

| Agenda item | Action | Basis for Action |
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| Public Facing Buildings Closure | <p>Agreed to closure of the following, as at close of business on 18th March.</p> <ul style="list-style-type: none"> - Art Gallery and Maritime Museums - Beach Ballroom - Winter Gardens - Pets' Corner - Area Housing Offices - Libraries (10) - Community Learning Centres - Customer Access Points (Kincorth, Mastrick, Woodside) - Corporate Reception - Catering at MC and TH | <p>Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 enforced the closure of galleries, museums, workplace canteens (in most circumstances) and indoor leisure centres/facilities.</p> <p>Community learning centres subject to government advice to close along with other educational establishments.</p> |
| Waste | Agreed to stop bulky uplift to free up 3 Refuse Collection Vehicles for priority service | Free-up staff and vehicles for priority services and responsibilities to be imposed on Council by legislation - Coronavirus Act 2020 and Coronavirus (Scotland) Act 2020. |
| Roads | <p>To approve that officers can stop the resurfacing programme from Monday 23rd March 2020.</p> <p>Instruct officers to shift the programme of works from capital carriageway re-surfacing to capital footpaths.</p> | Ensure that staff not required to work except where necessary, in line with Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 |
| Building Services | Agreed to implement emergency works and statutory maintenance works only subject to ensuring consistency with Capital works and a safe entry checklist being implemented. | Ensure that staff not required to work except where necessary, in line with Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 |
| Library Closures | Agreed to close remaining libraries from 5pm 20 March 2020. | Taken in line with requirements for social distancing in Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 |
| Crematorium | Agree to support closure of chapels for future bookings and honour existing bookings, but ask Funeral Directors to request families to keep numbers to a minimum and observe the national guidance on social distancing and self isolation, to put in measures that protect ACC Crematorium staff. | Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 enforced closure of chapels except for limited burials or funerals. |

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| Internal Events | Agree to cancel Armed Forces Day and Highland Games | Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 restricted all public gatherings. |
| Free School Meals | <ol style="list-style-type: none"> 1. Agreed to move to provision of supermarket vouchers for Free School Meal entitled young people. 2. Agreed to set the value at £2.50 per entitled young person, regardless of education setting (current meal price is £2.25 at Primary and £2.45 at Secondary), which will offer better value for parents and ease of administration (vouchers are in £5 denominations) for Council 3. Agreed that payments would continue over what would have been the school Easter holiday period, where FSM would not ordinarily have been provided | Guidance on free school meals issued by Scottish government, with precise method of providing FSM left to each local authority. |
| Public Toilets | Agreed to closure of all public toilets. | Closed to ensure social distancing maintained in line with Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020. |
| Childcare | <p>Agreed to percentage allocation to category 1 key workers;</p> <p>Agreed to hand decision-making around allocation of places over to key leads in partner agencies and send a clear communication to ensure consistency;</p> <p>Agree to review percentage allocations on a weekly basis so that additional allocations can be made based on whole system pressures;</p> <p>Agree to request line manager confirmation that childcare is appropriate.</p> | Guidance produced by Scottish Government on childcare for key workers |
| Waste Service Reduction | Decision taken to agree to reduced services at this time. Mixed recycling and brown bin service temporarily suspended. | Ensure service continuity while also protecting officers from close contact with others - in line with Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020. |
| Customer Service Centre | Decision taken to agree to reduction in opening hours of the CSC (10.30am - 1.00pm Mon-Fri) | Ensure safety of officers re. social distancing in line with Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020. |

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| Northern Hotel | Decision taken to accept the offer from Aberdeen Northern Hotel for use of the hotel. Northern hotel is to close to public. ACC to take over the whole hotel, 29 rooms, as of Sunday, for next two weeks. Increase in contract as a block purchase. 0.5 member of staff allocated to the hotel to help with queries. | Hotel used for temporary accommodation for people presenting as homeless. Reg4(5)(d) of Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 specifically permitted hotels to remain open for any purpose requested by a local authority. |
| CFINE | Decision made to delegate decision to Chief Officer - Finance on additional funding provision to CFINE. Chief Officer - Finance to inform IMT once decision has been made. Ask was for £40k more. £20k for food & supplies and £20k for running costs. Subsequently agreed by Chief Officer - Finance. | Ensure wellbeing and needs of people of Aberdeen in line with LOIP. |
| Emergency Childcare | Decision made to increase paid leave for this from current 7 days to 14 days. Agreed, subject to staff being reminded of the need to continue with annual leave if booked. | In line with Scottish Government guidance on childcare. |
| NHSG Staff Transport | Decision taken to approve the following, given that this incurs no extra costs and are using current resources. 1). Approve use of PTU Staff members to support coordination of NHS transport. 2). Approve use of ACC Drivers/Vehicles to deliver this transport, with amended working hours. Staff are agreeable to this. 3). Approve use of ACC school transport service providers, where contract payments continue, transport for NHS will be provided in lieu of contract payments. | Assist NHS Grampian partners with service delivery, following community planning obligations Civil Contingencies Act 2004 places duty on Council as first responder to cooperate fully with other first responders, including NHS Grampian. |
| Temporary Movement of Staff | Decision taken to agree to the following 2 requests, for movement of staff. 1) · LGV drivers and Loaders / Waste Operatives. 2) · Admin support for Waste team due to trades customers suspending waste services due to reduced service requirements due to covid impact). This is approx 2 weeks for 1 FTE | Ensure service provision in line with restrictions imposed by Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020. |
| Public holiday working arrangements | Decision made to agree to points 1&2, and that Chief officers to inform IMT of service requirements within their clusters, in view of points 1 & 2. ☐ 1) IMT is requested to authorise the issue of a communication to services advising that: · where service delivery is required over the public holidays, existing contractual arrangements in relation to payment and time off in lieu will apply. Chief Officers to make determination within their services. 2) Managers will advise Facilities Management of the buildings that will be operational on the public holidays so that arrangements for appropriate cleaning can be put in place | Ensure service provision in line with restrictions imposed by Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020. |

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| Temporary Movement of Staff | Decision taken to agree to the two requests below, for movement of staff. ☒ - Delivery of PPE to carers at various locations across the city. 3 people required for 1 day per week (7.5 hours). Critical response service that has increased demand - - Resource Allocators (3 FTE) – Details to be confirmed (Critical response service GHAC) | Ensure safety of carers - in line with Scottish government guidance on PPE for front-line workers. |
| People with no recourse to public funds | Decision taken to agree, subject to the relaxation of the legality of doing so, that ACC response would be to offer hotel or hostel accommodation to people in these circumstances. IMT acknowledge that there could be financial, legal & reputational risks associated with this - mainly due to restrictions on availability of funding for people in this category. Scottish Government subsequently made funding available to various groups to mitigate the impact of this issue. | Done in furtherance of COSLA guidance and later Scottish government position. |
| Temporary closure of switchboard | Decision taken to approve the temporary closure of the ACC switchboard. | Ensure safety of officers re. social distancing in line with Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020. |
| Complaints | Agreed to the revised screening process and prioritisation of complaints. Agree to approve the immediate application of extensions to non-essential complaints and comments, and retrospectively apply this application to cases received from the week commencing 23 March 2020. Agree to Review the approach for performance reporting for Q4 2019/20 and Q1 2020/21 for complaints as they will be impacted by the revised proposals due to there being a delay in non essential complaints being assigned to services. | Ensure service provision in line with restrictions imposed by Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020. |
| Temporary Movement of Staff | Decision taken to agree to the following request. Bon Accord Care: kitchen support work and general support work for tenants in very-sheltered housing across multiple locations. As tenants are in isolation, more support is required as meals can no longer be taken in just one room in complexes, instead delivering to tenants in individual flats. (2.84 FTE. Ideally looking for people to undertake 3-5, 2.5 hour shifts per week). | Ensure service provision in line with restrictions imposed by Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020. |
| Hotels for HAS - Northern Hotel | Decision taken to agree to continue the existing arrangement, as proposed below, until end of June 2020. · We are seeking approval to continue the arrangement with Aberdeen Northern Hotel for use of the hotel. If this is accepted and we fully utilise the available accommodation 0.5 FTE staff to help manage the customers in the building is also recommended, as well as he 0.5 FTE offered by Aberdeenshire Council. | Reg4(5)(d) of Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 specifically permitted hotels to remain open for any purpose requested by a local authority. |

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| Relief & Supply Staff | <p>IMT agreed that the following recommendation should be adopted:</p> <p>A calculation is undertaken to determine the average monthly earnings of SJC relief workers, based on their earnings over the period January – March 2020. This average will be compared on a monthly basis with actual earnings for that period, and where the worker is currently earning less than the monthly average (or is not earning at all), the total payment made for the month will equal the monthly average.</p> | Ensure service provision in line with restrictions imposed by Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020. |
| Workforce - Scottish Negotiating Committee for Teachers & Agency Pay | Decision = IMT agreed to implement the proposals put forward. Specifically the proposal to introduce an application process for supply teachers who could face financial detriment as a result of the school closures. | Based on national proposals from Scottish Negotiating Committee for Teacher |
| Workforce - temporary movement of staff - Telephone line for business support grants | Decision = IMT agreed to the temporary movement of staff for the Telephone Support Line for business support grants in City Growth (4 - 5 people, Mon - Fri (9 - 1 or 1 – 5). This is to answer calls re: business grants, self-employed applications and other business queries. Seeking cover for a critical response service that has increased demand. | Ensure service provision in line with restrictions imposed by Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020. |
| Crematorium | Limit number of attendees at 20 people. This would be in line with SG guidance and appropriate to the size of the chapels at the crematorium. | In line with Scottish Government guidance on attendance at crematoria. |
| Unsuitable accommodation order | <p>IMT agreed the Aberdeen City Council approach to this order relating to homeless accommodation -</p> <ul style="list-style-type: none"> - Cease use of B&B accommodation, except in emergency situations, and for no longer than 7 days - Cease use of Hotel accommodation, except in emergency situations, and for no longer than 7 days - Cease use of HMO accommodation entirely, no later than 30 September 2020 <p>IMT also agreed that they acknowledge legal and reputational risks associated post COVID-19 where Breach of Order may be unavoidable</p> | Decision taken in line with the Homeless Persons (Unsuitable Accommodation) (Scotland) Order 2020 |
| Minto Drive | IMT agreed to the following proposal. It is proposed to authorise the grant of a Licence to Occupy for a period of 12 months (at a peppercorn rent) to CFINE with effect from 11 May 2020. | Ensure wellbeing of people of Aberdeen in line with LOIP by promoting work of CFINE. |
| Decisions using emergency powers - Chapel Numbers | IMT approved for Chief Officer - Operations and Protective Services to go to funeral directors and give a guidance number of 20, for numbers of mourners at funerals. With flexibility around members of same household etc in attendance. | In line with Scottish Government guidance on attendance at crematoria and funerals. |
| Decisions using emergency powers - Training of CCTV operators | IMT agreed to allow training for operators in CCTV room, as social distancing will be in place. | Maintain service provision, balancing training needs and social distancing as set out in The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 |

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| Social Distancing, Spaces for People - Sustrans bid | <p>IMT approved the proposal, in principal, to bid for £1.76 million in funding from Sustrans to implement the spaces for people program in Aberdeen. This bid was prepared with support from NHS Grampian, NESTRANS and Aberdeen Inspired.</p> <p>IMT also approved the phased implementation of the bid for funding from Sustrans if successful - to include measures in city centre, retail centres and leisure destinations, with detailed delivery groups in place.</p> | In line with Scottish government funding availability and guidance from Sustrans. |
| Naloxone | <p>IMT approved the following.</p> <ul style="list-style-type: none"> · Register an interest in supplying Naloxone · Work with Care Inspectorate regards Registration alteration requirements · Participate in required training · Work with the ADP, NHS Grampian and Aberdeen Health and Social Care Partnership to supply Naloxone and provide appropriate harm reduction advice to people potentially affected by fatal overdoses | Scottish government encourages health boards, integration joint boards and local authorities to embed naloxone provision. |
| Voluntary reduction in hours | <p>IMT approved the following. IMT are asked to determine whether a communication, agreed with the unions, should be cascaded to all staff reminding them of the option to request a temporary reduction in hours.</p> | Ensure service provision in line with restrictions imposed by The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 |
| Numbers attending burials | <p>IMT approved the decision to Support the service's recommendation that no limiting number should currently be placed on the number of mourners attending graveside burials and that the service should continue to manage burials safely based on current government guidance and the requirement of social distancing measures. This will be subject to regular review</p> | In line with The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020, as amended at the time, where no limits placed on attendees at burials, provided social distancing maintained. |
| Physical Distancing in city centre | <p>IMT approved the measures and agree the phased implementation of these interventions with the caveat that operational issues may require amendments to allow the safe use of the public realm.</p> | Done to help ensure social distancing possible in Aberdeen city centre, with intention of enabling safe return. |
| Temporary movement of staff | <p>IMT approved the following requests for temporary movement of staff -</p> <ul style="list-style-type: none"> · 1 x employee to support the Scottish Child Abuse Inquiry (approx. 21 hours per week for 6 weeks). · Approx 50 employees (1 or 2 days per week over a 7 day week) to support officers from Protective Services and NHS Grampian on the Test and Protect scheme with the initial contact tracing arrangement. | Ensure service provision in line with restrictions imposed by The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 |
| Employee Scenarios | <p>IMT approved the extension to 14 days' paid special leave for caring purposes in exceptional cases subject to Chief Officer (a) reviewing time period and tie this in line with route map, (b) adding in CO escalation if 14 day reached; and (c) adding in narrative about management conversation and using OD and applying process fairly.</p> | Ensure service provision in line with restrictions imposed by The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 |

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| Local Delivery Phasing Plan | <p>IMT agreed:</p> <ul style="list-style-type: none"> a. to approve Version 1 of the Local Delivery Phasing Plan. b. to approve the National Improvement Framework Plan (Appendix 1 of the Plan) c. to allow the DERC and the Chief Education Officer to monitor the publication of guidance received over today and tomorrow morning and make minor edits to allow for publication on Friday 12th June (pm). d. that any proposed changes to the LDPP be taken through IMT for approval. <p>That IMT note that Education Continuity (No. 2) Direction comes into force today (11 June) and the guidance is available and being taken forward by Chief Education Officer.</p> | Prepared in accordance with guidance and Educational Continuity Directions from Scottish Government. |
| Hotels for HAS Update | IMT approval to continue the arrangement with Aberdeen Northern Hotel for use of the hotel until 15/7/2020 | Continuation of earlier decision |
| Temporary Movement of Staff | <p>IMT agreed to proceed with the following movement of staff:</p> <ul style="list-style-type: none"> • 4 FTE drivers required to transport children who have been assessed by Education and Children's Services as vulnerable and at risk. Required for the duration of the summer school holidays. In addition, Passenger Escorts are required though the number of these will vary depending on needs of the service. Critical response service that has reduced capacity. | Ensure service provision in line with restrictions imposed by The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 |
| Temporary Movement of Staff | <p>IMT agreed to proceed with the following movement of staff:</p> <p>approval to proceed with the movement of the following staff:</p> <p>Minibus drivers (3-5 FTE) for waste collection services. These drivers will transport environmental operatives to set locations in the morning, move them around the vicinity and drop them back off at the depots at the end of the day. Looking to start within next 4-6 weeks and the plan is they will be required for 4-6 months. Needs people with D1 licences (pre 1997) or LGV licence. Service with reduced capacity.</p> | Ensure service provision in line with restrictions imposed by The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 |

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| Travel and Quarantine | <p>IMT approved the following approach:</p> <p>a. The impact of any self-isolation period should be factored into any agreement to approve leave where a period of overseas travel is planned.</p> <p>b. Where a period of overseas travel is planned and working from home is possible or can be accommodated to cover any required self-isolation period, this can be agreed between the employee and manager, taking into consideration any impact on service delivery.</p> <p>c. Where a period of overseas travel is planned and working from home is not possible to cover any required self-isolation period, the employee and manager should agree either the use of annual leave/flexi leave/TOIL/working back hours or approved unpaid leave (or a combination of these) to cover the period of self-isolation, taking into consideration any impact on service delivery.</p> <p>d. The above options apply irrespective of when any overseas travel has been booked. Where leave was already approved prior to self-isolation arrangements being implicated, the above arrangements should be accommodated wherever possible, to cover the 14 day period of self-isolation.</p> <p>e. Where leave was booked for overseas travel prior to self-isolation arrangements being put in place and the employee has been unable to cancel or rebook their travel arrangements, paid special leave will only be considered where it is not possible to work at home or work back hours, a proportionate amount of annual leave has been used, and other leave (such as TOIL, unpaid leave, etc) cannot be accommodated. This is expected to apply only in very limited circumstances and will be considered on a case by case basis.</p> <p>f. Paid Special leave should only be considered in very limited emergency situations, for example in agreeing additional compassionate or bereavement leave under the normal Special Leave arrangements, where this would be considered essential travel and travelling overseas is unavoidable.</p> | Decision taken to ensure service continuity, in line with The Health Protection (Coronavirus) (International Travel) (Scotland) Regulations 2020 made by the Scottish Government. |
| Grants to Support Food Related Activity | IMT agreed the continued provision of vouchers for Free School Meals through to 14 August 2010 using the £302k free school meals grant and £50k from the support for people at risk grants. | <p>Support vulnerable people in Aberdeen - in line with LOIP and community planning objectives.</p> <p>Scottish Government directed that free school meals should continue to be provided through the summer period and provided funding to local authorities to facilitate this.</p> |
| Temporary Movement of Staff | <p>IMT agreed to proceed with the following movement of staff:</p> <p>2 to 3 telephone call handlers required for calls regarding waste collections and annual charges for a duration of 2 to 3 months. Garden Waste permits for 2021/2022 are going live on the 14th July 2020 and this seasonal increased demand usually results in call volume spikes in the initial 2 months after advertising and sending out reminders (temporary staff are usually taken on to deal with this). The temporary employees would require to work on their laptops and arrangements would be made for software to be installed. Employees are required to start in advance of the 14th July so that training, and a headset for taking calls, can be provided.</p> | Ensure service provision in line with restrictions imposed by The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 |

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| <p>Sheltered and Very Sheltered Housing</p> | <p>IMT agreed to following on the basis that there is no easing of restrictions until a risk assessment complete and any corrective action taken</p> <ol style="list-style-type: none"> 1. Bon Accord Care to draft a risk assessment for very sheltered housing complexes (Denmore and Kingswood Court) which will be passed to Public Health Protection to seek advice and guidance, in the meantime a letter will be sent to tenants living in these complexes to advise of our action. 2. Sheltered Housing Complexes – joint letter to be sent by ACC & BAC to advise tenants of the current route map regarding visiting and reminder regarding on-going social distancing guidance. Letter will also seek feedback from tenants regarding activities they would like to have in the common room/areas within their building. 3. Agree the proposed actions listed in the report - <ul style="list-style-type: none"> - Allowing non-essential visits to take place ensuring that the government guidance is complied with. - Looking at only opening the common rooms when there are staff available to support social distancing guidelines - Limiting the numbers using common room at any one time - Supporting service users and tenants to create their own household ‘bubbles’ or ‘hubs’ within the complexes and providing advice and guidance around socialising within these limited bubbles in line with government guidelines - Increasing cleaning of high touch point areas to include communal areas - Ensuring that handwashing facilities and products are available - Discussing with tenants the creation of ‘timetables’ for use of the communal areas - Consider use of PPE (e.g. face coverings) in line with guidance - Promote use of outside areas - Recommence our letting activities ensuring that guidance around applicants who may be shielding is complied with | <p>Scottish Government guidance at this time supported the phased re-opening of sheltered and very-sheltered housing complexes to external visits. Guidance also set out stringent protocols to be followed to ensure safety of residents and staff.</p> |
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| Opening crematorium building and numbers attending funeral services | <p>IMT agreed to:</p> <ol style="list-style-type: none"> 1. support the service's recommendation to cease current restrictions in place for public access and to open up the crematorium building to allow for wider access e.g. to view the book of remembrance. 2. support the service's recommendation to follow Scottish Government guidance to cap numbers at crematorium funeral services to no more than 20 people. This in effect sees Aberdeen Crematorium chapel services remain as is. 3. support the service's recommendation to follow Scottish Government guidance to cap numbers at funeral services at graveside burials to no more than 20 people. 4. support the service's recommendation to follow Scottish Government guidance with regards to test and protect. This will see the service collecting the contact details of individuals or a 'lead member' of a household attending funeral services in Aberdeen. This includes for funerals at Aberdeen Crematorium and graveside funerals at all of Aberdeen's cemeteries. 5. note that the guidance includes that people have the right to refuse to give details. 6. note that this will be subject to regular review. 7. request draft comms re Test and Protect as it impacts a number of Services and following SG guidance. | Taken in line with scottish government guidance relating to funerals and crematoria. |
| Northern Hotel | IMT agreed the extension of the use of the Northern Hotel for 3 weeks. | Continuation of earlier decision. |
| Food Fund | IMT approved £127k spend on Food Fund - to support vulnerable people in Aberdeen. | Done in line with Scottish Government guidance on food fund for local authorities. Assisting people of Aberdeen in need in line with the LOIP. |
| Cancellation of Events | IMT agreed to cancel Fireworks Display, Christmas Light switch on parade and Christmas Tree Switch on event - these events could not take place with adequate social distancing and other mitigations. | In line with restrictions on gatherings in The Health Protection (Coronavirus) (Restrictions and Requirements) (Scotland) Regulations 2020 |