably the most challenging times of their professional careers. Councillor Wood highlighted the work of the waste and recycling services during this time, especially when some of the staff members had to be away due to Coronavirus. Councillor Wood also thanked the staff from the frontline services who performed well above and beyond the usual, and also to the public who were incredibly supportive of Council's waste and collection teams. Councillor Wood concluded by informing the meeting that the recycling centres would start re-opening and invited the public for sensible behaviour at those centres which were expected to be re-open next week.

Councillor Paul Crossley thanked all residents of Bath and North East Somerset for being responsive during the crisis in terms of the lockdown rules. People have helped their neighbours, looked after elderly and also helped those vulnerable - the community got together. Councillor Crossley thanked all officers of the Council for their hard work during the unprecedented circumstances. Councillor Crossley particularly highlighted the work of Council's library staff, especially the way they made a range of products and innovations available to people across the authority. Unfortunately, this was mostly web based so it excluded people who do not have internet at home; nevertheless, it has brought new people to library services who were now looking at different ways of engaging with library facilities. Councillor Crossley also thanked Parks department who have done great work during extremely difficult circumstances, and Heritage services who would have a tremendous amount of work to implement social distancing measures in museums and other places of interest.

Councillor Neil Butters also thanked the officers of the Council for their hard work, and to the residents for following the lockdown guidelines. Councillor Butters also said that Transport, Highways and Emergency Planning have successfully continued with the provision of services to residents during these difficult times. Councillor

Butters also said that bus and train users would face another reality in terms of their journeys built around social distancing measures. The Council have been working closely with the First buses and Great Western rail services in terms of the safe travel of their residents.

Councillor Joanna Wright commented that it was quite clear that we would have to adapt to 'new normal'. The recovery of the whole community would be a challenge which would require everyone to work together. The public transport would not be available in the same way it was before; there would be less passenger on the bus due to social distancing measures. However, that should not encourage people to increase usage of private cars. The Council would be working together with public transport providers and residents into looking at the best solutions for travel and for continuing encouraging people to cycle and walk to work, as much as they can. Councillor Wright also said that central government should help the Council in terms of free bicycle provision for key workers and thanked all the officers for the number of hours that they have put in providing services to the community.

Councillor Dine Romero thanked everyone and said that she has fully supported what was said by her Cabinet Members today. There was a need to focus on the future, and to look at what has happened during the crisis that worked really well, in particular around partnership working with the voluntary groups, and also with Virgin Care. Councillor Romero highlighted the improvement of air quality since the lockdown started, in particular down to having less cars on the roads.

Councillor Romero commented that the Council would need to make sure that businesses should not only recover, but also recover in a way around commitments to climate emergency.

Councillor Romero also said that the Council would review planning policies to make sure that future decisions could be taken within a strong framework of coordinated policies.

Councillor Romero concluded her statement by saying that there have been several new processes and number of new ways of working. Not everything has been perfect, but the Council has been transparent with regular communications to residents. The Council would to continue to work with the residents and community leaders for a better tomorrow.

Decision:

The Cabinet (UNANIMOUSLY) agreed to:

- 2.1 Note the report on the Council response to COVID -19 pandemic
- 2.2 Consider the comments and feedback from the Corporate Scrutiny Panel meeting on 27th May.

Corporate PDS Meeting Summary

The meeting ended at 3.20 pm

Chair

Date Confirmed and Signed

Prepared by Democratic Services

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Bath & North East Somerset Council

Cabinet Single-Member Decisions and Responses to Recommendations from PDS Panels

published 19-May-2020 to 22-Jun-2020

Further details of each decision can be seen on the Council's Single-member Decision Register at <http://democracy.bathnes.gov.uk/mgDelegatedDecisions.aspx?&dm=3>

RULE 16 - Social distancing, active travel and LTN schemes

Temporary measures to widen pavements, remove traffic from roads, and cycling improvements, will be introduced in parts of the city to help people to socially distance and to encourage a long-term shift in the way people travel around Bath and North East Somerset.

Decision Maker: Cabinet Member for Resources

Decision published: 05/06/2020

Effective from: 05/06/2020

Decision:

The Cabinet Members decided to:

- 1.1 agree to the principle of the reallocation of road space and access restrictions, both to encourage active travel and to enable social distancing in a form that is appropriate for the location in areas across Bath and North East Somerset;
- 1.2 recognise and agree to the principle of, where strictly necessary, the removal of parking spaces to deliver the schemes;
- 1.3 approve the incorporation of Social Distancing and Active Travel Measures as a new grant funded scheme into the Councils provisional Capital programme.
- 1.4 delegate authority to the relevant Director, in consultation with the Cabinet Members for Transport, the decisions to agree and to proceed with any relevant legal processes to ensure the delivery of the schemes as developed;
- 1.5 support the development and adoption of a reviewable plan setting out the consultation and review processes for all temporary and experimental schemes; and
- 1.6 consider the Equalities Impact Assessment (EqIA)

Lead officer: Chris Major

Rule 4 - Aequus - Bounce Back Business Loan Authorisation

As part of its response to support small and medium sized businesses with the impacts of the Covid 19 pandemic, the Government have announced the provision of a Bounce Back Loan Scheme. The Council's development and construction companies (ADL and ACL) are eligible for this scheme although, as 100% owned

Council companies, the approval of the Shareholder is required to make any borrowings under the specific Shareholder Agreement.

Decision Maker: Council Leader

Decision published: 28/05/2020

Effective from: 28/05/2020

Decision:

The Leader as Shareholder is asked to:

1) Authorise the Aequus Companies (ADL and ACL) to access the Government backed, Bounce Back Loan facility for small and medium sized businesses, to support their working capital as a result of the Covid 19 pandemic.

Lead officer: Andy Rothery

RULES 4 and 16 - Covid-19 Business Support Grants: Discretionary Fund

In response to the Coronavirus, COVID-19, the government announced there would be support for small businesses, and businesses in the retail, hospitality and leisure sectors, delivered through the Small Business Grant Fund and the Retail, Leisure and Hospitality Grant Fund.

The government has now announced an additional discretionary fund aimed at providing support for some small and micro businesses who were not eligible for the Small Business Grant Fund or the Retail, Leisure and Hospitality Fund.

The Government has provided guidance that sets out criteria and information which needs to be considered to support Local Authorities in administering the discretionary fund.

Decision Maker: Cabinet Member for Resources

Decision published: 22/05/2020

Effective from: 22/05/2020

Decision:

The Cabinet Member agrees that,

- the Discretionary Fund scheme as set out in Appendix 1 is approved.
- the proposed grant application and award process and timeline as set out in Appendix 2 is noted, and
- the application of the grant fund is delegated to the Director of Economy & Growth, in consultation with the Cabinet Member for Resources, the CX, the S151 Officer and the Monitoring Officer to ensure the grant is distributed within the £2.143m government funding, with fair distribution across the eligible business groups.

Lead officer: Andy Rothery, John Wilkinson

| Bath & North East Somerset Council | | |
|--|--|-----------------------------------|
| MEETING: | Cabinet | |
| MEETING DATE: | 2 nd July 2020 | EXECUTIVE FORWARD PLAN REFERENCE: |
| | | E 3210 |
| TITLE: | Covid-19 2020/21 Financial Recovery plan | |
| WARD: | All | |
| AN OPEN PUBLIC ITEM | | |
| <p>List of attachments to this report:</p> <p>Appendix 1 – Revenue recovery plans</p> <p>Appendix 2 – Capital Review schemes to be rephased & reviewed</p> <p>Appendix 3 – Capital Review schemes with presentational amendments</p> <p>Appendix 4 – Equality Impact Assessment</p> | | |

EXECUTIVE SUMMARY

a) Revenue budget

As a result of Covid-19 the 2020/21 revenue budget has an unprecedented challenge from loss of commercial income resulting in a forecast deficit before mitigations and government grant of **£42.13m**. The full implementation of the financial recovery plans (**£20.7m**) and use of unrestricted Covid-19 grant (**£10m**) will result in a projected deficit of **£11.43m** which will need to be funded from the use of reserves set out in this report.

b) Capital budget

The Capital Programme has been reviewed to revise scheme delivery timetable's considering Covid-19, alongside identifying schemes that can be rephased to create a one-off revenue saving through reduced borrowing costs. The review has been led by the Capital Strategy Group and identified **£3m** of in year revenue savings, whilst ensuring high profile and priority schemes are continued. Government have announced a £2bn five-year package for cycling and walking projects with £0.25bn to ease pressures on public transport in the recovery from Covid-19. The allocations to B&NES will be co-ordinated through the West of England Combined Authority (WECA).

c) Council Tax and Business Rates

The initial assessment on the income from Council Tax due to the impacts of Covid-19 affecting resident's ability to pay and the increase in the number of Local Council Tax Support scheme claimants is **£6m**. There has been an increase in Universal Credit and Local Council Tax Support Scheme applications that present an ongoing financial risk to Council Tax payments. The initial assessment on the income from Business Rates due to the impacts of Covid-19 affecting businesses ability to pay is **£1.5m**. This represents a reduction of c5% on collectible income after allowing for the 100% business rate relief which has been granted for Retail, Leisure & Hospitality businesses during 2020/21. Under the collection fund accounting requirements, a 2020/21 under recovery of income will be recognised as a budget shortfall in the 2021/22 revenue budget. The Council has awarded **2,929** business grants under the government support scheme totalling **£38.14m** payments to local businesses, **97%** of the government grant has been allocated.

d) Council Reserves

The plans set out in this paper require use of the Councils Corporate reserves held for financial planning and risk. The forecast **£11.43m** deficit after revenue mitigations and government Covid-19 revenue grants will require **£2.43m** use of Revenue Budget Contingency and **£4m** of the Financial Planning reserve. The remainder will require **£5m** drawdown of the general un-earmarked reserves leaving the Council's balance at **7.2%**, this is a satisfactory balance that is over 2% higher than the average general un-earmarked reserves held in B&NES nearest neighbours Unitary Authority group.

e) MHCLG Financial Support

To date **£13.21m** of revenue grant has been awarded to B&NES to support the local response to Covid-19, for the financial recovery plans the **£10m** revenue grant has been included as being fully utilised as funding the reported pressures across Council, it is assumed that the other **£3.21m** Covid-19 grants will be utilised for specific purposes and not have a material benefit to the reported pressures.

In the event of a further package of unrestricted grant to be announced by MHCLG this will help reduce the Councils reliance on reserves to fund its year end deficit and may help mitigate slippage in the delivery of the proposed recovery plans.

1 THE ISSUE

- 1.1** The Council's 2020/21 budget has an unprecedented financial challenge due to the Covid-19 impacts on Council services and the revenue budget. This is a fast moving and dynamic situation which requires immediate action to manage the 2020/21 financial pressures arising from income reductions which are set out in the report. This has resulted in a high degree of uncertainty on the longer-term financial impact that Covid-19 will have on Council finances. It is important to acknowledge that the impact has been caused by events outside the Councils control. This report sets out the first step which is addressing the in-year budget impact and financial recovery measures.
- 1.2** This report sets out the financial impacts of Covid-19 on the Council's revenue budgets. The Council is anticipating a £42.13m pressure on its revenue budget and £7.5m on the Collection Fund before government grant and the proposed financial recovery measures. The report sets out the gross impact of Covid-19 restrictions and social distancing measures and the planned mitigations to present a fully funded net budget position.

2 RECOMMENDATION

The Cabinet is asked:

- 2.1** To note the Covid-19 financial impact on the Council's revenue budget.
- 2.2** To note the planned commitments and utilisation of the £10m Covid-19 grant.
- 2.3** To note and approve the Director recovery plans, which are in line with the delegation given within the Council's Budget Management Scheme.
- 2.4** To support and approve the 2020/21 revenue budget financial recovery plans.
- 2.5** To note the changes in the capital programme as result of the capital review and approve the rephasing of the programme budgets as set out in appendix 2.
- 2.6** To note the commitment of £11.43m Council reserves to be earmarked and utilised as the deficit funding source in the event of an over budget position after revenue mitigations and government grant.

3 THE REPORT

3.1 Due to the material financial impact Covid-19 has had on the Council's revenue budget the Cabinet is required to provide assurance that the Council has robust financial recovery plans in place. This will ensure that the forecast over budget position can be managed within the delegations given within the Council's budget management scheme.

The Budget Management Scheme approved in September 2018 by Full Council sets out:

With effective budget planning and management, overspending should not occur. If, however, one occurs it must normally be recovered.

- 1) Directors are responsible for budget management.
- 2) The Director is responsible for making proposals for the recovery of any overspend to the Corporate Director and Chief Executive (or Director of Finance) in the first instance. Further reporting requirements will then be determined, depending on the size and nature of the problem.
- 3) Overspends will normally be expected to be recovered within the following year. However, a period of up to 3 years may be allowed for the recovery of overspends, depending on the level of overspend and the subsequent impact of recovery on service delivery.
- 4) All formal recovery plans will be submitted by the relevant Director as part of budget monitoring to the Cabinet for approval.
- 5) Strategic Leadership Team and Cabinet, in consultation with the Chief Financial Officer, will consider the overall corporate outturn position and may consider writing off overspends.

This report sets out the financial measures required to manage the Council's financial recovery through recognising the impact of Covid-19 on the revenue budget. This includes a range of service-based Director mitigations within Cabinet Portfolios alongside Corporate mitigations to deliver a fully funded 2020/21 revenue outturn. Early decisive action and delivery at pace will enable the Council to implement the in-year recovery measures that will help mitigate the loss of income minimise further exposure to financial risk.

Robust financial management is the foundation for any organisation, this requires taking a long-term approach which is particularly important when considering how we manage our reserves. We hold reserves principally as a means of managing short term risk or to make provision for longer term commitments to deliver priority outcomes. Reserves should not be seen as a spare resource available to balance annual budgets. This is a key principle underlying ongoing financial management. This aim was fully achieved in 2019/20 with a under budget position and net transfer to reserves of £2.5m.

The extraordinary nature of the current environment should be recognised as an appropriate reason to use of reserves in a planned way for 2020/21 as set out in this paper. Ideally the need to use reserves will be reduced in the event of further allocation of unrestricted Covid-19 government grant.

REVENUE BUDGET

3.2 The Councils revenue budget has been adversely impacted from the Covid-19 restrictions which has resulted in a significant loss of income due to the government lockdown and social distancing measures. The adverse impact on the Council's revenue budget has arisen from the urgent actions required to comply with the government lockdown which included the closure of the Roman Baths. To give context the income from our Heritage and Parking Services for April and May was £0.259m compared to £5.866m for the same period last year, a reduction of £5.607m; this equates to a loss of £91,918 a day which is required to fund Council Services. This alongside expenditure pressures which include supplier relief such as supporting the social care market and new unplanned expenditure, for example the sourcing of Personal Protective Equipment (PPE) has resulted in a forecast over budget position, the Directors are required to seek compensating savings to try and bring budgets back to balance.

3.3 A summary by Portfolio of the revenue position as at 31st May 2020 is shown in the table below:

| Portfolio | Revised Budget £'m | Year End Forecast £'m | Expected Variance Over / (Under) £'m |
|--|-------------------------------|----------------------------------|---|
| Leader | (0.63) | (0.63) | 0 |
| Resources | 12.20 | 19.81 | 7.61 |
| Adult Services | 63.53 | 68.69 | 5.16 |
| Children's Services | 27.65 | 29.16 | 1.51 |
| Climate Emergency & Neighbourhood Services | 16.54 | 17.14 | 0.60 |
| Transport Services | (0.09) | 8.50 | 8.59 |
| Housing, Planning & Economic Development | 3.47 | 4.04 | 0.57 |
| Community Services | (4.42) | 13.67 | 18.09 |
| Total | 118.25 | 160.38 | 42.13 |

Note1: Some of the figures in this table are affected by rounding.

- 3.4** The current **year-end** forecast is an over budget position of £42.13m which has arisen through the significant impact of the Covid-19 restrictions on the Council income budgets. This position is before revenue mitigations which are set out in section 3.6 of the report.

3.5 Portfolio Commentary

Key variances are reported by Portfolio below showing the gross budget impact before government grant and service-based mitigations, this information has been established through a detailed assessment of the Councils income budgets and arising cost pressures from Covid-19:

Leader (on budget)

Due to the good performance of the Councils housing company, Aequis the 2020/21 dividend payment to the Council is forecast to be fully paid giving an on-budget position.

Resources (£7.61m over budget)

The Resources portfolio has been materially impacted from the Covid-19 restrictions, specifically the Councils Commercial Estate income budget which has a forecast deficit of £6.13m.

This deficit is projected to the end of the year and built on the assumption that there will be new voids in the Commercial Estate due to the impact on business viability following the Covid-19 restrictions and changes in consumer behaviour. To try and help mitigate these risks the Council has offered periods of deferred rent and administered the Government grant scheme to help business with additional funding to meet fixed payments. However, rent free periods are not being proposed as this is an essential income source that funds Council services to its residents with payment required in this financial year.

The remaining £1m is due to slippage in Council saving plans such as reviewing its office accommodation and the cross-Council service efficiency savings. These will now be progressed through the Covid-19 recovery work that will look at how the Councils Corporate accommodation is utilised by its workforce responding to the changes required from Covid-19.

Adult Services (£5.16m over budget)

Due to the Covid-19 impact on the health and care sector there will be additional financial pressure on the adult social care budgets as a result of supporting the care market in responding to the changes in care delivery from social distancing.

The £5.16m over budget position is broken down across the following areas:

Additional demand above budget levels of £1.8m, this is the full year impact of new social care placements following early discharge from hospital.

Through supporting the care market, we are anticipating a further pressure of £1.9m through additional provider costs in supporting existing packages of

care. In addition to this we are estimating £0.57m relating to workforce pressures across the adult social care.

In addition, we are anticipating the annual cost for PPE for the care sector to be £0.86m to enable safe delivery of care.

Children's Services (£1.51m over budget)

There is a £0.5m forecast pressure arising from children's social care. Principally due to anticipated additional expenditure being incurred on care packages that have occurred during the Covid-19 restrictions.

There is a £0.7m pressure relating to home to school transport (HST) service; primarily due to evaluation of effect of social distancing guidelines in support of school reopening. In addition, there is £0.2m arising from payments to early years providers to ensure provision was available for key workers and £0.07m potential loss of income for music service.

Climate Emergency & Neighbourhoods (£0.6m over budget)

The £0.6m over budget position is due to additional demand and agency staffing costs for waste services during the Covid-19 restrictions.

Transport Services (£8.59m over budget)

Parking services has been adversely impacted from the Covid-19 restrictions with a period of non-charging during the lockdown and ongoing reduced demand. This is due to the material usage drop from the impacts on the visitor economy alongside fewer regular users as people are working from home or not able to work which has led to a forecast £7.2m income deficit.

Within the Transport portfolio there is also a £1m over budget position that will be charged to the Covid-19 Grant for additional costs that Council has incurred through Emergency Planning mobilising services to deal with the pandemic. This includes funding the establishment of Community Support Hubs, sourcing PPE and providing temporary accommodation for the homeless.

There is also an anticipated pressure of £0.35m on the Public and Passenger Transport Budgets from supplier relief to ensure the continuation of services.

Housing, Planning & Economic Development (£0.57m over budget)

There have been additional costs of £0.26m in Housing services as a result of providing emergency accommodation for rough sleepers as a result of the lockdown. This is temporary accommodation and the service is now exploring options for a more affordable longer-term solution.

It is forecast that there will be a £0.31m pressure during 2020/21 on the planning income budget due to an anticipated reduction in planning applications. This may improve with the recent easing of the Covid-19 restrictions allowing the construction work to resume.

Community Services (£18.09m over budget)

Income budgets across the Community Services portfolio ranging from Building Control fees to registrar's income from weddings have been

adversely impacted from Covid-19. The service materially impacted is Heritage leading to £18.09m income deficit across the portfolio.

The significant income loss in Heritage Services is due to the closure of the Roman Baths, Fashion Museum and Victoria Art Gallery which under normal circumstances would generate an annual profit of £9.7m. There is now a forecast deficit in turnover ranging between £14.5m to £18.7m with the mid-point used in the forecast. Reopening of the service will need to take into account social distancing measures and anticipated reductions in demand from international visitors.

3.6 2020/21 Financial Recovery

Due to the early assessment of annual income loss in 2020/21, which in March was forecast to have an annual impact of over £30m early work started on the Council's in year financial recovery plans. This was prioritised to ensure responsible Directors could identify mitigations to be agreed with their portfolio holders.

With a Government Covid-19 Grant allocation of £10m and in year revenue pressures of over £40m it was apparent the grant would contribute to the new cost pressures but not mitigate the loss of income. As a result, the following scenarios were developed to identify recovery measures:

| |
|---|
| Red scenario = Maximum Govt support: 25% of projected additional pressures (£12.5m Grant) reducing the projected in year deficit to £30m |
| Amber scenario = Maximum Govt support: 50% of projected additional pressures (£25m Grant) reducing the projected in year deficit to £17.8m |
| Green scenario = Maximum Govt support: 75% of projected additional pressures (£37.5m Grant) reducing the projected in year deficit to £5.3m |

**Note: the scenarios are based on a £43m revenue deficit (c£10m expenditure & c£33m income loss) and Council tax and Business Rates collection deficit of c£7m*

At the time of developing the above scenarios the confirmed government revenue grant allocation to B&NES was £10m from the national funding of £3.2bn to local government for dealing with Covid-19 related pressures.

Whilst it is anticipated that there may be further government funding to help manage the 2020/21 position this cannot be relied on. The Council's budget management scheme requires financial recovery plans for full mitigation of the over budget position. Our current working assumption is the adoption of the red scenario and this has guided the creation of the recovery plan. We will revisit this assumption if circumstances change.

Financial Recovery Plans

The financial recovery measures are detailed in Appendix 1, these total £20.7m with further recovery measures to balance the 2020/21 budget are set out in the table below:

| Portfolio | Gross Pressure Over / (Under) £'m | Recovery measures £'m | Variance Over / (Under) £'m |
|--|--|------------------------------|------------------------------------|
| Leader | 0.00 | 0.00 | 0.00 |
| Resources | 7.61 | (11.64) | (4.03) |
| Adult Services | 5.16 | (3.54) | 1.62 |
| Children's Services | 1.51 | (0.75) | 0.76 |
| Climate Emergency & Neighbourhood Services | 0.60 | (0.51) | 0.09 |
| Transport Services | 8.59 | (0.35) | 8.24 |
| Housing, Planning & Economic Development | 0.57 | (0.91) | (0.34) |
| Community Services | 18.09 | (3.00) | 15.09 |
| Sub Total | 42.13 | (20.70) | 21.43 |
| Government grant | | (10.00) | (10.00) |
| Use of reserves | | (11.43) | (11.43) |
| Total | 42.13 | (42.13) | 0.00 |

This shows the impact on the revenue budget from the proposed financial recovery plans with summary narrative below. There has been an equalities impact assessment of these plans set out in Appendix 4.

Resources - £11.78m of recovery measures

Within the resources portfolio there are £11.78m of in year one-off recovery measures that will help offset the loss of income in commercial estate and provide wider corporate mitigations to the Council overspend.

The planned Corporate mitigations of £10.44m have been summarised under the following headings:

- £2.6m release of revenue contingency budgets
- £2m Balance sheet review and use of ring-fenced reserve to fund service expenditure
- £3m Reprofiting the Capital Programme to reduce borrowing costs
- £2.84m Salary Budget Savings through vacancies and reduced hours

In addition, across the service budgets within the Resources portfolio there has been £1.34m of in year underspends identified through differing expenditure and identifying more affordable ways of delivering services. Examples include reprofiling non-essential maintenance spend and not making new commitments against discretionary budgets to create an underspend.

Adult Services - £3.54m of recovery measures

Within the Adult Social Care portfolio further savings of £3.54m have been identified that build on the existing initiatives set out on the 2020/21 budget approval.

These include:

Reviewing existing care packages to identify efficiencies of £1.31m, evidence has shown that through carrying out regular reviews to ensure only eligible need is met through care provision will generate savings and encourage independence rather than create over reliance on packages of care.

It is anticipated that there will be external service additional underspends of £1.04m from underspends in the cost of care packages where services were not required and/or could not be provided during the Covid-19 restrictions.

A further £0.87m has been identified through rephasing new commissions against the Improved Better Care Fund (iBCF) grant funding to 2021 and utilising this to fund the growth in the 2020/21 Adult Social Care budget creating a revenue saving.

Across the Adult Services budget there is a further £0.32m of miscellaneous underspends and vacancy management through which involve reprofiling non-essential commissions and service expenditure.

Children's Services - £0.75m of recovery measures

Children's Services have identified £0.43m of service review and efficiency savings that include savings that can be realised from high cost residential placements through putting more support into preventative services and strengthening the fostering offer. This aligns with the service improvement savings that were agreed in the 2020/21 Budget Proposal.

In addition, there are £0.32m of planned underspends through miscellaneous underspends and vacancy management, with £0.27m of this arising from the Children's Social Care Salary budgets.

Climate Emergency & Neighbourhoods - £0.51m of recovery measures

Across the portfolio there has been £0.36m identified from general service efficiencies which include reprofiling resource from areas such as Street Cleaning to high demand areas such as Waste. This has helped mitigate additional costs and identified underspends from rescheduling expenditure.

Through the additional government funding to aid recovery across the region there is the opportunity to fund planned activity that was budgeted from grant allocations which will create a £0.25m revenue underspend.

Transport Services - £0.35m of recovery measures

Across the Transport Services £0.35m of mitigations have been put forward, these include finding alternative funding sources and reprioritising budgeted resource to take forward new initiatives creating a saving within 2020/21 budget growth items. Underspends have also been identified from carrying out service reviews where business as usual costs have slipped in the first quarter as a result of the Covid-19 restrictions.

Housing, Planning & Economic Development - £0.94m of recovery measures

There have been £0.94m of mitigations identified, the majority of this relates to utilising £0.66m of accumulated housing grant held in reserves. The grant is not ring fenced and will be released into revenue, creating a revenue budget underspend.

The balance of the mitigations in the main is from holding vacancies across team budgets.

Community Services - £3m of recovery measures

The main recovery measure within Community Services is £2.5m from Heritage Services, this is made up of a range of mitigations that will be implemented throughout the year to take into account the material loss of income and need for lower operating costs to run the service whilst demand has fallen. The Heritage Services recovery is predicated on a revised strategy to re-open its services in a controlled and safe way.

The £0.5m balance is made up from holding vacancies across team budgets, miscellaneous underspends and service reviews as detailed in Appendix 1.

MHCLG Revenue Grants

The table below sets out the MHCLG Council revenue grants that have been announced in response to the pandemic to allow Councils to manage and fund local demands.

| Covid 19 Government Support & Grants via Councils | England Total £m | B&NES Total £m |
|--|-------------------------|---------------------------|
| Covid 19 - Local Government Support Grant - Tranche 1 | 1,600 | 4.644 |
| Covid 19 - Local Government Support Grant - Tranche 2 | 1,600 | 5.358 |
| Sub Total Covid 19 - Local Government Support Grant | 3,200 | 10.002 |
| | | |
| Other Covid 19 Grants and Support: | | |
| Adult Social Care Infection Control Fund | 600 | 2.189 |
| Test & Trace Service | 300 | 0.849 |
| Reopening High Streets Safely Fund | 50 | 0.173 |
| Covid 19 Bus Services Support Grant | 22 | tbc |
| Food and Essential supplies fund | 63 | tbc |
| Sub Total - Other Covid19 Grants & Support | 1,035 | 3.211 |

For the financial recovery plans the £10m revenue grant has been included as being fully utilised as funding the reported pressures across Council, it is assumed that the other Covid-19 grants will be utilised for specific purposes and not have a material benefit to the reported pressures.

The budget monitoring showing the detailed use of the Covid-19 grants will be incorporated into the Councils quarterly monitoring to Cabinet.

MHCLG additional support

This report sets out the financial recovery measures that will be required to balance the 2020/21 revenue outturn based on the government funding allocations that have been confirmed to date. We are expecting a further package of support to be announced by MHCLG that may help reduce the Councils reliance on reserves to fund its year end deficit. However, at this stage it is prudent to set out a full recovery plan to give assurance that the actions set out in this paper will enable the Council to fund its 2020/21 revenue outturn.

3.7 Revenue Balances, Contingency and Reserves

The financial recovery plan includes planned and approved use of earmarked reserves as set out in the table below.

Key Reserves

The following table shows the balances of the key earmarked and un-earmarked revenue reserves held for financial planning and corporate risk at the beginning of the year, planned use, and expected balance at the year-end based on current forecast.

The Budget Report set out the purpose for the two earmarked reserves as follows:

Revenue Budget Contingency - The primary purpose of this reserve is to fund in year unforeseen events, overspends, and to meet the risks of non-delivery of budget savings.

Financial Planning & Smoothing Reserve - The Financial Planning Reserve will be used to fund the costs of organisational change.

The specific arrangements for the governance and release of reserves are delegated to the Council's Chief Financial Officer in consultation with the Cabinet Member for Resources and the Chief Executive. Due to the risk on the Council's revenue budget £11.43m of reserves have been earmarked for Covid-19 related budget pressures.

The reserve balances have taken account of the 2019/20 revenue outturn which had favourable movements to the 2020/21 opening balances.

| | Unallocated Balance as at 1/4/20 £'m | Earmarking for Covid-19 2020/21 In year pressure £'m | Current Estimated Unallocated Balance 31/3/20 £'m |
|---|--|--|--|
| Revenue Budget Contingency | 4.32 | 2.43 | 1.89 |
| Financial Planning and Smoothing Reserve | 5.62 | 4.00 | 1.62 |
| Unearmarked Reserves | 13.52 | 5.00 | 8.52 |
| Total | 23.46 | 11.43 | 12.03 |

Note: In the event of further government revenue grant to support the 2020/21 impacts of Covid-19 the proposed use of reserves will reduce. This will enable the Council to hold a suitable level of financial planning reserve to fund additional one-off costs to manage the longer-term financial recovery.

General Fund Un-earmarked Reserve

The general fund un-earmarked reserve is retained to meet the Council's key financial risks. The risk assessment has set a range of between £12.3m and £13.5m to meet those risks. When setting the reserve level for 2020/21 the Commercial Income risks and economic risks were taken into account, at that time the magnitude of the Covid-19 income risk could not be understood or quantified, however un-earmarked reserves were increased in the 2020/21 budget by £1.2m.

The utilisation of £5m un-earmarked reserves will leave a balance of £8.52m which is 7.2% of the Council's 2020/21 £118.25m net revenue budget. This leaves a satisfactory level of reserve for financial risk with the remaining balance, when benchmarked against Councils nearest neighbours' group, is higher than the 4%-6% held by our neighbours. Due to the exposure to commercial income it is prudent to hold a higher than benchmark average general fund un-earmarked reserve.

Prior years assessments against the budget have set a minimum level of un-earmarked reserves at £7.5m. The ongoing reserve requirement for the Council will be assessed in detail for the 2021/22 Medium Term Financial Strategy.

3.8 2021/22 Medium Term Financial planning

The in-year recovery measures set out in the paper will provide a comprehensive set of mitigations against the 2020/21 revenue budget. As we start to understand the longer-term impacts and recovery actions over the coming months the Council's Medium Term Financial Strategy will be re-written taking into account any recurrent impacts on the Council's budget.

What has become apparent in 2020/21 is the Council's reliance on the Visitor Economy and reliance on Commercial Income as a funding source for core Council Services. The financial strategy will take into account the likelihood and associated financial risk that Commercial income will not return to its 2019/20 levels in 2021/22 and require strategic reviews of the following areas:

- Diversification of Parking Charges to meet Climate Change objectives whilst sustaining an essential income source to the Council.
- Reviewing and revising the Council's Commercial Estate Strategy to ensure best use of assets to meet changing needs for retail, businesses and residential.
- Re-thinking the tourism offer through Heritage Services to appeal to and encourage local visitors alongside international visitors.
- Explore opportunities within the workforce, including how people best utilise our workspace to create a new and safe working environment that reduces the need for travel and encourages the best use of technology creating efficiencies across our services.
- Consider the design of the organisation to make it simpler and more financially sustainable with a reduced reliance on commercial income.

3.9 Council Tax & Council Tax Support

The initial forecast for potential impact on the income from Council Tax due to the impacts of Covid-19 affecting residents' ability to pay and the increase in the number of Local Council Tax Support Scheme (LCTSS) claimants is £6 million.

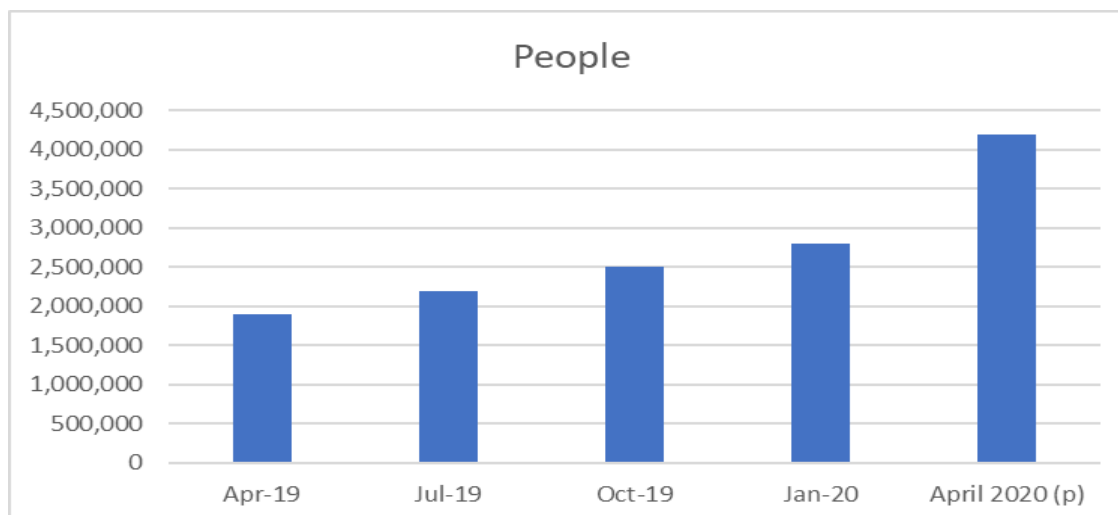
The forecast is based on reductions of around 10% in Council Tax income per month for the first quarter of 2020/21 and then for a gradual monthly improvement until returning to near normal levels by January 2021. Initial assessments of the income levels during the first two months of this financial year, when compared to payment rates for the same periods in 2019/20, shows a reduction of c8% in April, improving to c6% by the end of May.

The Council has seen a large increase in the number of people claiming Local Council Tax Support since April. The 2020/21 tax base included an adjustment of £9.56m for the estimated costs of the LCTSS. At the end of May the current cost has risen to £10.24m, an increase of £0.68m. The number of working age claimants at the end of May was 6,721 compared to the budget assumption of 5,939 an increase of 13%. The increase follows the national trend of increases in people claiming Universal Credit where a record number of claims led to 1.2 million new starts to Universal Credit in the period 13 March 2020 to 9 April 2020, which represents an increase of 40%.

The actual outturn position on LCTSS will depend on a number of variables, including the number of new claimants and the period claimants remain eligible for support whilst seeking employment and this continues to be monitored closely during the year.

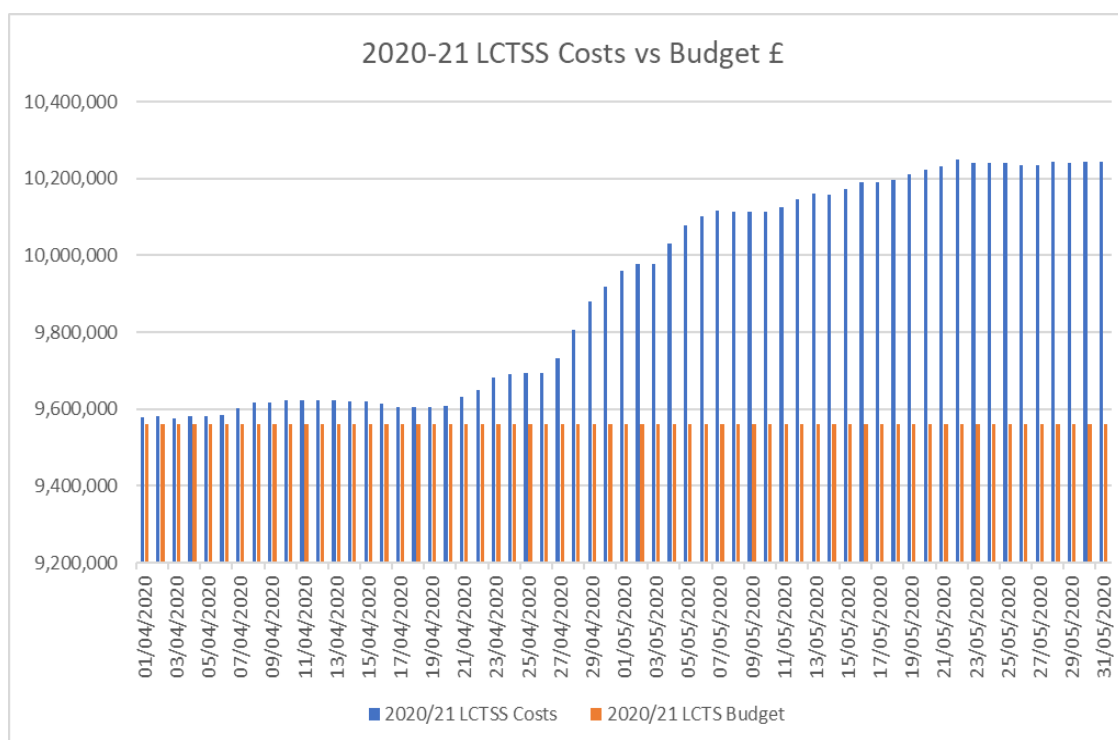
The following two charts show the national increase in Universal Credit Claimants and the increasing cost of LCTSS in B&NES.

People on Universal Credit (at 9th April 2020)



Source: DWP Universal Credit Statistics

B&NES LCTSS Costs vs Budget (April 2020 to May 2020)



Under Local Government accounting arrangements for Council Tax, the impacts of the Council Tax collection fund projected outturn position will need to be built into the financial planning assumptions for recovery as part of the 2021/22 budget.

3.10 Council Tax Hardship Fund

Following the outbreak of Covid-19 and the advice of the UK Government on self-isolation and the temporary closure of Businesses and places of work, the Government made available a £500m Hardship fund for Local Authorities, with the expectation that it will primarily be used to provide council tax relief under

section 13A (1) (c) of the Local Government Finance Act 1992. The Council received £1,288,040 to fund the costs of these reliefs.

The government guidance gives minimum requirements expected of each local authority, which is to apply a further reduction of the lower amount of the claimant's residual council tax liability or £150.00 to all recipients of working age local council tax support (LCTS) during the financial year 2020-21.

The position, as at the end of May, is that reliefs totaling £764,000 have been applied to 5,514 Council Tax Accounts.

It is highly likely that there will be further increases in the number of people who claim and are entitled to council tax support during the remainder of 2020/21, so a high degree of flexibility is currently required as to how and when any potential residual funding is used.

3.11 Business Rates

The initial forecast for the potential adverse impact on the income from Business Rates due to the impacts of Covid-19 affecting businesses ability to pay is £1.5m. This represents a reduction of c5% on collectible income of £31.5m which allows for the 100% business rate relief holiday which has been granted for Retail, Leisure & Hospitality businesses during 2020/21. The 100% relief is funded by government through a s31 compensation grant.

Business Rates income can be very volatile and with the increase in the retail business rate relief which now totals an estimated £44.5m for 2020/21, prior year like for like comparisons on income collection are difficult. The forecast income impact will be reviewed at the end of the first quarter based on trends for the first 3 months, although there is likely to be a lag until impacts on income such as through increases in empty property relief start to feed through the system.

As set out in the Budget Report, any surplus or deficit on the Business Rate Collection Fund and associated income will be transferred to or from the Business Rates Reserve for consideration as part of the Business Rates calculations for future years and this position will be reflected in the 2021/22 budget. The balance on the Business Rate Reserve as at 31/3/2020 is £3.568m.

3.12 Business Support Grants

The Government announced support for small businesses, and businesses in the retail, hospitality and leisure sectors in the form of two grant funding schemes in 2020/21, these were to be administrated by each local authority:

- a) Small Business Grant Fund - all businesses in England in receipt of Small Business Rates Relief will be eligible for a payment of £10,000.
- b) Retail, Hospitality and Leisure Grant Fund - all businesses in England that would have been in receipt of the Expanded Retail Discount (which covers retail, hospitality and leisure) with a rateable value of less than £51,000 will be eligible for the a cash grant of either £10,000 or £25,000 dependent on the rateable value of the property.

The Council has approximately 3,062 eligible businesses in the Bath and North East Somerset area and has redeployed staff from non-critical service areas to assist with processing applications for business support grants.

The number of grants processed as at 21st June 2020 was 2,929 with 80 either being processed or waiting for a claim to be submitted, this indicates around 97% of eligible cases have been processed. The following table shows numbers and value of grants processed.

| Type of Grant | Amount of Grant | Eligible Cases (estimate) | Grants Processed for Payment | Percentage of Grants Processed | Amount Paid |
|--|-----------------|---------------------------|------------------------------|--------------------------------|--------------------|
| Small Business Grant | £10,000 | 2,050 | 2,027 | 98.9% | £20,270,000 |
| Retail, Hospitality & Leisure Grant (RV<£15k) | £10,000 | 313 | 312 | 99.7% | £3,120,000 |
| Retail, Hospitality & Leisure Grant (RV >£15k but <£51k) | £25,000 | 646 | 590 | 91.3% | £14,750,000 |
| Overall Totals | - | 3,009 | 2,929 | 97.3% | £38,140,000 |

The government has recently announced an additional discretionary fund aimed at providing support for some small and micro businesses who were not eligible for the Small Business Grant Fund or the Retail, Leisure and Hospitality Fund.

The government will provide funding equivalent to 5% of the grants fund allocation for the Small Business Grants Fund and Retail, Hospitality and Leisure Grants Fund using data returns submitted on 4th May 2020. This equates to a funding cap for the council's scheme of £2.143m.

Taking into account the government guidance, the following businesses are prioritised for grants from the discretionary fund:

- a) Charities and community organisations – with a property that has a rateable value of up to and including £15,000, in receipt of mandatory charitable business rate relief, that otherwise would have been eligible for Small Business Rate Relief or Rural Rate Relief and therefore not eligible for funding under the existing grant schemes.
- b) Businesses in Shared / Flexible workspaces – that have exclusive use of a unit but do not have their own business rate assessment. Examples include units in offices, industrial parks, science parks and incubators.
- c) Market / Street Traders – with a fixed pitch and a street trading licence or lease agreement if in a covered market.
- d) Bed & Breakfasts and guest houses – where the business owner lives on site, holds a valid food safety registration with the council and is paying council tax rather than business rates.

The two week application window for businesses to apply for support from the discretionary fund opened on the 27th May 2020 with a closing date of 10th June. The Council received 308 applications with the fund undersubscribed so a further application window is planned to open at the end of June to give those businesses that haven't applied another chance to access the grant funding.

3.13 West of England Combined Authority (WECA) Response to Covid-19

B&NES has been working closely with WECA to understand the regional impact of Covid-19 specifically on business and transport which is set out below:

The Covid-19 pandemic has created an unprecedented challenge for the businesses, residents and public services across the West of England. WECA, the LEP and key partners have been working to support businesses and residents through this crisis period and seeking to ensuring the support and infrastructure is in place to prepare for recovery.

Business Recovery

The West of England Mayor, along with the other combined authority mayors, has established a Regional Economic Recovery Taskforce. This is a partnership between the West of England Combined Authority, the Local Enterprise Partnership, business, universities and the region's councils. WECA have identified, and allocated, **£5m** of Investment Funding for the taskforce and will continue to re-prioritise the overall investment programme to identify further funding where required.

Transport

In the short term following the lockdown, WECA has worked to ensure that public transport is in place to support essential workers travelling to their place of work. This has included maintaining regular contact with bus companies to ensure services are provided and providing travel updates on both the WECA and Travelwest websites to assist people who still need to travel.

WECA has been allocated **£741k** funding from the Government's Emergency Active Travel Fund which is being applied to a programme of measures across the region to promote walking and cycling and to enable passengers to access and egress bus and rail services as safely as possible within social distancing guidelines. Funding is expected to be received from DfT by the end of June 2020, and it is likely that later in the summer further funding will be made available, potentially up to **£3.7m**. Transport Officers from WECA and our Constituent Authorities have started to work up relevant proposals with momentum underpinned through a **£3m cash** injection from the WECA investment fund in advance of receipt of government funding.

Many of the temporary measures being developed have the potential to become permanent, and be extended, to become rational integrated parts of the public realm that could significantly increase Active Travel within the region and capture some of the behaviour engendered by the Covid-19 Emergency. The Investment Fund report to June 2020 WECA committee proposes the creation of a **£10m** capital funding pot to invest in walking and cycling infrastructure building on the

Emergency Measures as well as delivering additional high value active travel measures in the region.

In addition, over the next few months it is anticipated that DfT would announce potential funding and associated guidelines for / access to the previously announced **£1.75bn** national funding for cycling and walking measures.

WECA support for UA cashflow

To help West of England Unitary Councils with challenging cashflow forecasts over the coming months, WECA is proposing, (to the June committee), to introduce a scheme offering low interest, flexible short-term loans across the region. Matching cash balances held by the Combined Authority with periods of cash shortages within our UAs in another excellent example of proactive and productive partnership working.

3.14 Capital Review

The Corporate mitigations set out a £3m revenue saving through reviewing the delivery timetable of the Capital programme.

The objectives of the review are to aid the Council's financial recovery by minimising new Council borrowing that will need funding from the revenue budget and to also come up with a revised budget profile that takes into account the Covid-19 impact on delivery. In addition, the review has focussed on ensuring grant funded schemes that can continue within budget are supported.

Appendix 2 list's the Capital Schemes with proposed changes that will result in a revenue saving from rephasing. Appendix 3 list the proposed schemes with other actions that included aligning the schemes with other programme items for more effective management of the programme. The following needs to be noted when reviewing these documents:

1. Proposed interest saving is from reducing the amount of Council Capital borrowing in 2020/21 – this is a one-off saving from timing changes as schemes will still require the approved budget in future years.
2. The theme column is to consider grouping common areas of the programme into strategic delivery themes
3. The recommended actions will result in:
 - Integrate – align and combine related schemes
 - Pause – reconsider scheme due to viability issues
 - Rephase – realign budget to delivery profile taking account of Covid-19
 - Revise – revisit scheme delivery options
 - Review – re-think scheme

The £3m saving is broken down in the table below

| Action | Identified saving £'m |
|---|----------------------------------|
| Revisions to the Capital Programme | 1.3 |
| MRP Review | 0.5 |
| Treasury Management -e.g. borrow short term | 0.5 |
| Further Slippage Savings | 0.7 |
| TOTAL | 3.0 |

The adjustments to the approved and provisional Capital programme by portfolio are detailed below:

| Cabinet Portfolio: Approved Capital Schemes | Budget 2020/2021 £'m | Rephase £'m | Budget 2020/2021 £'m Restated |
|--|---------------------------------|------------------------|--|
| Resources & Deputy Leader | 22.538 | -10.042 | 12.496 |
| Adult Services | 0.388 | 0 | 0.388 |
| Children's Services | 5.69 | 0 | 5.69 |
| Climate Emergency & Neighbourhood Services | 6.595 | -0.063 | 6.532 |
| Transport Services | 10.548 | -0.936 | 9.612 |
| Housing, Planning & Economic Development | 64.477 | -26.885 | 37.592 |
| Community Services | 6.662 | 0 | 6.662 |
| Corporate Capital Contingency | 0.9 | -0.225 | 0.675 |
| Total | 117.798 | -38.151 | 79.647 |

| Cabinet Portfolio: Provisional Capital Schemes | Budget 2020/2021 £'m | Rephase £'m | Budget 2020/2021 £'m Restated |
|---|---------------------------------|------------------------|--|
| Resources & Deputy Leader | 34.349 | -1.748 | 32.601 |
| Children's Services | 18.427 | -0.03 | 18.397 |
| Climate Emergency & Neighbourhood Services | 35.224 | -16.781 | 18.443 |
| Transport Services | 11.089 | -5.141 | 5.948 |
| Housing, Planning & Economic Development | 20.421 | -7.61 | 12.811 |
| Community Services | 2.596 | -0.063 | 2.533 |
| Total | 122.106 | -31.373 | 90.733 |
| | | | |
| Grand Total | 239.904 | -69.524 | 170.38 |

The review of the programme has considered priority schemes delivering transport and infrastructure improvements with the aim to minimise disruption to scheme delivery. The schemes where there has been material rephasing to the Capital scheme budget of over £0.5m for the purpose of delivering revenue savings are listed below:

Corporate Estate Planned Maintenance (£2.1m rephased to 2021/22)

Rephasing of £2.1m to 2021/22 leaving £1m in the programme for 2020/21 investment. This aligns with a review of the Corporate Estate.

Property Improvement – Orange Grove Structural Works (£0.75m rephased to 2021/22)

Current scheme held in provisional programme with no commitments, scheme will undergo a review considering revised options in light of Covid-19.

Neighbourhood Services - Asset & Vehicle Replacement Programme (£0.94m rephased to 2021/22)

Replacement of vehicles is to be made on a priority-based criteria, where compliance with the clean air zone is required.

Passenger Transport Vehicle Replacement Programme (£0.89m rephased to 2021/22)

As above

Highways Road Salt Storage (£0.68m rephased to 2021/22)

Scheme to be aligned with the Waste Redesign and relocation planned in future years.

Affordable Housing (£2.1m rephased to 2021/22)

Scheme amendments to consider Covid-19 impact on delivery timetable.

3.15 Risks

The key risks to the budget were outlined in the Councils 2020/21 Budget Report, in compliance with the Council's decision-making risk management guidance. These have been reviewed with the additional risks added below that specifically relate to the Covid-19 Pandemic:

| Risk | Likelihood | Impact | Risk Management Update |
|--|------------|--------|---|
| Further government restrictions in the event of a second wave virus spread. | Possible | High | This is certainly a material risk, whilst not one the Council has direct control over, every step is being put in place to follow government guidance following the recommendations of our Director of Public Health. |
| Long term impacts on the Councils Commercial Estate over and above anticipated levels. | Possible | High | Current modelling has been prudent anticipating a material impact in 2020/21 if this continues into future years a full assessment will be required of the Commercial Estate |

| | | | |
|---|----------|--------|--|
| | | | asset base. |
| The income from Heritage Services may not recover in the short term. | Possible | High | Continue to monitor income levels and impact on business plan once the service is re-opened. Pre Covid-19 performance has exceeded business plan targets; performance will be closely monitored for the rest of the financial year. |
| Impact on Reserves | Possible | High | Without additional government grant there is the risk that Council reserve levels are not enough to manage future years risk. To manage this the full delivery of recovery plans will help minimise use of reserves. |
| Interest rates increase | Possible | Medium | A reserve is available for borrowing to manage market risk and long-term borrowing costs have been factored into the longer-term MTFS. The current forecast from our treasury management advisors is that borrowing rates will remain at current low levels in the medium term until economic growth prospects improve. The Council will continue to consider shorter term borrowing options alongside the PWLB. |
| Volatility and uncertainty around business rates | Likely | High | <p>The impacts of Covid-19 will increase the volatility and uncertainty around business rate income. In 2020/21 this risk will be partly offset by the 100% business rate relief the government has announced for all Retail, Leisure and Hospitality businesses.</p> <p>We continue to monitor arrears, CVAs, and liquidations with a specific reserve held to manage in-year volatility.</p> |
| Capital projects not delivered resulting in revenue reversion costs or liabilities from underwriting agreements | Possible | High | The Council has a number of projects within this category. These risks will continue to be monitored and reported. An assessment is made as part of the budget process to ensure that revenue reserves are sufficient to meet these risks. The capital programme methodology looks to de-risk projects wherever possible. |
| Changes to Government Policy that affects future funding | Likely | High | Need to monitor and continue to highlight impact |
| Brexit risks | Likely | Medium | During the Brexit transition period from the 31 st January 2020 to the 31 st December 2020 there will be a period of uncertainty whilst a Trade Deal is negotiated. Impacts on the Councils supply chain will need close monitoring. |

| | | | |
|--|----------|--------|---|
| Funding pressures through WECA, CCG and other partners | Possible | Medium | Ensure good communication links with partner organisations. |
| Capital receipts in the areas identified are insufficient to meet target | Possible | Medium | There is a risk that a depressed market will impact on current values, in the short to medium term the Council should not rely on capital receipts as a key funding source. |

4 STATUTORY CONSIDERATIONS

- 4.1** The annual medium-term financial planning process allocates resources across services with alignment of these resources towards the Council's corporate priorities. This report sets out the in-year recovery measures that are required to enable the Council to continue performing against the financial envelope agreed in February 2020 through the Budget setting process.
- 4.2** Under part 4D (1) Rule 5 this report will be exempt from call in and prior to the Cabinet decision be scrutinised by the Corporate Policy Development and Scrutiny Panel. Under the procedural rule the effect of the call-in alone would be to cause the Council to miss, or fail to comply with or fulfil, a deadline or duty. In this instance under the Policy and Budget Framework as set out in the Constitution the Cabinet and its Directors must put measures in place to manage the in-year over budget position.

5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 5.1** The financial implications are contained within the body of the report.

6 RISK MANAGEMENT

- 6.1** A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision-making risk management guidance.
- 6.2** The substance of this report is part of the Council's risk management process. The key risks in the Council's budget are assessed annually by each Director, with these risks re-assessed on a monthly basis as part of the budget monitoring process.

7 CLIMATE CHANGE

- 7.1** The objectives of the administration have been considered throughout the design of the financial recovery plan to retain and enhance all key elements of climate and ecological emergency activity and policy planning. This will allow the Council to influence not only its own activities in recovery, but also the economic recovery of the wider district. This will ensure that sensitivity to the climate and ecological crises is retained at the heart of decision-making, in order to radically reduce carbon emissions. Over the course of the next decade as per the climate emergency action plan.

8 OTHER OPTIONS CONSIDERED

8.1 None

9 CONSULTATION

9.1 Consultation has been carried out with the Cabinet Member for Resources, Corporate Directors, Section 151 Officer, Chief Executive and Monitoring Officer.

9.2 Consultation was carried out at meetings and via e-mail.

| | |
|--|---|
| Contact person | <i>Will Godfrey - Chief Executive 01225 477400,</i> Will_Godfrey@bathnes.gov.uk <i>Andy Rothery – Director of Finance (S151 Officer) 01225 477103,</i> Andy_Rothery@bathnes.gov.uk |
| Background papers | COVID19 - Update report and position statement – 29 th May 2020 Cabinet https://democracy.bathnes.gov.uk/ieListDocuments.aspx?CId=122&MId=5754 |
| Please contact the report author if you need to access this report in an alternative format | |

| Portfolio | Ref. | Savings Title | Savings Description | Risk R/A/G | Type of Saving | Staffing Related | 2020/21 £000 |
|-----------------------------------|------|---|---|------------|-----------------------|------------------|--------------|
| Resources and Deputy Leader | RP01 | Balance sheet review | Review the aged debt provision held on the balance sheet to identify sums no longer required to release back into revenue. | A | Other | N | 1,000 |
| | RP02 | Capital Review | Reduce revenue borrowing costs through reprofiling the corporately funded capital schemes. | A | Other | N | 3,000 |
| | RP03 | Corporate contingency | Release corporately held revenue contingency. | G | Underspend | N | 1,000 |
| | RP04 | Mental Capacity Act funding | Release corporately held budget on a one off basis as unlikely to be utilised in 2020/21. | G | Other | N | 445 |
| | RP05 | One off budget for new initiatives | Release balance of one-off budget that did not have commitments. | A | Other | N | 250 |
| | RP06 | Remove SEND corporate contingency | Remove SEND corporate contingency following DfE guidance that SEND cost need to be fully funded from the dedicated schools grant. | G | Other | N | 909 |
| | RP07 | Social Care refinancing | Fund Social Care purchased care from retained IBCF grant held in reserve. | A | Other | N | 1,000 |
| | RP08 | Salary Budget Savings | Savings through, holding vacancies, recruiting to reduced hours contracts and agreeing reduced hours for members of staff. | A | Service Review | Y | 2,843 |
| | RP09 | CCTV | Review service to release savings | A | Supplies and Services | N | 50 |
| | RP10 | Chairman's Budget | Delete all non essential discretionary budgets left in the chairman's budget | G | Supplies and Services | N | 10 |
| | RP11 | Community Engagement Apprentice | Defer new community engagement apprentice post | A | Vacancy | Y | 20 |
| | RP12 | Digital communications- content | Defer growth item for improvements to digital content | G | Vacancy | Y | 35 |
| | RP13 | PDS Panels | Reprofile expenditure for dedicated support for PDS Panels | G | Supplies and Services | N | 9 |
| | RP14 | Webcasting | Greater use of YouTube streaming in place of current webcasting solution | G | Supplies and Services | N | 10 |
| | RP15 | Service Review and Efficiencies | Organisational redesign | A | Vacancy | Y | 130 |
| | RP16 | Reduction in maintenance spend | Reduction in reactive maintenance across the estate, retaining provision for statutory works and prevention of major deterioration only | R | Supplies and Services | N | 100 |
| | RP17 | Savings Review and Efficiency Savings | Review Reception facilities based on revised use of Corporate offices | A | Service Review | Y | 21 |
| | RP18 | Vacancy management | Holding vacant posts in the short term without compromising service delivery | G | Vacancy | Y | 274 |
| | RP19 | Miscellaneous underspends | Reducing supplies and services spend to a minimum without compromising service delivery | G | Underspend | N | 538 |
| Resources and Deputy Leader Total | | | | | | | 11,644 |
| Adult Services | RP20 | Community - Review of Care Package Delivery | Review of existing packages to identify efficiencies | R | Commission | N | 1,312 |
| | RP21 | Community - Review of Better Care Fund schemes | Delay or do not progress identified schemes | A | Commission | N | 871 |
| | RP22 | Vacancy management | Holding vacant posts in the short term without compromising service delivery | G | Vacancy | Y | 12 |
| | RP23 | Miscellaneous underspends | Reducing supplies and services spend to a minimum without compromising service delivery | G | Underspend | N | 311 |
| | RP24 | External services cost reductions | Cost reductions from external services not able to be delivered as a result of lockdown | A | Commission | N | 1,035 |
| Adult Services Total | | | | | | | 3,540 |
| Children's Services | RP25 | School Improvement | Savings Review and Efficiency Savings | A | Other | N | 60 |
| | RP26 | Remodel service offer for children and young people | Negotiate reduction in commissioned service levels whilst maintaining statutory delivery | G | Commission | N | 24 |
| | RP27 | Remodel service offer for children and young people | Negotiate revisions to commissioned service levels whilst maintaining statutory delivery | G | Commission | N | 15 |
| | RP28 | Revise service offer for children and young people | Provide statutory level of participation support to children and young people | G | Commission | N | 10 |
| | RP29 | Revise service offer for children and young people | Provide statutory level of respite support to children and young people | G | Commission | N | 10 |
| | RP30 | Revise service offered to children and young people providers | Decommission Network non statutory support service | G | Commission | N | 6 |
| | RP31 | Children's Centres | Savings Review and Efficiency Savings | A | Service Review | Y | 22 |
| | RP32 | Family Group Support | Focus on support, to keep family groups at home, avoiding residential placements. | A | Underspend | N | 89 |
| | RP33 | Intensive Fostering Service | Innovative Fostering Service offering, to avoid residential placements . | A | Underspend | N | 180 |
| | RP34 | St Martin's Garden | Rent reduction of no longer use office space at St Martin's Garden | A | Supplies and Services | N | 15 |
| | RP35 | Vacancy management | Holding vacant posts in the short term without compromising service delivery | G | Vacancy | Y | 270 |
| | RP36 | Miscellaneous underspends | Reducing supplies and services spend to a minimum without compromising service delivery | G | Underspend | N | 50 |
| Children's Services Total | | | | | | | 751 |

| Portfolio | Ref. | Savings Title | Savings Description | Risk R/A/G | Type of Saving | Staffing Related | 2020/21 £000 |
|---|------|---|--|------------|-----------------------|------------------|---------------|
| Climate Emergency & Neighbourhood Services | RP37 | Recharging officer time to government grant funding for the delivery of new initiatives | Additional funding announced for active travel across the region creates an opportunity to fund existing budgeted activity from the new grant allocation, which will create a £250k revenue underspend | G | Underspend | N | 250 |
| | RP38 | Review mechanical sweeping timetable | Delay mechanical sweeping from the summer months to autumn, releasing fuel savings - one off | A | Supplies and Services | N | 6 |
| | RP39 | Temporary reduction in waste communications | Reduction in communications materials | G | Supplies and Services | N | 18 |
| | RP40 | Review refuse collection times | Review waste collection services to secure service efficiencies | G | Supplies and Services | N | 10 |
| | RP41 | Street Cleansing | Budget reprioritised to support waste services during lockdown. Litter at minimal level and managed within service capacity. | G | Other | N | 80 |
| | RP42 | Recycling Centres | Review opening hours of Household Waste Recycling Centres (HWRs) to focus on key demand hours | G | Supplies and Services | N | 40 |
| | RP43 | Vacancy management | Holding vacant posts in the short term without compromising service delivery | G | Vacancy | Y | 16 |
| | RP44 | Miscellaneous underspends | Reducing supplies and services spend to a minimum without compromising service delivery | G | Underspend | N | 95 |
| Climate Emergency & Neighbourhood Services Total | | | | | | | 515 |
| Transport Services | RP45 | Network Management | Reprioritise existing resources to progress council priorities | A | Other | N | 150 |
| | RP46 | Network Management | Recruit sustainable transport officers through alternative funding sources | A | Other | N | 100 |
| | RP47 | Risk based approach Blue Badge abuse enforcement | Take a more risk based approach to monitoring/enforcement of on street blue badge compliance | A | Supplies and Services | N | 10 |
| | RP48 | Review independent mobility assessments for Blue Badges | Review contract for independent mobility assessments for blue badges | R | Supplies and Services | N | 40 |
| | RP49 | Service Redesign | Redesign of day to day operational services to release efficiencies | G | Supplies and Services | N | 25 |
| | RP50 | Miscellaneous underspends | Reducing supplies and services spend to a minimum without compromising service delivery | G | Underspend | N | 25 |
| Transport Services Total | | | | | | | 350 |
| Housing Planning & Economic Development | RP51 | Salary recharge | Recharge Director of Economy & Growth time to Capital projects | G | Income | N | 15 |
| | RP52 | Use of historic grant funding | Full release of the Housing Reserve to fund current costs | A | Other | N | 664 |
| | RP53 | Vacancy management | Holding vacant posts in the short term without compromising service delivery | G | Vacancy | Y | 155 |
| | RP54 | Miscellaneous underspends | Reducing supplies and services spend to a minimum without compromising service delivery | G | Underspend | N | 75 |
| Housing Planning & Economic Development Total | | | | | | | 909 |
| Community Services | RP55 | Heritage recovery plan | Variety of cost saving measures to be implemented throughout the year | A | Other | N | 2,500 |
| | RP56 | World Heritage cost reduction | Reduction in support for World Heritage management | A | Supplies and Services | N | 38 |
| | RP57 | Service Review and Efficiencies | Revised management reporting arrangements | R | Service Review | Y | 17 |
| | RP58 | Savings Review and Efficiency Savings | Service Review within Land Charges | A | Service Review | Y | 15 |
| | RP59 | Reducing expenditure of Licensing | Hold back purchase of Southgate street traders new canopies until 21/22 | G | Underspend | N | 7 |
| | RP60 | Health, Safety & Food vacancy management | Hold 2 vacant posts open for 12 months | R | Vacancy | Y | 67 |
| | RP61 | Delay recruitment of Environmental Services Project Officers | Delay budget growth allocated for Project Officers | A | Other | N | 100 |
| | RP62 | Vacancy management | Holding vacant posts in the short term without compromising service delivery | G | Vacancy | Y | 99 |
| | RP63 | Miscellaneous underspends | Reducing supplies and services spend to a minimum without compromising service delivery | G | Underspend | N | 149 |
| Community Services Total | | | | | | | 2,992 |
| Grand Total | | | | | | | 20,700 |

APPENDIX 2

CAPITAL PROGRAMME REVIEW

Schemes Proposed for Rephasing by Portfolio

| Portfolio | Status | Project Name | Budget 2020/21 | Rephasing to Future Years | Borrowing Saving 2020/21 | Recommend Action | Theme | Narrative |
|--|----------|--|----------------|---------------------------|--------------------------|-----------------------|-------------------------|--|
| Resources and Deputy Leader | Approved | Corporate Estate Planned Maintenance | 3,150 | 2,111 | 148 | Rephase | Property | Review required for compliance spend only, forecast reflecting some spend will be needed. Slippage also to be reviewed |
| Resources and Deputy Leader | Approved | Property Company Investment (Aequus Loan Facility) | 14,931 | 7,931 | 0 | Continue and rephased | | Release of Funds controlled by Business Case Submission. Delayed by Covid |
| sub-total | | | | 10,042 | 148 | | | |
| Resources and Deputy Leader | Approved | Capital Contingency | 900 | 225 | 9 | Continue and rephased | | Back-up to all schemes in programme. May be released as monitoring allows. |
| sub-total | | | | 225 | 9 | | | |
| Climate Emergency and Neighbourhood Services | Approved | Neighbourhood Services - Asset & Vehicle Replacement Programme | 1,129 | 45 | 7 | Rephase | Vehicles | Criteria for Vehicle replacement to be established, inc CAZ compliance. |
| Climate Emergency and Neighbourhood Services | Approved | Environmental Protection Vehicles | 36 | 18 | 2 | Rephase | Vehicles | Criteria for Vehicle replacement to be established, inc CAZ compliance. |
| sub-total | | | | 63 | 9 | | | |
| Transport Services | Approved | City Centre Security | 550 | 385 | 25 | Integrate | Update City Centre Plan | Ensure outcomes to support Visitor Economy recovery and Zero traffic options. |
| Transport Services | Approved | Clutton Depot Refurbishment | 230 | 115 | 8 | Rephase | Property | Pause and confirm statutory arrangements, assume 50% |
| Transport Services | Approved | Parking Vehicle Replacement Programme | 67 | 33 | 5 | Rephase | Vehicles | Criteria for Vehicle replacement to be established, inc CAZ compliance. |

CAPITAL PROGRAMME REVIEW

Schemes Proposed for Rephasing by Portfolio

| Portfolio | Status | Project Name | Budget 2020/21 | Rephasing to Future Years | Borrowing Saving 2020/21 | Recommend Action | Theme | Narrative |
|--|-----------------|---|-------------------|------------------------------|-----------------------------|-----------------------|-------------------------|---|
| Transport Services | Approved | Street Lighting LED Replacement Programme | 350 | 350 | 25 | Pause | | Rephase to consider remaining Value for Money of final phase of programme. |
| Transport Services | Approved | London Road Modification | 53 | 53 | 4 | Pause | | Rephase to bring together with Cleveland Bridge Proposals |
| sub-total | | | | 936 | 66 | | | |
| Housing, Planning and Economic Development | Approved | Bath Streetspace | 490 | 490 | 12 | Integrate | Update City Centre Plan | Ensure outcomes to support Visitor Economy recovery and Zero traffic options. |
| Housing, Planning and Economic Development | Approved | Waterspace | 154 | 154 | 11 | Integrate | Update City Centre Plan | Ensure outcomes to support Visitor Economy recovery and Zero traffic options. |
| Housing, Planning and Economic Development | Approved | Bath Quays North | 34,760 | 26,241 | 0 | Continue and rephased | | Progress actions under Development Agreement to support planning phase pre-works. |
| sub-total | | | | 26,885 | 23 | | | |
| TOTAL | Approved | | | 38,151 | 255 | | | |

CAPITAL PROGRAMME REVIEW

Schemes Proposed for Rephasing by Portfolio

| Portfolio | Status | Project Name | Budget 2020/21 | Rephasing to Future Years | Borrowing Saving 2020/21 | Recommend Action | Theme | Narrative |
|--|-------------|---|-------------------|------------------------------|-----------------------------|---------------------|----------|--|
| Resources and Deputy Leader | Provisional | IT Asset Refresh | 500 | 475 | 79 | Rephase | IT | Criteria for replacement to be established |
| Resources and Deputy Leader | Provisional | Revenues & Benefits System: End of Life Replacement | 100 | 100 | 22 | Rephase | IT | Criteria for replacement to be established |
| Resources and Deputy Leader | Provisional | Property Improvement – Orange Grove Structural Works | 750 | 750 | 53 | Revise | Property | Revisit options for scheme |
| Resources and Deputy Leader | Provisional | Property Improvement – Haycombe Crematorium | 60 | 60 | 4 | Rephase | Property | Dignified Entrance works, ensure integrated with Crematorium Work Programme in Corporate Estate Maintenance |
| Resources and Deputy Leader | Provisional | Property Improvement – Youth Centres | 325 | 163 | 11 | Rephase | Property | Ensure integrated with Work Programme in Corporate Estate Maintenance |
| Resources and Deputy Leader | Provisional | Project Inception Fund | 200 | 200 | 24 | Rephase | | Ensure linked to Place Recovery Plan |
| sub-total | | | | 1,748 | 193 | | | |
| Children's Services | Provisional | IT Improvements at Children's Centres – Keynsham, St Martins, Radstock and Bath | 30 | 30 | 6 | Rephase | IT | Ensure integrated with Work Programme in Corporate Estate Maintenance |
| sub-total | | | | 30 | 6 | | | |
| Climate Emergency and Neighbourhood Services | Provisional | Neighbourhood Services - Asset & Vehicle Replacement Programme | 939 | 939 | 148 | Rephase | Vehicles | Criteria for Vehicle replacement to be established, inc CAZ compliance. |

CAPITAL PROGRAMME REVIEW
Schemes Proposed for Rephasing by Portfolio

| Portfolio | Status | Project Name | Budget 2020/21 | Rephasing to Future Years | Borrowing Saving 2020/21 | Recommend Action | Theme | Narrative |
|--|-------------|---|-------------------|------------------------------|-----------------------------|--------------------------|--|---|
| Climate Emergency and Neighbourhood Services | Provisional | Waste Depot Relocation | 15,842 | 15,842 | 0 | Continue and rephased | | Spend will be in future years. 20/21 is Design and Planning phase and part of approved programme. |
| sub-total | | | | 16,781 | 148 | | | |
| Transport Services | Provisional | Cleveland Bridge Refurbishment | 3,920 | 1,920 | 0 | Continue and rephased | | Contractor appointed. Continue to seek approvals and delivery options prior to Sept 2021 grant condition. |
| Transport Services | Provisional | Transportation Delivery Programme | 600 | 480 | 34 | Integrate | Update City Centre Plan & Others | Member led Environmental Improvements - rephase to focus on implementation programme for 21/22 |
| Transport Services | Provisional | Replacement Mopeds for Outer Area Parking Enforcement | 35 | 26 | 4 | Rephase | Vehicles | Criteria for Vehicle replacement to be established, inc CAZ compliance. |
| Transport Services | Provisional | Passenger Transport Vehicle Replacement Programme | 1,180 | 885 | 139 | Rephase | Vehicles | Criteria for Vehicle replacement to be established, inc CAZ compliance. |
| Transport Services | Provisional | Pay & Display Replacement | 285 | 285 | 34 | Rephase | | Criteria for replacement to be established |
| Transport Services | Provisional | Somerdale Bridge | 1,200 | 600 | 0 | Rephase | | Funding sources for full scheme need confirming. |
| Transport Services | Provisional | Highways Road Salt Storage | 675 | 675 | 47 | Rephase | | Progresses with Waste Relocation which will 21/22 |
| Transport Services | Provisional | Lansdown P&R Extension | 240 | 240 | 17 | Rephase | | Review to seek external funding. |
| Transport Services | Provisional | Securing of Sports and Leisure Centre car park | 30 | 30 | 2 | Rephase | | Criteria for replacement to be established |
| sub-total | | | | 5,141 | 278 | | | |

CAPITAL PROGRAMME REVIEW

Schemes Proposed for Rephasing by Portfolio

| Portfolio | Status | Project Name | Budget 2020/21 | Rephasing to Future Years | Borrowing Saving 2020/21 | Recommend Action | Theme | Narrative |
|--|--------------------|--|-------------------|------------------------------|-----------------------------|--------------------------|----------|---|
| Housing, Planning and Economic Development | Provisional | York Street & Swallow Street Public Realm | 225 | 225 | 16 | Pause | Heritage | Forecast reflect rephase to next FY |
| Housing, Planning and Economic Development | Provisional | BWR Phase 2 | 5,000 | 5,000 | 0 | Continue and rephased | | No plans for 20/21 |
| Housing, Planning and Economic Development | Provisional | Affordable Housing | 2,085 | 2,085 | 61 | Rephase | | Monitor Progress of when capital works will take replace |
| Housing, Planning and Economic Development | Provisional | Cattlemarket | 150 | 150 | 11 | Rephase | | Carry out feasibility study later and seek alternative funding |
| Housing, Planning and Economic Development | Provisional | Borrowing Match Grant Programmes | 150 | 150 | 11 | Rephase | | New bids to wait until 21/22 |
| sub-total | | | | 7,610 | 98 | | | |
| Community Services | Provisional | Parks Equipment | 125 | 63 | 4 | Rephase | | Criteria for replacement to be established |
| sub-total | | | | 63 | 4 | | | |
| TOTAL | Provisional | | | 31,373 | 728 | | | |

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CAPITAL PROGRAMME REVIEW
Schemes with Other Review Actions by Portfolio

| Portfolio | Status | Project Name | Budget 2020/21 | Borrowing Cost Saving | Recommend Action | Theme | Narrative |
|--|----------|---|----------------|-----------------------|--|--------------------------|---|
| Resources and Deputy Leader | Approved | York Street Vaults Phase 2 | 900 | 0 | Pause | Heritage | Ensure project linked to Archway Project t and Heritage Plans |
| Resources and Deputy Leader | Approved | Bath Area Forum - CIL Funded Schemes - Approved | 196 | 0 | Integrate | Ensure correct CIL focus | Budget represents committed offers by Bath Area Forum. |
| Climate Emergency and Neighbourhood Services | Approved | Waste Depot Relocation | 1,491 | 105 | Continue - swap grant for borrowing | | Planning & design of New Waste Depot facilities at Pixash Lane. Grant replaces by borrowing for 20/21, but future build will need borrowing |
| Transport Services | Approved | Highways Maintenance Programme | 5,826 | 106 | Continue - swap grant for borrowing where possible | | Further Government funding likely to be annouced will allow budget to funded more from grant and Council Borrowing to support 21/22 |
| Transport Services | Approved | Hicks Gate Roundabout Improvement | 113 | 0 | Continue but develop future project differently | | Meet immediate critical land and legal gateways then put on hold. Then consider transfer to WECA as lead authority |
| Transport Services | Approved | A37 to A362 Improvements to Access Somer Valley Enterprise Zone | 10 | 0 | Continue but develop future project differently | | Meet immediate critical land and legal gateways then put on hold. Consider future transfer to WECA lead authority |

CAPITAL PROGRAMME REVIEW

Schemes with Other Review Actions by Portfolio

| Portfolio | Status | Project Name | Budget 2020/21 | Borrowing Cost Saving | Recommend Action | Theme | Narrative |
|--|----------|--|-------------------|--------------------------|---|-------------------------------|--|
| Housing, Planning and Economic Development | Approved | Keynsham High Street Public Realm Implementation | 1,493 | 0 | Integrate | Update Economic Recovery Plan | Re-scope to better support economic recovery including exploring Zero traffic option |
| Housing, Planning and Economic Development | Approved | Midsomer Norton Public Realm | 169 | 0 | Integrate | Update Economic Recovery Plan | Re-scope to better support economic recovery including exploring Zero traffic option |
| Housing, Planning and Economic Development | Approved | Somer Valley Enterprise Zone - Infrastructure | 1,043 | 0 | Continue but develop future project differently | | Complete current OBC stage Milestone and pause. |
| Community Services | Approved | Heritage Services Energy Capture Scheme | 300 | 0 | Pause | Heritage | Ensure this is priority project within Heritage Plans |
| Community Services | Approved | Parade Gardens Café Acquisition | 10 | 0 | Remove | | Excess budget from old scheme no longer needed. Borrowing saving adjusts income target |

CAPITAL PROGRAMME REVIEW
Schemes with Other Review Actions by Portfolio

| Portfolio | Status | Project Name | Budget 2020/21 | Borrowing Cost Saving | Recommend Action | Theme | Narrative |
|--|-------------|---|-------------------|--------------------------|---|-----------------------------|---|
| Resources and Deputy Leader | Provisional | Bath Area Forum - CIL Funded Schemes - Provisional | 1,123 | 0 | Integrate | Ensure correct CIL focus | Pause to Review CIL Priorities & role of Bath Area Forum |
| Children's Services | Provisional | SEND Capital – Bath Studio School/Aspire | 2,000 | 141 | Continue - swap grant for borrowing | | Can come from Basic Need Grant and also likely will be 20/21 |
| Children's Services | Provisional | Schools CIL | 1,472 | 0 | Integrate | Ensure correct CIL focus | Pause to Review CIL Priorities |
| Climate Emergency and Neighbourhood Services | Provisional | Clean Air Zone | 18,320 | 0 | Integrate | CAZ Proposals | Link Proposals with other Low Emission Work |
| Transport Services | Provisional | City Centre Protection Measures | 640 | 0 | Integrate | Update City Centre Plan | Ensure outcomes to support Visitor Economy recovery and Zero traffic options. |
| Transport Services | Provisional | City Centre Streetscape / Security | 250 | 0 | Integrate | Update City Centre Plan | Ensure outcomes to support Visitor Economy recovery and Zero traffic options. |
| Transport Services | Provisional | Electric Vehicle Charging - Taxi's and On Street | 80 | 0 | Integrate | CAZ Proposals | Link Proposals with other Low Emission Work |
| Transport Services | Provisional | Office for Low Emission Vehicles (OLEV) Bid | 804 | 0 | Integrate | CAZ Proposals | Link Proposals with other Low Emission Work |

CAPITAL PROGRAMME REVIEW
Schemes with Other Review Actions by Portfolio

| Portfolio | Status | Project Name | Budget 2020/21 | Borrowing Cost Saving | Recommend Action | Theme | Narrative |
|---|-------------|---|-------------------|--------------------------|---------------------|-------------------------------------|---|
| Housing, Planning and Economic Development | Provisional | Bath River Line | 602 | 0 | Integrate | Update City Centre Plan | Ensure outcomes to support Visitor Economy recovery and Zero traffic options, s.t. grant conditions |
| Housing, Planning and Economic Development | Provisional | Bath Quays - Weston Island | 100 | 0 | Integrate | Update City Centre Plan | Seek to rephase over future financial years with alternative funding |
| Housing, Planning and Economic Development | Provisional | CIL - Public Realm | 300 | 0 | Integrate | Ensure correct CIL focus | Pause to Review CIL Priorities |
| Housing, Planning and Economic Development | Provisional | Keynsham High Street Public Realm Implementation | 952 | 0 | Integrate | Update Economic Recovery Plan | Re-scope to better support economic recovery including exploring Zero traffic option |

CAPITAL PROGRAMME REVIEW

Schemes with Other Review Actions by Portfolio

| Portfolio | Status | Project Name | Budget 2020/21 | Borrowing Cost Saving | Recommend Action | Theme | Narrative |
|----------------------|-------------|---|-------------------|--------------------------|---------------------|--------------------------|---|
| Community Services | Provisional | CIL - Green Infrastructure / Recreation | 300 | 0 | Integrate | Ensure correct CIL focus | Pause to Review CIL Priorities |
| Community Services | Provisional | Whitchurch Parks (CIL) | 50 | 0 | Integrate | Ensure correct CIL focus | Pause to Review CIL Priorities |
| Community Services | Provisional | Heritage Collections Centre | 250 | 0 | Pause | Heritage | Ensure this is priority project within Heritage Plans |
| Community Services | Provisional | Museums Acquisitions | 5 | 0 | Pause | Heritage | Ensure priority projects within Heritage Plans |
| Community Services | Provisional | Heritage Infrastructure Development | 377 | 0 | Pause | Heritage | Ensure priority projects within Heritage Plans |
| OVERALL TOTAL | | | | 351 | | | |

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Appendix 4: Equality Impact Assessment:

Equality impacts of financial recovery plan proposals June 2020

1. Introduction and legal background

This report outlines how the impacts of the Council's financial recovery plans relating to Covid-19 are being considered from an equality perspective. The Equality Act 2010 makes it unlawful to discriminate against an individual because of certain 'protected characteristics'. The law also requires that equality issues are considered by public bodies as part of decision making, especially where services are reduced or redesigned.

Failure to undertake proportionate Equality Analysis/Equality Impact Assessment could present risks of legal challenge to the Council for failing to pay due regard to its public sector equality duty.

2. Actions so far

Each proposal has been set out in a Financial Recovery Plan proposal template, with the high-level intentions outlined. The proposals describe what changes are being proposed and identifies if there are potential impacts upon residents and/or service users.

As part of the Council's equality analysis process, Directors (and their officers with delegated responsibilities) have also been tasked to consider their proposals from an equality perspective. This initial 'screening' process aimed to highlight if any of the proposals have the potential to have significant impacts upon service users, and if so, what actions could be taken to mitigate any unexpected or unintentional impacts. During the initial screening process, several proposals were deleted and will not be taken forward due to equality impacts that could not be mitigated. For the remaining proposals, the findings of the equalities screening process are contained within this report. Where potential impacts were highlighted, these are now summarised under the relevant protected characteristic(s). This is to assist Cabinet members in assessing how these various proposals may affect people from different groups, and also what the cumulative impacts upon particular groups might be.

If proposals are agreed, it is recommended that comprehensive and detailed equality analysis is carried out on those where significant potential impacts have been identified. This will help to ensure that opportunities to enhance equality are utilised, and any possible negative impacts or barriers for particular groups are taken account of, and if possible, mitigated.

3. Equalities scrutiny process

Budget proposals will be presented to Cabinet on 2nd July. The Cabinet is being briefed to enable them to scrutinise the proposals from an equality perspective (see *page 9 of this appendix*)

4. Specific savings proposals

Across the Council, every attempt has been made to achieve efficiencies through service redesign, with minimum reduction in frontline services or disproportionate increases in charges.

In respect to impacts on staff, the Council's Human Resources policies and procedures ensure there is full consultation and consideration of staffing matters and that employment-related equality issues are fully considered. Therefore, the focus here is largely on impacts upon service delivery and service users.

Broadly speaking, the proposals being put forward as financial savings have the potential for the greatest impact upon the following groups of people:

- Older people- particularly those in receipt of Adult Social Care services
- Young people
- Disabled adults
- Disabled children and children with Special Educational Needs

5. Impacts on specific protected characteristics:

5.1 Age

Proposals relating to older people include the following:

- **Reviewing care package delivery to identify efficiencies (RP20).** This could result in emotional distress and upheaval for older people and their families – especially if agencies give notice; this could result in people having to move to alternative accommodation or having to build new relationships with support staff from a new agency to enable them to remain in their own home. However, if this were to happen, steps should be taken to minimise such disruption.
- **External services cost reductions (RP24).** Some services have ceased operating or changed the way they deliver services during the Covid 19 lockdown period in order to comply with government guidelines; some service users have found alternative sources of support due to the lockdown in order for them to shield. There will be a change to older people day services which will mean that some older people will need to be supported to find alternative support and this may cause them and their families' emotional distress. However, alternative types of support offered during Covid lockdown have

also proved popular with some people and there may be positive opportunities for continuing some of these activities.

- **Delaying the start of the Better Care Fund schemes** (RP21). This is partly a consequence of the Covid 19 response and lockdown impacting on the capacity to take forward schemes as planned and partly a proactive choice to delay implementation. It will mean that improvements to practice are delayed which may result in a lost opportunity to improve the experience of service users.

Points for consideration: *In respect of Adult Social Care, changes were introduced by the Care and Support Charging and Financial Assessment Framework in April 2020 and further changes could be viewed negatively especially by those who were adversely impacted by the introduction of the Framework.*

Proposals relating to younger people include

- **Children's attainment in school:** School improvement budget reduction (RP25) will mean that there is very little Council resource to focus on reducing disadvantages in attainment in the B&NES area. We will continue to explore alternative sources of funding or capacity to continue the focus on this.
- **Children's health and wellbeing:** Schools Health Education Unit Survey not being undertaken (RP23). This biennial survey helps us to understand the health and wellbeing of children across different protected characteristics in B&NES, to identify levels of bullying/discrimination, and also to assess the impact of any interventions we are making to address problems and inequalities. Future funding or alternative funding sources could allow this to be recommissioned at a later date so that this is only creating a longer than usual gap between surveys. There is also a proposal in relation to vacancy management that will reduce capacity to develop children's health programmes (RP22)
- **Revise service offer for children and young people - children's participation:** The reduction in support for the participation of young people (RP28) would mean that children and young people's ideas and views are no longer heard in the same way as the Council's financial contribution would be reduced. We would need to work with the provider to look at how the service offer can be adapted, or alternative sources of funding identified.
- **Protecting vulnerable children:** A reduction in commissioned services relating to Child Sexual Exploitation (RP26) and Children's Centres service reductions (RP31) would mean that services to some of our most vulnerable community members are remodelled; the services relating to children who are

at risk of sexual exploitation will be provided in an alternative way to ensure their needs are met which we believe will be beneficial rather than having an adverse impact. However, it is possible a small number of children may feel this change is not what they would choose.

- **Revise support offered to children and young people providers (RP30);** This would require a change to the way children and young people's groups and organisations across B&NES share their views and the way the Council and other partners share information with them; this is not a statutory function of the Council but it will mean groups and organisations need to find alternative ways to ensure they keep abreast of new developments across the sector.

***Points for consideration:** Narrowing the gap in respect of educational attainment and health & wellbeing remains a key challenge for B&NES. It is anticipated that Covid-19 lockdown will have had a disproportionate impact upon the educational attainment of pupils from disadvantaged backgrounds, and impacted much more harshly upon the health and wellbeing of vulnerable children and young people.*

5.2 Disability

Proposals relating to children with SEND (Special Educational Needs and Disability):

- **Removal of SEND corporate contingency (RP06):** – The DfE has now made clear that councils must not fund Dedicated Schools Grant overspends so the responsibility for this will sit with the Schools Forum (national policy guidance).
- **Miscellaneous underspends:** The removal of uncommitted budgets may represent a lost opportunity or delay to some service improvements through the SEND strategy.
- **Reduction of support to families with children who have special educational needs (RP27):** This includes a reduction in the level of council funding contributing to the support to families which helps them access mainstream support and preparing for school. We need to work with the provider to fully assess savings that have been possible during lockdown and the actual impact on the service that results from this reduction in funding.
- **Reducing the range of disabled children's respite support (RP29):** Reducing this support to statutory levels may decrease the number of options disabled young people have for respite support. This will have knock on impacts upon families. Further work will need to be done to fully assess the impacts with the provider.

***Points for consideration:** some families who have a child/children with SEND may find that they are affected by more than one of the above proposals. This could result in families losing support that they rely on to help them cope with the challenges of having a disabled child/child with SEND.*

Proposals that may have an impact upon disabled adults:

- **Reviewing care package delivery to identify efficiencies** (RP20) could result in emotional distress and upheaval for disabled people and their families – especially if agencies give notice and people have to move to alternative accommodation or have to build relationships with new members of staff supporting them from a new agency in their own home. However, if this were to happen, steps should be taken to minimise such disruption.
- **External services cost reductions** (RP24). Some services have ceased operating or changed the way they deliver services during the Covid 19 lockdown period in order to comply with government guidelines; some service users have found alternative sources of support due to the lockdown in order for them to shield.
- **Delaying the start of the Better Care Fund schemes** (RP21). This is partly a consequence of the Covid 19 response and lockdown impacting on the capacity to take forward schemes as planned and partly a proactive choice to delay implementation. It will mean that improvements to practice are delayed which may result in a lost opportunity to improve the experience of service users.
- **Waste collection changed times** (RP40). Collections occurring as early as 6am or in the evening may cause alarm and anxiety to those who receive assisted collections (where rubbish is removed from or near their front doorstep).
- **Less Blue Badge enforcement** (RP47) could result in abuse of the scheme and less appropriate parking being available for Blue badge holders.
- **Reviewing the contract for Independent Mobility Assessments** (RP48): These assessments help determine if someone qualifies for a Blue Badge. If the assessment process is no longer a part of the application, this could mean an increase in Blue Badges being issued (possibly to those who do not meet the criteria), and more competition over access to disabled parking bays.
- **Deferring weed control for 20-21** (RP44) If weed control is not undertaken throughout the summer months this could have an impact upon disabled people who may find it difficult to negotiate overgrown pavements. Pathways will be cleared on request if they become difficult or overgrown

Points for consideration: *In respect of Adult Social Care, changes were introduced by the Care and Support Charging Framework in 2019 and further changes could be viewed very negatively especially by those who were adversely impacted by the introduction of the framework.*

We need to consider the impacts of the financial recovery proposals upon disabled people alongside other changes we are introducing (e.g. increasing pedestrianisation/road closures post Covid-19 lockdown; Active Travel initiatives; etc) to ensure that we are aware of the extent of impacts upon disabled people.

5.3 Race

Proposals relating to race equality include:

- **Children's health and wellbeing:** Schools Health Education Unit Survey not being undertaken (RP23). This biennial survey helps us to understand the health and wellbeing of children across different protected characteristics in B&NES, to identify levels of bullying/discrimination, and also to assess the impact of any interventions we are making to address problems and inequalities. Future funding or alternative funding sources could allow this to be recommissioned at a later date so that this is only creating a longer than usual gap between surveys.
- **Children's attainment in school:** School improvement efficiency savings (RP25) will mean that there is very little resource to focus on reducing disadvantages in attainment in the B&NES area. We will continue to explore alternative sources of funding or capacity to continue the focus on this.

Points for consideration: *Given the Council's longstanding commitment to race equality and support for the Black Lives Matter campaign, consideration should be given to how we maintain or increase work that focuses on reducing gaps in educational attainment or health & wellbeing, rather than reducing such work. This may rely on exploring alternative routes to resource or deliver some of these activities in future.*

6. Recommendations

For each proposal that is taken forward, the following recommendations should be considered (as appropriate), to ensure that equality issues continue to be considered during the implementation stages.

- a. **Full Equality Impact Assessments/equality analysis** should be carried out on all proposals where initial reviews have revealed likely impacts upon

particular groups of people due to their protected characteristics. This enables the Council to demonstrate it has taken due regard to equality issues and has thoroughly considered how to uphold the requirements of the Public Sector Equality Duty. The Council's Equality Impact Assessment template can be found on the Council's [EIA web pages](#), and support is available from the Equality Team in carrying out the assessments. Completed EIAs should be published on this web page.

- b. **Inclusive consultation.** Where consultation is arranged as part of taking any of these proposals forward, it is vital that a diverse range of people are encouraged to take part. This will help highlight any additional equality impacts that may need to be addressed and mitigated where possible. A variety of methods should be used to access consultees. The Equality Team can advise on this and on how to access participants from groups representing different equality strands. The [Independent Equality Advisory Group](#) can also be used as a consultative body, and will provide further guidance on likely impacts, and ways of mitigating these.
- c. **Clear and transparent communication.** Wherever it is planned to introduce changes, it is important to ensure that the communication and publicity strategies are accessible to disabled people (for example, people with visual impairment or learning disability) and those for whom English is an additional language. The Council has commissioned Oncall Interpreting services to assist with [Interpreting and Translation](#) where necessary.
- d. **Incorporating equality issues within commissioning specifications.** Where proposals include commissioning or recommissioning external providers, detailed equality requirements should be built into contract specifications. This will ensure that best practice relating to equality in delivery of services is continued and improved upon when delivered by external partners.
- e. **Workforce training and development.** A number of the budget proposals are dependent upon the ability of officers to recognise opportunities to advance equality (for example, within recommissioning, or by targeting services towards those who are most vulnerable). It is also important that officers are aware of, and sensitive to, the particular needs of different groups of people. Equality training is available as part of the Corporate Training programme, and bespoke training can be arranged by the Council's Equality Team.
- f. **Ongoing monitoring.** Where services are subject to redesign, equality monitoring should be carried out to help identify if the service is operating as intended, if it is reaching and meeting the needs of our most vulnerable

communities; and if there are any unforeseen impacts that need to be addressed. See the Council's sample [equalities monitoring template](#) for the data categories that should be used.

Louise Murphy
Corporate Equality Officer
June 2020

Briefing note for Cabinet members: considering equality issues in decisions relating to financial recovery

Background

The Equality Act 2010 makes it unlawful to discriminate against an individual because of certain personal characteristics ('protected characteristics').

The law also requires that equality issues are considered by public bodies as part of decision making, especially where services are reduced or redesigned.

The Public Sector Equality Duty (PSED) requires us to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people.

The questions below are intended to assist Cabinet members to scrutinise the proposals (within their remit) from an equalities perspective.

For each new draft proposal to be put before Cabinet in June 2020:

- Are Cabinet members clear that this proposal has been considered from an equality perspective?
- Do we know what the impact will be on the most vulnerable people?
- Are there any potential unintended impacts or "knock-on" effects consequences - e.g. on partners, residents or other services?
- Have we consulted people and listened to what they have told us about this?
- During the implementation of the proposal – how will we continue to check for unintended effects on particular groups of people?
- Will there be room for discretion if during the implementation we discover that the change of service disproportionately disadvantages some people?
- Considering all the proposals together, what will the cumulative impact be, and will adverse impacts fall disproportionately on specific groups?

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