

To: Members of the Communities  
Scrutiny Committee

Date: 28 August 2020

Direct Dial: 01824 712554

e-mail: [democratic@denbighshire.gov.uk](mailto:democratic@denbighshire.gov.uk)

Dear Councillor

You are invited to attend a remote meeting of the **COMMUNITIES SCRUTINY COMMITTEE** to be held at **10.00 am** on **THURSDAY, 3 SEPTEMBER 2020**.

**PLEASE NOTE: DUE TO THE CURRENT RESTRICTIONS ON TRAVEL AND THE REQUIREMENT FOR SOCIAL DISTANCING THIS MEETING WILL NOT BE HELD AT ITS USUAL LOCATION. THIS WILL BE A REMOTE MEETING BY VIDEO CONFERENCE AND NOT OPEN TO THE PUBLIC.**

Yours sincerely

G. Williams  
Head of Legal, HR and Democratic Services

## **AGENDA**

### **1 APOLOGIES**

### **2 DECLARATION OF INTERESTS**

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.

### **3 URGENT MATTERS AS AGREED BY THE CHAIR**

Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act 1972.

**4 MINUTES (Pages 5 - 14)**

To receive the minutes of the Communities Scrutiny Committee held on 12<sup>th</sup> March 2020 (copy enclosed).

**5 RECOVERY PLAN FOR SCHOOLS (Pages 15 - 26)**

To consider a report (copy enclosed) from the Interim Head of Education on the progression made to enable schools to safely open for all pupils in September and to examine the post COVID Recovery Plans for schools.

10:05 – 10:40

**6 RECOVERY PLAN FOR COUNCIL BUILDINGS (Pages 27 - 56)**

To consider a report (copy enclosed) from the Head of Finance and Property on the progress of the Infrastructure – Council Buildings recovery theme.

10:40 – 11:15

~~~~~ **BREAK (11.15am - 11.30am)** ~~~~~

**7 RECOVERY PLAN FOR HIGHWAYS AND PUBLIC REALM (Pages 57 - 66)**

To consider a report (copy enclosed) by the Head of Highways, Facilities & Environmental Services detailing the recovery plan for highways and public realm from the impact of Covid-19.

11:30 – 12:05

**8 SCRUTINY WORK PROGRAMME (Pages 67 - 90)**

To consider a report by the Scrutiny Coordinator (copy enclosed) seeking a review of the committee's forward work programme and updating members on relevant issues.

**MEMBERSHIP**

**Councillors**

Councillor Huw Williams (Chair)

Councillor Graham Timms (Vice-Chair)

Mabon ap Gwynfor  
Brian Blakeley  
Rachel Flynn  
Tina Jones  
Merfyn Parry

Anton Sampson  
Glenn Swingler  
Andrew Thomas  
Cheryl Williams

**Voting Co-opted Members for Education (Agenda Item No. 5 only)**

Kathleen M Jones  
Neil Roberts

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## COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Communities Scrutiny Committee held in Council Chamber, County Hall, Ruthin on Thursday, 12 March 2020 at 10.00 am.

### PRESENT

Councillors Brian Blakeley, Tina Jones, Merfyn Parry, Anton Sampson, Glenn Swingler, Andrew Thomas, Graham Timms (Vice-Chair), Cheryl Williams and Huw Williams (Chair)

Education Co-opted Members Kathleen Jones and Neil Roberts attended for business item 5.

Lead Member for Education, Children and Young People, Councillor Huw Hilditch-Roberts attended for agenda item 5.

The Leader, Councillor Hugh Evans, attended for agenda item 7.

Lead Member for Waste, Transport and Environment, Councillor Brian Jones attended for agenda item 8.

**Observers** - Councillors Meirick Lloyd Davies, Martyn Holland and Emrys Wynne

### ALSO PRESENT

Corporate Director: Economy and Public Realm (GB), Head of Highways, Facilities & Environmental Services (TW), Head of Planning and Public Protection (EJ), Traffic, Parking and Road Safety Manager (MJ), Senior Countryside Officer (DS), Principal Finance & Assurance Officer (MD), Planning and Resources Manager (IL), Principal Manager - Modernising Education (GD), Passenger Transport Section Manager (PD), Team Leader - Tourism, Marketing & Events (PM), Scrutiny Co-ordinator (RE), and Committee Administrator (SJ).

Jeremy Evans Wales Audit Representative was in attendance.

Nick Thomas and Rhys Ellis Natural Resource Wales representatives was in attendance

## 1 APOLOGIES

Apologies for absence were received from Councillors Mabon ap Gwynfor and Rachel Flynn

## 2 DECLARATION OF INTERESTS

Councillor Huw Williams declared a personal interest in Item 5 - Denbighshire's Learner Transport Policy: Non-Statutory Elements, as he has children that use the school transport provision.

Councillor Huw Hilditch Roberts declared a personal interest in Item 5 - Denbighshire's Learner Transport Policy: Non-Statutory Elements, as he is a parent Governor.

Councillor Brian Blakeley declared a personal interest in Item 6 - Progress report on recommendations stemming from the Llantysilio mountain fire review, as he was a member of the North Wales Fire and Rescue Board.

Councillor Meirick Lloyd Davies declared a personal interest in Item 5 - Denbighshire's Learner Transport Policy: Non-Statutory Elements, as he is a parent Governor.

Councillor Meirick Lloyd Davies declared a personal interest in Item 6 - Progress report on recommendations stemming from the Llantysilio mountain fire review, as he was a member of the North Wales Fire and Rescue Board.

### **3 URGENT MATTERS AS AGREED BY THE CHAIR**

No urgent items.

### **4 MINUTES**

The minutes of the Communities Scrutiny Committee meeting held on 23 January 2020 were submitted.

#### **Accuracy –**

Page 10 – Councillor Graham Timms was Chair of Llangollen 2020 which was a possible beneficiary of the Business Improvement District.

#### **Matters Arising –**

Page 8 – Matters Arising – An update had been circulated to members providing the response received from the National Lottery Heritage Fund.

Page 9 – Well-being of Future Generations Act in relation to Flood Risk Management in Denbighshire – Confirmation was provided that 2 areas of funding had been established- Natural Resource Wales and the Council. Wayne Hope would be able to aid members for grant funding in relation to flooding in local areas. Corporate Director: Economy and Public Realm, Graham Boase highlighted a member workshop would be arranged with regards to recent severe weather that had been observed in recent months.

Page 13 – Broadband and mobile networks in rural areas - The response from Welsh Government had been circulated to members for information.

**RESOLVED** that, subject to the above, the minutes of the Communities Scrutiny meeting held on 23 January 2020 be received and approved as a correct record.

### **5 DENBIGHSHIRE'S LEARNER TRANSPORT POLICY: NON-STATUTORY ELEMENTS**

The Lead Member for Education, Children and Young People, Councillor Huw Hilditch-Roberts, Principal Finance & Assurance Officer Martyn Dodd, Planning and

Resources Manager Ian Land, Principal Manager - Modernising Education Geraint Davies, Passenger Transport Section Manager Peter Daniels were all in attendance for the item.

Councillor Huw Hilditch-Roberts introduced the report providing information regarding Denbighshire's Learner Transport Policy: Non-Statutory Elements. He stated the report had first appeared at Scrutiny May 2019 for debate. Since that initial report work had been completed by Officers and the working group to preserve post-16 school transport. It was explained that Welsh Government were undertaking a review of the current legislation, which may result in changes to it once completed.

Members heard from the Planning and Resources Manager (PRM) of the new regulations regarding public service vehicles and their impact on the discretionary chargeable school transport.

During the debate the following points were raised:

- Confirmation that the authority did provide college transport. Within the policy, the authority provided suitable transport to the closest education provision. It was explained that if individuals chose alternative providers the cost would be reviewed by the authority and the provider, to establish who would fund transport costs.
- Concerns regarding overspend on the budget for learner transport were discussed. The PRM emphasized the legislation stated the statutory requirement to provide school transport. Thus stating if a child was eligible for transport to school as an authority we had to provide the service even if over budget. Members heard that an increase in the school transport budget for the next year had been approved.
- If Council policy changed and charged post-16 students the school transport fleet provision would have to be reviewed to ensure compliance. It would potentially cause issues in availability of suitable vehicles.
- Meetings that had been arranged for members of the Learner Transport Working Group had provided a lot of information and illustrated to members the position the authority was in. It provided members with clarity and information on the school transport budget and policy.
- Within the policy a level of flexibility and discretion on land borders still applied.
- Discussions with housing had taken place. Communication with housing and the homelessness team continued. The discretion element of the policy had allowed a child to continue to receive transport to their school even if they moved away from the area. All individual cases were examined and all options explored. Decisions would be made by the Head of Service to offer school transport, with each case been assessed on its own merits.

The Chair thanked all the Officers for the detailed report. It was therefore:

**Resolved: - subject to the above observations –**

- (i) to endorse the Working Group's recommendation that there should be no change to the non-statutory elements presently in the Learner Transport Policy;***

- (ii) that, in line with the Chair of the Working Group's suggestion, the Working Group should not be disbanded and that the Authority keep a watching brief over the next 12 months on the impact of the Public Vehicle Accessibility Regulations (PSVAR) and the Welsh Government's review of Post 16 Learner Travel, both of which will have significant bearing on post-16 transport discussions; and*
- (iii) provide the Committee with a report in due course on the impact of the above on the Council's learner transport policy and associated budget.*

**At this juncture it was agreed to vary the order of the Agenda.**

## **6 TOURISM SIGNAGE STRATEGY FOR DENBIGHSHIRE**

The Leader, Councillor Hugh Evans, Traffic, Parking and Road Safety Manager, Mike Jones and Team Leader - Tourism, Marketing & Events and Peter McDermott were in attendance for the item.

The Leader, Councillor Hugh Evans, introduced the report (previously circulated) to provide information regarding the development of the Tourism Signage Strategy, including an update on ongoing tourism signage schemes.

Members heard the report had highlighted the need to address the Tourism Signage within Denbighshire. Tourism is very important to Denbighshire, a large amount of time and work had been invested by officers. It was highlighted that the report was outdated as the remaining funding for the Vale of Clwyd signage to be erected on the A55 had been agreed by Strategic Investment Group. The Leader welcomed the establishment of a working group to develop a follow-on Tourism Signage Strategy with a view to directing tourists to all parts of the county. Concerns were raised over the finance for the strategy, would high expectations be attainable from the private sector and the strategy be aligned to the Wales Way.

The Traffic, Parking and Road Safety Manager (TTPR) explained the remit of the Working group to the committee. Members from each of the member area groups had been invited to attend the group. The intention of the group had been to oversee the development of the Tourism Signage strategy. The 5 proposed objectives of the strategy, outlined within the report would be monitored by the Working group.

Members were provided an overview of the Wales Way from the Team Leader - Tourism, Marketing & Events (TLTME). It was confirmed Denbighshire was included in the North Wales Way with all other Authorities in North Wales. Emphasis was given to the importance of partnership working with the other authorities. Promoting Wales and its attractions through the North Wales Way information was being undertaken to encourage tourists to visit Wales.



Discussions took place regarding the signage from the A55 towards Rhyl. The TTPR confirmed that numerous options had been explored by officers. It was explained that numerous complaints had been received from Dyserth residents about traffic. Officers agreed signage for Rhyl from Junction 31 would increase traffic passing through Dyserth and thus increase complaints. It was explained officers had looked at other solutions. The proposed new signage scheme will allow the public to get to a destination and onto a tourist attraction.

Signage for charging points in car parks had not been included in the design of the new tourist signage, the TTPR confirmed it may be included in future discussions. Charging stations for smart cars was supported by smart technology that included maps which included charging stations, it was felt that this was adequate for the current demand.

Confirmation that the Council's approval for the funding had only just been agreed. Members heard the approval notification had not been discussed with Town, City and Community Council's to date. Communication with Welsh Government for work timescales would take place with the aim to have a timescale in place by the summer of 2020.

The Chair stated the trunk road passed through a number of local wards, it was suggested that the North and Mid Wales Trunk Road Agency (NMWTRA) be involved in the Working group along with the members. The importance of the working group to examine and explore members' concerns including funding and budgets was emphasised.

The Leader supported the suggestion of using symbols on tourist signs from the Trunk Road could be an area for the working group to look at. A letter could be sent to the Welsh Government asking for the policy to be reviewed, to allow promotion of towns further away from the trunk road.

Members were pleased to see images from Denbighshire had been included in the North Wales Way document. It was confirmed that more information and tourist attractions in Denbighshire would be promoted online and in further documents.

At the conclusion of the discussion the Committee:

**Resolved:**

- (i) subject to the above observations to support the continuation of the work to develop the Tourism Signage Strategy, including extending an invitation to representatives from the North and Mid Wales Trunk Road Agency (NMWTRA) to contribute towards the Strategy's development as and when the Working Group deemed appropriate; and***
- (ii) be presented with the final draft of the Tourism Strategy in late 2020/early 2021 for examination prior to its approval***

**At this juncture (11.35 a.m.) there was a 15 minute break.**

**The meeting reconvened at 11.50 a.m.**

## **7 PROGRESS REPORT ON RECOMMENDATIONS STEMMING FROM THE LLANTYSILIO MOUNTAIN FIRE REVIEW**

The Head of Planning and Public Protection, Emlyn Jones, Senior Countryside Officer, David Shiel and Natural Resources Wales representatives Nick Thomas and Rhys Ellis were in attendance for the item.

The Head of Planning and Public Protection (HPPP) guided members through the report (previously circulated) providing an update on the progress made against the recommendations made by Communities Scrutiny Committee in relation to the review into the Llantysilio Mountain Fire of Summer 2018. The report was provided as per the Committee's request.

The Natural Resources Wales (NRW) representative updated members on the work that had been completed by NRW at the site and the options for further work to be completed. A review of the options to restore the area had been completed. Meetings had taken place with land owners. A meeting with graziers had been scheduled prior to work commencing in the spring. Agreement to employ a moorland officer had been reached and funding approved from Denbighshire and NRW. The post holder would monitor work at the site and work with local landowners and graziers. Members wanted to thank NRW for the funding partnership to recruit a moorland officer for the site. Members expressed disappointment that the Fire and Rescue Authority had not agreed to financially contribute towards the moorland officer post. Officers emphasised the Fire Service had requested to participate in the training and support of the new post holder, but could not financially contribute to the role. Confirmation that no direct approach to other local authorities to aid the funding for the post had been made.

Members raised concerns of 'fencing' areas in the area. It was emphasised that communication with the graziers needed to take place. The relationship with the graziers would be of high importance. The involvement of the graziers with the restoration of the land was seen as vital. It was highlighted the problems faced by the graziers at the time and following the fire had been extremely challenging. The decision on fencing areas was a proposal for sections of the land, but no decision had been reached. It was explained the difficulties in fencing on common lands as a Section 194 agreement from Welsh Government would need to be obtained. It was the opinion of NRW to refrain from fencing areas of land, dependant on discussions with the graziers. Concerns on the level of vegetation in areas of the mountain were discussed. It was confirmed that certain areas had been damaged more than others. A number of different techniques and methods to regain and nurture the vegetation were planned and would be trialled. Certain areas would take a long time to repair and develop.

The HPPP explained the importance of the working group to monitor and review work done at the site to restore the land and grazing of the land. It was the opinion of NRW that in time further grazing of the land be observed. The new Moorland

Officer post would aid to build good relationships with graziers and facilitate working with Denbighshire and other agencies. The new post would provide the graziers with a key link to Denbighshire and NRW to communicate any concerns or observations.

Following discussion the Committee:

**Resolved:**

- (i) subject to the above observations to acknowledge the progress made to date in implementing the Committee's recommendations following its inquiry into the fire on Llantysilio Mountain and its impact;***
- (ii) confirmed that as part of their consideration they had read, understood and taken into account the Well-being Impact Assessment (WIA) on the Moorland Management and Wildfire Prevention Project (Appendix 2 to the report); and***
- (iii) that representations should be made to North Wales Fire and Rescue Service), via the Council's representatives on the Fire and Rescue Authority, seeking it to reconsider its decision not to provide financial support for the Moorland Management Officer post that was to be established in the near future***

**8 WELL-BEING OF FUTURE GENERATIONS: AN EXAMINATION OF TAKING STEPS TO REVISE HOUSEHOLD WASTE COLLECTION, SUPPORTING THE WELL-BEING OBJECTIVE OF DELIVERING AN ATTRACTIVE AND PROTECTED ENVIRONMENT**

The Lead Member for Waste, Transport and Environment, Councillor Brian Jones, Head of Highways and Environmental Services, Tony Ward and Wales Audit Office (WAO) representative Jeremy Evans were in attendance for the item.

Head of Highways, Facilities & Environmental Services (HHFES) introduced the report (previously circulated) to provide information regarding the report by the WAO on the steps the Council was taking to revise household waste collection and how those steps supported the corporate priority of delivering an attractive and protected environment and aligned with the requirements of the Well-being of Future Generations (Wales) Act 2015.

The WAO report outlined some areas of improvement, the HHFES stated his role was to respond to those highlighted areas. The proposed improvements had been considered, with some elements already being worked upon. One concern had been the current budget, funding for improvement would be difficult. Work would be completed within the current waste service resources and budget.

Jeremy Evans (WAO) explained to members the reason why the report had been produced. He stated a number of positives had been observed during the report these included; potential wider benefits, established collaborations and involvement of local residents. The areas of improvement that had been suggested had included a longer term strategy.

During discussion the following points were raised:

- Communication was vital to the delivery of the changes to the service. Involvement with residents and other organisations would be important to the smooth transition.
- Educating children from a young age was agreed to be vital in the understanding of the importance of recycling and the reduction of plastic use and the Council's carbon footprint. Key working with schools would be required.
- Waste from schools needed to be reviewed to work more effectively, with better recycling. It was confirmed a website which provided information on where Denbighshire waste goes existed. The HHES would clarify that the link for the website was available through Denbighshire County Council Website.
- The sustainability of longer-term waste strategy had to incorporate the emerging new strategies from the Welsh Government. The new strategies had not been made clear to date, when clarification was provided they would be included in the strategy. The new model had been designed to be more sustainable with the ability to response to new strategies. The WAO report had encouraged the Council to look at and review the future sustainability of the strategy as part of the report. Confirmation was provided that the new strategy would be presented to scrutiny at a future date.

The committee thanked the WAO officer and the HHFES for the positive report and welcomed the report on the strategy when completed.

At the conclusion of the discussion the Committee:

***Resolved: - following consideration of the findings of the Wales Audit Office (WAO) and subject to the above observations, to confirm that it was satisfied with the Council's response to the suggested opportunities for improvement identified within the WAO's report.***

## **9 SCRUTINY WORK PROGRAMME**

The Scrutiny Co-ordinator submitted a report (previously circulated) seeking members' review of the Committee's work programme and provided an update on relevant issues.

Discussion focused on the following –

- The next scheduled meeting on 7 May 2020, had 3 items on the Forward work programme at present. The next meeting had capacity for a further one item to be added. Lead Members were to be invited.
- The meeting of Chairs and Vice Chairs was due to take place the following week and may propose an agenda item for the forthcoming meeting.

The Scrutiny Co-ordinator reminded members of the scrutiny proposal form (Appendix 2 previously circulated) and advised that any proposals should be sent to

her directly, so these could be considered by the Scrutiny Chairs and Vice Chairs Group for inclusion on the forward work programme.

The Scrutiny Co-ordinator asked members for requests for social media coverage, the committee agreed the following –

- The funding from Natural Resource Wales towards the post of a moorland officer had been confirmed.
- Confirmation that school transport would still be available to all school pupils.

***RESOLVED*** that, subject to the above, the forward work programme as detailed in Appendix 1 to the report be approved.

## **10 FEEDBACK FROM COMMITTEE REPRESENTATIVES**

No feedback.

**The meeting concluded at 1.05 p.m.**

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|                            |                                                                                                                               |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Report to</b>           | <b>Communities Scrutiny Committee</b>                                                                                         |
| <b>Date of meeting</b>     | <b>3 September 2020</b>                                                                                                       |
| <b>Lead Member/Officer</b> | <b>Huw Hilditch-Roberts (Lead Member for Education, Children and Young People/Geraint Davies (Interim Head of Education))</b> |
| <b>Report author</b>       | <b>Geraint Davies (Interim Head of Education)</b>                                                                             |
| <b>Title</b>               | <b>Post COVID Recovery Plans for Schools</b>                                                                                  |

## **1. What is the report about?**

- 1.1. The report provides an update on the progression made to enable schools to safely open for all pupils in September and to examine the post COVID Recovery Plans for schools

## **2. What is the reason for making this report?**

- 2.1. To provide information regarding the actions taken to ensure schools will open safely for all pupils and adapt to life post COVID.

## **3. What are the Recommendations?**

- 3.1 Scrutiny Members are invited to discuss the details of this report and its recommendations; and to identify any aspects of the recovery work which may benefit from detailed examination in the future.

## **4. Report details**

- 4.1. Since 29 June, schools had been offering all learners the opportunity to attend sessions to check in, catch up and prepare. These sessions have gone very well and all schools worked hard to ensure all learners attending benefitted from these sessions and had a positive experience.

- 4.2. The Minister for Education announced on 9<sup>th</sup> July that all learners would return to school in the autumn term. The Welsh Technical Advisory Group (TAG), which provides scientific and technical advice to Government during emergencies, recommended that schools “*plan to open in September with 100% of pupils physically present on school sites, subject to a continuing, steady decline in the presence of COVID-19 in the community.*”
- 4.3. Welsh Government published [Operational Guidance for schools and settings from the autumn term](#) and [Guidance on learning in schools and settings from the autumn term](#) on July 13<sup>th</sup> to provide guidance on the requirements that would allow schools to open in September.
- 4.4. Appendix 1 provides a brief summary of the main messages contained in the operational guidance.
- 4.5. The Region, LA and Schools had been preparing in advance for 4 possible eventualities:
- ✓ Schools would remain closed in September and distance learning would continue
  - ✓ Check in, catch up and prepare would continue for 30% of pupils
  - ✓ Social distancing would be reduced to 1M therefore 50% of pupils would attend school at one time
  - ✓ Schools open to 100% of pupils.
- 4.6. Following the announcement on July 9<sup>th</sup> schools have been working with both the LA and GwE to prepare for a full opening in September. Preparations have been in the following areas:
- 4.7. As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their **risk assessments** by building on the learning to date and the practices they have already developed. Schools have reviewed their existing Risk assessments and Corporate Health and Safety are working with them to ensure their appropriateness and robustness. Risk assessments have also been completed to further support pupils and schools in the following areas:



1. Passenger Transport
2. Peripatetic Staff
3. Fire safety

- 4.8. Although the guidance clearly states that there is no need to use personal protective equipment (**PPE**) when undertaking routine educational activities in classroom/school settings, all schools have been supplied with adequate PPE for non-routine activities such as intimate care and First Aid.
- 4.9. All schools have been able to access the corporate **signage** suppliers and have received all necessary signage to direct and inform students, staff and visitors of the processes and procedures highlighted in their Risk Assessment.
- 4.10. Currently Free School Meals (**FSM**) is delivered via direct payment to eligible families. This delivery method will come to an end on August 31<sup>st</sup>. As schools will reopen fully in September all meals including free school meals will be available in schools through the school meal service. There will be a communication strategy to ensure parents are informed and understand this change during the summer holidays.
- 4.11. The **School Meal Service** have been in discussions with all schools and arrangements are in place to ensure the safe delivery of meals. All settings are different and arrangements reflect individual buildings and individual risk assessments. We have received positive feedback from parents and schools regarding school meals during lockdown.
- 4.12. Schools are required to put in place a **cleaning schedule** that ensures cleaning is generally enhanced that includes more frequent cleaning of rooms and frequently touched areas. The 17 schools who buy into the DCC Service Level Agreement(SLA) are supported and the others are able to buy support as necessary if capacity allows. All schools regardless of being in the SLA have received a Cleaning Risk Assessment with required mitigating actions for their site. We have received additional funding from Welsh Government to ensure schools have an adequate supply of cleaning materials for the start of term. We have allocated the materials based on small (less than 100 pupils), large (over 100 pupils) and secondary schools. Following discussions and

support from Denbighshire Cleaning Services all the cleaning materials will be delivered to the schools in the first week of September.

4.13. **Passenger Transport** remains a challenging area. The published guidance on July 13<sup>th</sup> stated that the latest advice and guidance in relation to public transport would be issued shortly, this was received in August. Schools closed for the summer holidays on July 17<sup>th</sup> without detailed information in relation to pupil transportation in September. At that moment in time it was unavoidable. Passenger Transport have produced Risk Assessment that has been shared and adopted nationally in response to the guidance received. Although the use of face coverings is not currently required by WG for any learners being transported between home/school on dedicated school transport Denbighshire will be informing operators and parents/carers that all mainstream secondary learners aged 11 and over are required to wear face coverings on all Denbighshire designated school transport and public transport services, unless medically exempt. This was decided following the detailed Risk Assessment completed.

4.14. LA officers have met with schools to discuss the recent guidance and to ensure a shared understanding of the various aspects. Schools have created **operational plans** that are relevant to their individual settings and that answer their individual needs.

4.15. Local authorities were not expected to continue to provide emergency **childcare** provision in the autumn term and Childcare Hub provision for key workers came to an end on 17 July 2020. Summer holidays provision commenced during the summer break.

4.16. During this period a Vulnerable Families and Learner Support Booklet was created that offered advice and guidance to all families and a whole host of information has been posted on the DCC [website](#) to **support pupils** as they prepare for the transition back to full time education.

4.17. Schools have received advice and guidance on all aspects of **Human Resources**. A regional approach was taken and all 6 local authorities in North Wales published the same guidance. This was very well received by schools.

- 4.18. We received notification of additional funding to meet the demands of the **Recruit, Recover, Raise Standards: Accelerating Learning Programme** as announced by the Minister for Education on the 9 July 2020. The primary purpose of the funding was to enable investment in schools to allow them to recruit and deploy additional human capacity to support learners in addressing their needs following the initial COVID-19 crisis and period of school closure. All schools have received their allocation and terms of the grant.
- 4.19. During the lockdown period and in the preparation for school opening again Education has worked closely with all other services. Under extremely difficult and challenging situations all services have pulled together and worked effectively together. As an Education Service we believe this has been a strength and schools would not be in the positive position they are now without this collaboration.
- 4.20. Throughout lockdown **Safeguarding** has been a priority. Over the last 23 weeks Children's Services has received a total of 6,852 referrals compared to 7,463 during the same period last year. This is a reduction of 8.19% overall. As schools open fully in September ensuring safeguarding remains a priority is paramount and an increase in referrals is possible. Monitoring systems have been developed to scrutinise the attendance of our most vulnerable families and update safeguarding training has been developed with Barnardo's.
- 4.21. A Microsoft **SharePoint** has been established for all DCC schools to share documents and guidance. Over 80 documents have been prepared for schools to further support them. These document cover areas such as:

**Safety** (Risk Assessments, Policy Changes and advice), **Staffing** (Regional HR Advice), **Communication** (Template letters for schools to use), **Site and Facilities** (Policy changes, advice, support and guidance), **Teaching and Learning** (Blended Learning, distance learning advice) ,**Management Tasks**, Learner Support (Wellbeing support for pupils)

## 5. How does the decision contribute to the Corporate Priorities?

5.1. N/A

## 6. What will it cost and how will it affect other services?

Costs will be met from existing delegated budgets to schools.

**7. What are the main conclusions of the Well-being Impact Assessment?**

N/A

**8. What consultations have been carried out with Scrutiny and others?**

8.1. No requirement to consult with scrutiny however discussions with trade unions and head teachers have been very positive.

**9. Chief Finance Officer Statement**

9.1. N/A

**10. What risks are there and is there anything we can do to reduce them?**

10.1. All risks and mitigating actions included in the Opening Schools Risk Assessment.

**11. Power to make the decision**

Scrutiny's powers in relation to matters detailed in this report are as per:

- 7.1 Section 21 of the Local Government Act 2000;
- 7.2 Section 7 of the Council's Constitution

## Appendix 1 (Operational Guidance Summary)

|                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Introduction</b>                                 | <ul style="list-style-type: none"> <li>• We also know that the risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low</li> <li>• Taking into account the improved situation we now find ourselves in, the balance of risk is now overwhelmingly in favor of children returning to school</li> <li>• There cannot be a one size fits all approach, it is recognised that each school and setting will have local challenges to address</li> <li>• Local authorities will not be expected to continue to provide emergency childcare provision in the autumn term</li> </ul> |
| <b>PHW Advice</b>                                   | <ul style="list-style-type: none"> <li>• A requirement that people who are unwell with symptoms of COVID-19 stay at home;</li> <li>• Robust hand and respiratory hygiene including ventilation;</li> <li>• Continue increased cleaning arrangements;</li> <li>• Active engagement with Test Trace Protect; and</li> <li>• Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable</li> </ul>                                                                               |
| <b>Risk assessment</b>                              | <ul style="list-style-type: none"> <li>• As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments by building on the learning to date and the practices they have already developed.</li> </ul>                                                                                                                                                                                                                                                                                                                           |
| <b>Prevention</b>                                   | <p>Under no circumstances should learners or staff attend schools/setting if they;</p> <ul style="list-style-type: none"> <li>• feel unwell, have any of the four identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 7 days;</li> <li>• live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days</li> </ul>                                                                                                                                    |
| <b>Clean hands thoroughly more often than usual</b> | <ul style="list-style-type: none"> <li>• Whether the school/setting has enough hand washing or hand sanitiser 'stations' available so that all learners and staff can clean their hands regularly;</li> <li>• Supervision of the use of hand sanitiser given the risks around ingestion. Small learners and pupils with complex needs should continue to be helped to clean their hands properly; and</li> <li>• building these routines into the school's culture, supported by behaviour expectations and helping</li> </ul>                                                                                   |

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|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                  | <p>ensure younger learners and those with complex needs understand the need to follow them</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</b></p>                                           | <ul style="list-style-type: none"> <li>• The ‘catch it, bin it, kill it’ approach continues to be very important, so schools and settings must ensure that they have enough tissues and bins available in the school to support learners and staff to follow this routine</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>4. Increased cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</b></p> | <ul style="list-style-type: none"> <li>• Putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</li> <li>• More frequent cleaning of rooms / shared areas after they have been used by different groups</li> <li>• Frequently touched surfaces being cleaned more often than normal</li> <li>• Where possible provide separate toilets for different contact groups, where this is not possible, using hand sanitizer before entering the toilet and ensure toilets are cleaned regularly will help. Learners must be encouraged to clean their hands thoroughly after using the toilet</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>How to group learners</b></p>                                                                                                              | <ul style="list-style-type: none"> <li>• It is accepted that learners and especially the youngest learners, cannot socially distance from staff or from each other and consistent groups provide an additional protective measure</li> <li>• In secondary schools, particularly in the older age groups at key stage 4 and key stage 5, the contact groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and for students to receive specialist teaching</li> <li>• At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class.</li> <li>• Whatever the size of the group, they should be kept apart from other groups where possible and older learners should be encouraged to keep their distance within groups</li> <li>• We recognise that younger learners will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</li> <li>• All teachers and staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable</li> <li>• Where mixing between groups cannot be avoided, schools and practitioners should run the <i>approach to risk estimation and management</i> process to reduce the risk of transmission between contact groups</li> </ul> |

|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Measures within the classroom</b>               | <ul style="list-style-type: none"> <li>• It is strong public health advice that staff in secondary schools maintain distance from their learners, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from learners</li> <li>• When staff or learners cannot maintain distancing, particularly with younger learners in primary schools, the risk can also be reduced by keeping learners in the smaller, class-sized groups described above</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Measures elsewhere</b>                          | <ul style="list-style-type: none"> <li>• Contact groups should be kept apart where possible, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group</li> <li>• While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</li> <li>• Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Measures for arriving at and leaving school</b> | <ul style="list-style-type: none"> <li>• Where possible, schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.</li> <li>• Staggered start and finish times should not reduce the amount of overall teaching time.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Other considerations</b>                        | <ul style="list-style-type: none"> <li>• Supply teachers, peripatetic teachers and/or other temporary staff can move between schools</li> <li>• Where a learner routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the learner.</li> <li>• Schools and settings should ensure outdoor playground equipment should be more frequently cleaned</li> <li>• For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and learners have their own items that are not shared.</li> <li>• If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE</li> </ul> |

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| <b>PPE – Routine activities</b>                              | <ul style="list-style-type: none"> <li>• No PPE</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Suspected COVID-19</b>                                    | <ul style="list-style-type: none"> <li>• Gloves, aprons and a fluid-resistant surgical mask</li> <li>• Eye protection</li> <li>• Gloves and aprons</li> </ul>                                                                                                                                                                                                                                                                                                             |
| <b>Intimate care - PPE</b>                                   | <ul style="list-style-type: none"> <li>• Gloves and aprons</li> <li>• Fluid-resistant surgical mask and eye protection</li> <li>• Gloves, fluid repellent gown, FFP3 mask and eye protection are indicated when undertaking aerosol generating procedures such as suction.</li> <li>• Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.</li> </ul>               |
| <b>Use of face coverings for health purposes</b>             | <ul style="list-style-type: none"> <li>• The Chief Medical Officer has been clear that there is no evidence to support the widespread wearing of non medical face coverings in the community</li> </ul>                                                                                                                                                                                                                                                                   |
| <b>Transport</b>                                             | <ul style="list-style-type: none"> <li>• New guidance in relation to public transport is being issued shortly</li> </ul>                                                                                                                                                                                                                                                                                                                                                  |
| <b>Attendance</b>                                            | <ul style="list-style-type: none"> <li>• All learners will return their school or setting in the autumn term unless they have a medical/health reason not to</li> <li>• Welsh Government view is that it would be difficult for a local authority/school to justify the issuing a Fixed Penalty Notice (FPN) or commencing proceedings for non-school attendance</li> </ul>                                                                                               |
| <b>Extremely vulnerable or 'shielding staff' or learners</b> | <ul style="list-style-type: none"> <li>• These individuals will have received a shielding letter from the Chief Medical Officer. Staff and learners in this category must not be asked to attend schools or settings but should be supported to work or learn from home.</li> <li>• Shielding is advisory and is not enforceable by law. We anticipate that updated guidance on shielding will be published shortly, we will update this guidance accordingly.</li> </ul> |
| <b>Supply teachers</b>                                       | <ul style="list-style-type: none"> <li>• Schools can continue to engage supply teachers and other supply staff during this period</li> </ul>                                                                                                                                                                                                                                                                                                                              |



|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b>Expectation and deployment of student teachers</b> | <ul style="list-style-type: none"> <li>• We therefore strongly encourage schools within ITE Partnerships to continue hosting student teachers.</li> </ul>                                                                                                                                                                                                                                                                 |
| <b>Catering</b>                                       | <ul style="list-style-type: none"> <li>• We expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for free school meals</li> </ul>                                                                                                                                           |
| <b>Estates</b>                                        | <ul style="list-style-type: none"> <li>• We do not consider it necessary for schools and setting to make significant adaptations to their site to enable them to welcome all learners back, based on the latest scientific and medical advice</li> </ul>                                                                                                                                                                  |
| <b>School uniform</b>                                 | <ul style="list-style-type: none"> <li>• It is for the governing body of a school to make decisions regarding school uniform. Some schools relaxed their uniform policy over the summer term. We would, however, encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone</li> </ul> |
| <b>Breakfast Clubs and after school provision</b>     | <ul style="list-style-type: none"> <li>• Local authorities, working with their schools should consider resuming any breakfast and after school provision, where possible whether this is provision offered by the school or run out of the school by a private provider.</li> </ul>                                                                                                                                       |

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| <b>Report to</b>             | <b>Communities Scrutiny Committee</b>                                                                                           |
| <b>Date of report</b>        | <b>3<sup>rd</sup> September 2020</b>                                                                                            |
| <b>Lead Member / Officer</b> | <b>Julian Thompson Hill, Lead Member for Finance, Performance and Strategic Assets/Steve Gadd, Head of Finance and Property</b> |
| <b>Report author</b>         | <b>Steve Gadd, Head of Finance and Property</b>                                                                                 |
| <b>Title</b>                 | <b>Denbighshire County Council Coronavirus Response: Infrastructure – Council Buildings</b>                                     |

## **1. Purpose of the Report**

- 1.1 To update Scrutiny Committee on the progress of the Infrastructure – Council Buildings recovery theme as set out in the ‘Denbighshire County Council Coronavirus Response: Planning for Recovery’ report agreed by the Senior Leadership Team (SLT) and Cabinet.

## **2. What is the reason for making this report?**

- 2.1 To outline progress around:

- Getting our buildings ready for opening again
- Decommissioning any temporary uses
- Maintenance backlogs

- 2.2 To enable Members to fulfil their scrutiny role by examining these issues.

## **3. What are the Recommendations?**

- 3.1 For the Committee to discuss the contents of the report and, if appropriate, identify any aspects of the recovery work which may benefit from detailed examination in the future.

## 4. Report details

4.1 It should be noted that the work in this area is very operational in nature and needs to adapt and change quickly to any change in regulations and guidance that has been received. The paper does not include Schools or Housing Stock in detail as these come under separate Recovery Themes, as do the arrangements, guidance and any permanent changes to working patterns which come under Alan Smith's Recovery Theme designing the new Business As Usual (BAU) arrangements and the Staffing Recovery Theme under Catrin Roberts.

4.2 The area of bringing Council Buildings back into use crosses departments and services and as such involves a number of specialisms and expertise from a number of individuals. The themes and leads in this area are listed below:

- **Office Buildings Working Arrangements** – Tom Booty, County Landlord and Nigel Highfield, Principal Manager – Contracts and Facilities
- **Health and Safety** – Gerry Lapington, Corporate Health and Safety Manager
- **Business Continuity** – Alan Smith, Head of BIM
- **Buildings Infrastructure** – Dave Lorey, Lead Officer Corporate Property and Housing
- **Facilities' Status** – Managed by Jamie Groves during the crisis – Russell Vaughan, Project Manager.

### 4.2 Office Buildings Working Arrangements

**Appendix 1** is a report that has been developed by Tom Booty in consultation with Facilities Management and the Business Continuity Group. It details:

- The offices the guidance will apply to (although the guidance includes good source of advice for other properties also)
- General Advice and Principles including advice around staff displaying symptoms
- Basic infection prevention measures
- Detailed work guidelines

### 4.3 Health and Safety

A sample / template Risk Assessment has been developed and is included as **Appendix 2**. However, it needs to be stressed that the contents of the template are not exhaustive

but can be used to help develop a risk assessment relevant to each Service, Teams and/or activities. Each Service needs to undertake their own risk assessment in relation to the work activities of their staff to prevent or reduce any potential risk of exposure to Coronavirus.

There is UK Government advice on what to consider for specific work areas on the following website: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

It is important to note that Health and Safety is a **statutory duty** and needs to be taken seriously for the health of all our staff and residents.

#### **4.4 Business Continuity**

**Coordinated Timetable for Service Recovery** - This was discussed at the Corporate Business Continuity Group. The consensus was that efforts to try to establish a single coordinated programme of service reinstatement would not be effective. Each Service managed the closure of all but its critical services at the start of the lock down and each is generating plans for their eventual reinstatement. Services should continue to manage return to BAU as they are best placed to understand the local or national requirements. SLT's role should be to ensure that as services are returned to BAU (as far as this is possible under Social Distancing conditions), this is properly communicated to the public and our partners.

#### **4.5 Buildings Infrastructure**

Opening the buildings shouldn't be an issue in terms of their operation – however the following compliance issues will need to be considered:

- **Asbestos** - We anticipated that the risk was low regarding the reduced number of Asbestos Re-Inspections being completed over recent months. This is due to the fact, that most high risk materials and those items in poor condition have already been removed from Denbighshire's property stock. An accelerated programme will be undertaken when normal service resumes. We will do this by asking both surveyors to work at the same time to cover the surveys of all properties that have been missed due to coronavirus. (Usually the surveyors alternate each month).
- **Fire Risk Assessments** - The performance on this dropped initially as access to schools became a challenge. We anticipate that mostly Category 1 properties

(which need an annual review) and Category 2 properties (bi-annual review) will be the most affected. The Fire Safety Manager produced a revised schedule which involves delaying the Category 2 properties in order to complete the Category 1 properties first (meaning an inevitable dip in Category 2 KPI performance).

Following this, the category 2 properties will be completed once the back log of Category 1s have been updated. The Team have taken on a new member of staff to complete a lot of the administrative functions, which will relieve pressure on our Fire Safety Manager to focus on completing the assessments. It is anticipated that by Christmas, KPI performance will be back in the 90th percentile and we will have re-designed the whole programme in order to ensure a manageable and well-structured programme for 21/22

- **Gas Servicing etc.** - All compliance servicing is continuing, boilers, water monitoring, Fire, Lifts and sprinkler systems. Security alarms are not being serviced but will be repaired if they go faulty (not a compliance issue). Where we have not be able to gain access for an extended period of time, before the building opens, particularly for water hygiene, the systems will need to be flushed. Also the lifts will be tested and the boiler serviced if overdue. We have asked HSL (water hygiene) and Knowsley Lifts to inform us where they have not been able to gain access.
- The **Building Maintenance Teams** are working with Services and building managers to ensure that all systems are operational and compliant prior to buildings being brought back into full operation. Checks are being made in terms of mechanical ventilation systems to ensure that any internal mechanical air circulation is identified and isolated. In the short term this may mean that some buildings will be reliant on natural ventilation sources only (opening the windows).

#### 4.6 Status of Facilities

Regular monitoring and updates have been carried during the crisis so we have a complete list of the status of properties – it is envisaged that this will continue during the recovery phase. The latest list details:

- Service Area and point of Contact
- Details of Asset
- Status - (RED closed), (AMBER - partially open / reduced hours) & GREEN - fully open)
- Management Arrangements – Purpose of Inspections

- Responsible Person
- Site Contacts
- There is also a short checklist that has been developed to help secure the building for use as a reference point for regular checks during temporary closedown periods.

## **5. How does the decision contribute to the Corporate Priorities?**

5.1. Enabling staff to carry out their roles efficiently and effectively will help ensure that the Corporate Priorities can continue to be delivered and achieved.

## **6. What will it cost and how will it affect other services?**

6.1. The short term costs have involved the purchasing of signage and PPE items such as hand sanitiser. Most of these initial costs were able to be claimed from the WG COVID-19 Local Authority Hardship Fund. No major works have been necessary to date.

## **7. What are the main conclusions of the Well-being Impact Assessment?**

7.1. It is felt that a Well-being Impact Assessment is not required for this paper.

## **8. What consultations have been carried out with Scrutiny and others?**

8.1. The contents report has been discussed with the Lead Member, SLT, Informal Cabinet and Trade Unions during May 2020. Informal Cabinet (June 2020). Further discussions and consultation are being carried as and when new guidance is required.

## **9. Chief Finance Officer Statement**

9.1. Financial implications are set out in Section 6.

## **10. What risks are there and is there anything we can do to reduce them?**

10.1. The risks of not getting this right could have huge impact on the health and well-being of staff and visitors. Specific risks are detailed in the appendices and the

specific risk assessments for each service area will identify and mitigate service specific risks.

## **11. Power to make the decision**

11.1 Scrutiny's powers in relation to matters detailed in this report are as per:

- 7.1 Section 21 of the Local Government Act 2000;
- 7.2 Section 7 of the Council's Constitution



# Guidance for Managers & Staff

## Social Distancing in the office workplace

VER: DRAFT 0.5 / May 2020

### THIS GUIDANCE APPLIES AT THE FOLLOWING MAIN OFFICES:

| Property      | Location | Managing Service |
|---------------|----------|------------------|
| County Hall   | Ruthin   | HFES (FMU)       |
| Caledfryn     | Denbigh  | HFES (FMU)       |
| Russell House | Rhyl     | HFES (FMU)       |

### AND THE FOLLOWING ANCILLARY OFFICES:

| Property                                 | Location               | Managing Service |
|------------------------------------------|------------------------|------------------|
| DCC Resource Centre, 19 Bedford Street   | Rhyl                   | CSS              |
| Brickfield Pond Unit, Ffordd Derwen      | Rhyl                   | PPPCS            |
| Botanical Gardens Depot                  | Rhyl                   | HFES             |
| Rhyl Library                             | Rhyl                   | CC               |
| Bodelwyddan Kinmel Depot                 | Bodelwyddan            | HFES             |
| Fleet Workshop, Expressway Business Park | Bodelwyddan            | HFES             |
| Corporate Store                          | Ruthin                 | HFES (FMU)       |
| Lon Parcwr Depot                         | Ruthin                 | HFES             |
| The Old Gaol                             | Ruthin                 | BIM/PPPCS        |
| Loggerheads Country Park/Plas Newydd     | Loggerheads/Llangollen | PPPCS            |
| Y Capel, Castle Street                   | Llangollen             | CC/PPPCS         |

## Introduction & General Principles

This guidance set out measures to maintain social distancing requirements in the council's office buildings in order to reduce the possibility of transmission of COVID-19 in the workplace, as and when lockdown restrictions are eased. The lockdown was implemented to reduce opportunities for transmission through social contact, and as far as possible we should continue with the principal of reducing social contact until such time as the government advises otherwise. As such, this means:

- **Wherever possible, staff should work from home**
- **When staff cannot work from home, they should minimise the number of days they work in an office setting**
- **Staff who have received a letter advising them to "shield" should not attend the workplace until advised otherwise by national government and/or their GP**
- **Staff, or anyone living in their household, who are displaying any COVID-19 symptoms should not attend the workplace and self-isolate in accordance with the latest government's advice**
- **Where staff are required to attend the office workplace, social distancing of 2m (6 ft) should be adhered to at all times, including breaks**

## **What to do if staff develop COVID-19 symptoms**

To reduce the risk of infection, staff are encouraged to self-monitor in relation to symptoms of COVID-19 – fever (37.8°C) or a new continuous cough.

- **Staff who develop symptoms outside the workplace should not attend work, and should notify their supervisor/manager**
- **If a worker's symptoms start at the workplace, they must advise their supervisor/manager and return home without delay to start self-isolation**

In the latter case, if well enough, they can drive their own vehicle. Alternatively they should request a member of their household pick them up immediately. If neither is possible, the worker can take public or private transport home directly to start self-isolation.

If they are so unwell that they require an ambulance, phone 999 and let the call handler know you are concerned about COVID-19. Whilst you wait for advice or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people.

If possible and it is safe to do so, find a room or area where they can be isolated behind a closed door, such as a meeting room. If it is possible to open a window, do so for ventilation. The individual should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze, and then put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.

## **Basic infection prevention measure**

All staff should adhere to the following infection prevention measures in the workplace:

- **Stay at home if you are feeling sick or exhibiting any COVID-19 symptoms**
- **Wash your hands frequently and thoroughly**
- **Cover coughs and sneezes with a disposable tissue or into the crook of your elbow**
- **Do not shake hands – use other non-contact methods of greeting**
- **Routinely clean and disinfect all frequently touched surfaces in the workplace (desks, keyboards, phones, etc.**
- **Do not prepare food or drinks for any colleagues in the workplace, and immediately clean and put away any plates, cups, cutlery, etc. after use**

## At Work Guidelines

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <b>Car Parking</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1.1       | Whenever possible staff should leave one bay clear each side of their vehicle when parking.                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>2</b>  | <b>Entrances</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2.1       | Staff are advised to wash their hands or use hand sanitisers/gels after use of door handles in and out of buildings (as well as within buildings). These will be provided by FMU by visiontime screens and/or close to main entrances, but staff are also encouraged to bring and use their own personal supply of hand sanitiser/gel.                                                                                                                                                          |
| <b>3</b>  | <b>Visiontime</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3.1       | Where possible, staff should use their personal computers to log into visiontime rather than using the communal screen. Some visiontime screens will be removed/closed off where all staff within the building have alternative means of logging on and off.                                                                                                                                                                                                                                    |
| 3.2       | Where this is not possible and visiontime screens remain, staff using the communal screen should immediately use sanitiser to clean their hands immediately after touching the screen and logging on (sanitisers to be provided by FMU at each visiontime screen).                                                                                                                                                                                                                              |
| <b>4</b>  | <b>Stairs, Lifts &amp; Corridors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4.1       | Strict 2m social distancing should be observed when using stairs. In some cases, FMU may designate some stairs as either “up” or “down”. Where this is the case they will be clearly signed and all staff should abide by this requirement. Where stairs are not designated “up” or “down” then staff should wait if any person is using the stairs in the opposite direction (i.e. coming down when you need to go up or vice versa) for that person to complete their use of the stairs.      |
| 4.2       | Lifts should only be occupied by one person at a time, and should only be used if absolutely necessary (e.g. Because of a mobility problem or transporting heavy items).                                                                                                                                                                                                                                                                                                                        |
| 4.3       | Where corridors are wide enough to maintain a 2m distance, staff should keep left when passing others using the corridor. Where corridors are too narrow to maintain a 2 m distance, then staff should wait if any person is using the corridor in the opposite direction for that person to complete their use of the corridor. In some cases, FMU may designate some corridors as one-way. Where this is the case they will be clearly signed and all staff should abide by this requirement. |
| 4.4       | Fire doors should not be wedged open. Handles will be cleaned regularly by FMU/housekeeping.                                                                                                                                                                                                                                                                                                                                                                                                    |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| 5   | <b>Workstations/Desks</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5.1 | In order to maintain social distancing, there should always be at least one empty workstation/desk between occupied workstations/desks. Equally, where desks are arranged in “banks” the workstation/desk directly opposite an occupied workstation/desk should not be occupied (diagonally opposite is allowed). Consideration must also be given to adjacent “banks” of workstations/desks that back onto others to ensure a strict 2m distance (which may require discussion and agreement with other teams).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5.2 | Workstations/desks should be cleaned by the member of staff using it prior to commencing any work, and at the end of the working day. Cleaning materials will be provided in each office by FMU. In order to maintain the highest level of cleanliness, a <b>clear desk policy</b> should be enforced to ensure no documents or other unnecessary paraphernalia is left on the workstation/desk surface at the end of the working day.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5.3 | If possible (i.e. if there are sufficient workstations/desks for each individual member of staff), supervisors/managers should allocate each member of staff with an individual workstation/desk, and <b>clearly label</b> this, and the associated chair, with the member of staff’s name. <b>No other staff member should use a labelled workstation or chair designated for a particular staff member.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 5.4 | Where all staff in a team have a dedicated workstation/desk, it is the responsibility of the supervisor/manager of that team to schedule staff attendance at the workplace to ensure that the alternate workstation/desk requirement detailed in 5.1 above is strictly adhered to. This may mean introducing a rota system or staggered hours. This may also require discussion and agreement with other teams using adjacent workstations/desks to ensure rotas coordinate between teams and the required 2m social distancing requirement is maintained.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5.5 | Where a rota system is introduced, consideration should be given to reducing the number of people each person has contact with by using “fixed teams or partnering” (so each person works only with a few others).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5.6 | Where the number of staff in a team is greater than the number of workstations/desks, supervisors/managers will need to consider the most appropriate way of managing this situation and maintaining social distancing. This may be a mixture of dedicated (and clearly labelled) workstations/desks and chairs for members of staff who regularly attend the office, and shared workstations/desks for staff who attend less regularly. Where desks are shared, the most straightforward way of managing this would be to assign one workstation/desk to no more than two people, and label both the workstation/desk and chair with the name of the two allocated individuals. In this situation, the attendance of the two individuals who share a workstation/desk will need to be managed so that they do not attend the workplace at the same time. For such shared workstations/desks, the requirement for members of staff occupying the desk to clean at the outset and end of the working day as detailed in 5.2 above should be <b>very strictly</b> adhered to. |

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.7      | Wherever possible “corridors” between workstations/desks should be at least 2m wide to enable the required social distancing when individuals are walking past workstations/desks. Where this is not possible, any person walking through should politely request anyone using a workstation/desk less than 2m distance away to temporarily move aside in order that the person can pass at a safe distance.                                                                    |
| 5.8      | If changes are required to desk allocations whilst social distancing requirements are still in place, the workstations/desks should be thoroughly cleaned before reallocating, and once reallocated should be clearly labelled with the individual(s) names as detailed in 5.3 and 5.5 above. Wherever possible, individuals should retain the same chair prior to any reallocation, but where this is not possible the chair should be thoroughly cleaned before reallocating. |
| <b>6</b> | <b>Hot-desking</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 6.1      | All dedicated hot-desking areas will be closed and not available for agile working. These can be reallocated as dedicated desks for staff members through arrangement with FMU, but where this is the case the workstation/desk should be <b>clearly labeled</b> this with the member of staff’s name.                                                                                                                                                                          |
| <b>7</b> | <b>Phones</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 7.1      | Where a staff member has a dedicated workstation/desk (see section 5), only the person assigned to this workstation/desk should use the equipment on it (phones, keyboards, etc.), but even in this case staff are encouraged to use a mobile phone or their personal jabber headsets rather than the desk phone.                                                                                                                                                               |
| 7.2      | No desk phones will be provided on workstations/desks that have not been allocated to an individual officer. Staff using these workstations/desks are required to use a mobile phone or their personal jabber headsets.                                                                                                                                                                                                                                                         |
| 7.3      | All phones (and other frequently touched equipment such as keyboards) should be routinely cleaned.                                                                                                                                                                                                                                                                                                                                                                              |
| <b>8</b> | <b>Meetings</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 8.1      | Avoid face to face meetings wherever possible by using alternative means such as videoconferencing. Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.                                                                                                                                                                                                                                                                 |
| 8.2      | Meeting room capacities have been reduced to ensure the 2m social distancing requirement can be adhered to by removing chairs, and in some cases tables. The maximum capacity of the room (i.e. the number of chairs in the room) <b>must not</b> be exceeded, and additional chairs or tables should not be brought into any meeting room.                                                                                                                                     |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.3       | Meeting room tables should be cleaned by a member of staff involved in the meeting prior to commencing the meeting, and then again at the end of the meeting. Cleaning materials and hand sanitiser will be provided in each meeting room by FMU. Avoid transmission during meetings, for example, avoid sharing pens and other objects. No documents or other paraphernalia should be left on the table/in the room at the end of the meeting.                                          |
| 8.4       | When practicable, open windows in meeting rooms to improve ventilation (or even consider holding “walk & talk” or other outdoor meetings if possible).                                                                                                                                                                                                                                                                                                                                   |
| <b>9</b>  | <b>Print Rooms</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 9.1       | Print rooms should only be occupied by one person at a time.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 9.2       | Printers should be cleaned prior to use, and then again at the end of use. Cleaning materials will be provided in each meeting room by FMU.                                                                                                                                                                                                                                                                                                                                              |
| <b>10</b> | <b>Toilets</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 10.1      | Toilets should only be occupied by one person at a time. Signage will be provided by FMU to indicate whether the toilet is engaged or not. Staff using the toilet will need to change the sign as they enter and exit the toilet.                                                                                                                                                                                                                                                        |
| <b>11</b> | <b>Staff Rooms/Areas/Kitchens (including lunchtime arrangements)</b>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 11.1      | The capacity of staff rooms and other staff welfare areas have been reduced to ensure the 2m social distancing requirement can be adhered to by removing chairs. The maximum capacity of the room (i.e. the number of chairs in the room) <b>must not</b> be exceeded, and additional chairs should not be brought into any staff rooms or welfare areas.                                                                                                                                |
| 11.2      | Where kitchen rooms/areas are provided, they should only be used by one person at a time. Staff should wash their hands before and after using the kitchen areas.                                                                                                                                                                                                                                                                                                                        |
| 11.3      | All crockery and cutlery has been removed from kitchens and kitchen areas. Staff should bring in and use one dedicated cup/mug/crockery/cutlery that is personal to them for any drinks and or food. This should be immediately washed up and put away in a personal locker or other personal storage space after use, and not left in the sink or on the draining board. Kitchen cupboards should no longer be used for storing crockery and cutlery, and may be removed if left there. |
| 11.4      | Staff should not prepare drinks or other refreshments for other members of staff or visitors.                                                                                                                                                                                                                                                                                                                                                                                            |
| 11.5      | Food and drink items placed in the fridge should be clearly labelled with a name and date. Staff should ensure they wash their hands before and after they place items in the fridge.                                                                                                                                                                                                                                                                                                    |
| 11.6      | Staff are encouraged to bring in their own packed lunches rather than going out to buy food. Where a staff member has a dedicated workstation/desk (see section 5), meals                                                                                                                                                                                                                                                                                                                |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | should be eaten at this workstation/desk, or on benches outside where these are present (maintaining a 2m social distance). Where staff do not have a dedicated workstation/desk, they should eat lunch at the workstation/desk they have been assigned for that day. Ideally workstations/desks should be cleaned before and after meals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 11.7      | Staff who leave the office during lunchtime (or any other time during the working day) should maintain social distancing requirements, and should not go in groups greater than 3 people. Staff should wash their hands before leaving and on returning to the workplace.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>12</b> | <b>Reception and Waiting Areas</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 12.1      | Separate guidance will be developed for reception areas and other areas where there is an interface with the public.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>13</b> | <b>Commuting and Business Travel</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 13.1      | Where practicably possible, staff should travel in their own vehicles rather than use public transport. Lift sharing should be avoided at all times.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 13.2      | Carefully consider whether travel is required to avoid all non-essential travel. Consider using videoconferencing for work related meetings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 13.3      | The use of pool vehicles should be minimised, and ideally pool vehicles should be allocated to one person or a very limited number of people. Staff using a pool vehicle should wash their hands thoroughly both before and after using the vehicle. It is also advised that sanitising wipes are provided in pool vehicles to wipe down the steering wheel, other controls, doors, handles, etc. before use. Use gloves when filling a vehicle with fuel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>14</b> | <b>Face Coverings &amp; Personal Protective Equipment (PPE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 14.1      | <p>The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. Wearing a face covering in the workplace is not required, but staff may choose to wear one as a personal choice. If you do choose to wear a face covering:</p> <ul style="list-style-type: none"> <li>• Wash your hands thoroughly before putting a face covering on, and after removing it.</li> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change your face covering if it becomes damp or if you've touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily</li> <li>• If the material is washable, wash in line with the manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</li> <li>• Practice social distancing.</li> </ul> |

|           |                                                                                                                                                                                                                                                                                                              |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14.2      | There is currently no requirement for staff to wear PPE in the office setting. This will be continually reviewed and revised in line with government recommendations.                                                                                                                                        |
| <b>15</b> | <b>Emergency Evacuations</b>                                                                                                                                                                                                                                                                                 |
| 15.1      | If an emergency evacuation of the workplace is required, try to maintain the social distancing rules if possible. However, if there is a clear an immediate risk to life and limb through fire, bomb threat, etc., the absolute priority is to evacuate the building rather than maintain social distancing. |
| 15.2      | One way systems and up/down stair signs can be ignored in the event of an emergency evacuation and the nearest exit should be used.                                                                                                                                                                          |
| 15.3      | Social distancing should be practiced at Fire Assembly Points.                                                                                                                                                                                                                                               |



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| Description of what is being assessed |                                    | <p><i>*This is a SAMPLE/TEMPLATE RISK ASSESSMENT – The contents of the template are not exhaustive but can be used to help develop a risk assessment relevant to your Service teams and activities.</i></p> <p><i>Each Service needs to undertake their own risk assessment in relation to the work activities of their staff to prevent or reduce any potential risk of exposure to Corona virus.</i></p> <p><i>The risk ratings in red are indicative ratings only Assess and score the Risks based on your Service Information and work activities*</i></p> <p><i>Please Delete this red text when you develop your own risk assessment.</i></p> <p><b>General risk assessment for Employees returning to work following partial relaxation of COVID lock down period. Recovery Phase</b></p> <ul style="list-style-type: none"> <li>• Services preparing to resume previous work and activities.</li> <li>• Return to work subject to National UK Government guidance.</li> <li>• Service re-start will be subject to tight controls for an unspecified length of time.</li> <li>• Through media coverage and DCC guidance, all Employees are aware of (and conditioned to) covid-19 symptoms, physical distancing requirements and personal hygiene/handwashing precautions.</li> </ul> |                                         |                              |                                          |        |             |
|---------------------------------------|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------|------------------------------------------|--------|-------------|
|                                       |                                    | Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Department \ team                       | Review Date                  | / /                                      | / /    | / /         |
| Assessor(s)                           | Assessment Date                    | / /                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | By                                      |                              |                                          |        |             |
| Identify the significant Hazards      | Identify who might be harmed & how | Identify how the risk is currently controlled                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Assess the risk level with the controls | Identify any further actions | Risk level after any additional controls | Action | Target date |

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|         | (Provide an approximation of the numbers of people exposed to the hazard)                                                                                                                                                                                                 | (If you are planning a new activity, what will you be doing to control the risk?)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Severity | Likelihood | Risk Level<br>H/M/L | (These actions are something you could or should do, they may or may not reduce the risk further).                                                                                                                                                                                                                                                   | Severity | Likelihood | Risk Level<br>H/M/L |  |  |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|---------------------|--|--|
| Page 42 | <p><b>Criteria for critical teams/essential workers with requirement to access the workplace</b></p> <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/contaminated surfaces.</p> | <ul style="list-style-type: none"> <li>Line Managers will review &amp; prioritise work activities and consider requests to attend the workplace.</li> <li>Line managers to limit numbers and frequency of persons attending the workplace.</li> <li>Vulnerable persons/or those Shielding are not permitted to attend the workplace.</li> <li>Review and revise risk assessments and safe methods of work.</li> <li>Line managers advise and consult with employees or employee representatives regarding changes in working and operational procedures and DCC site rules.</li> <li>Site Rules to be issued to all employees/Team members.</li> </ul> | 5        | 2          | 10<br>(M)           | <ul style="list-style-type: none"> <li>Continue to monitor national guidance on Corona virus testing for key workers and respond accordingly as an organisation.</li> <li>Managers to consider the benefits of employees/team attending the workplace for limited periods to reduce isolation, improve morale and maintain team dynamics.</li> </ul> |          |            |                     |  |  |
|         | <p><b>Non-compliance with site rules and social</b></p> <p><b>Who:</b> Employee, colleagues and any other contacts.</p>                                                                                                                                                   | <ul style="list-style-type: none"> <li>Site Rules to be issued to all employees/Team members</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 5        | 2          | 10<br>(M)           |                                                                                                                                                                                                                                                                                                                                                      |          |            |                     |  |  |

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|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
| <p><b>distancing requirements</b></p>                                                       | <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces.<br/>Potential Inability to carry out social distancing.</p>      | <ul style="list-style-type: none"> <li>• Signage displayed to reinforce site rules and guidance.</li> <li>• Nominated Managers and Supervisors will monitor and enforce site rules and social distancing requirements.</li> <li>• Employees not complying to be reminded by Managers of Government guidelines and DCC rules.</li> <li>• Disciplinary actions will be taken against individuals who repeatedly/wilfully fail to follow any site/DCC Rules.</li> </ul> |   |   |        |                                                                                                                                                                             |  |  |  |  |  |
| <p><b>Current health of Employees attending the workplace and their fitness to work</b></p> | <p><b>Who:</b> Employee, colleagues and any other contacts.<br/><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces.</p> | <ul style="list-style-type: none"> <li>• Personal assessment by employee to confirm that they are Covid Symptom free with no other seasonal illness/allergy etc. before attending workplace.</li> <li>• If feeling unwell/displaying covid symptoms to leave workplace immediately and follow self-isolation guidelines.</li> <li>• Line Managers to monitor general health</li> </ul>                                                                               | 5 | 2 | 10 (M) | <ul style="list-style-type: none"> <li>• Monitor and follow National Government guidelines.</li> <li>• Monitor requirements for COVID 19 testing of individuals.</li> </ul> |  |  |  |  |  |

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|                                                                                   |                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |          |               |                                                                                                                                                                        |  |  |  |  |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
|                                                                                   |                                                                                                                                                                                                                                    | <p>and wellbeing of employees.</p> <ul style="list-style-type: none"> <li>Report any incidence of reported covid symptoms in the workplace(DCC A/I system).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |          |               |                                                                                                                                                                        |  |  |  |  |
| <p><b>Increased numbers of employees attending Council offices/facilities</b></p> | <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Increased potential spread of infection through face to face contact/contaminated surfaces. Potential inability to carry out social distancing.</p> | <ul style="list-style-type: none"> <li>Home working to be carried out whenever possible and is the default work option where practicable.</li> <li>Manager's permission is required to access the workplace.</li> <li>Managers to risk assess the requirement for employee to attend workplace &amp; control numbers attending at any time e.g. rota system, staggered start/finish times.</li> <li>Line managers to limit numbers and frequency of persons attending the workplace.</li> <li>Vulnerable persons/or those Shielding are not permitted to attend the workplace.</li> <li>Social distancing 2m rule applies in all areas (including lifts and stairways).</li> </ul> | <b>5</b> | <b>2</b> | <b>10 (M)</b> | <ul style="list-style-type: none"> <li>Monitor Government guidance on the use of personal precautionary face masks/coverings and implement if/when advised.</li> </ul> |  |  |  |  |

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|                                                                                   |                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |          |               |  |  |  |  |  |  |
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|                                                                                   |                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>Regular hand washing guidance distributed (signage also displayed) and common knowledge.</li> <li>Employees should attend the workplace on foot or by car in preference to public transport.</li> <li>Physical distancing between cars in the car park should be observed.</li> </ul>                                                                                                                                                                                                                  |          |          |               |  |  |  |  |  |  |
| <p>Access and egress to buildings, internal traffic routes, stairs and lifts.</p> | <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/contaminated surfaces. Potential Inability to carry out social distancing.</p> | <ul style="list-style-type: none"> <li>Where possible, implement a one way system for in/out routes to buildings and access stairs. (reinforced by suitable signage).</li> <li>Install taped floor markings at 2m spacing at access/egress points as a visual cue for physical distancing discipline.</li> <li>Implement a 'keep to the left policy' in all walkways and corridors (reinforced by suitable signage).</li> <li>Demarcate 2m Safe zone around general signing in point/clock in screens where use cannot be avoided.</li> </ul> | <b>5</b> | <b>2</b> | <b>10 (M)</b> |  |  |  |  |  |  |

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|---------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
|         |                                                                                                 | <ul style="list-style-type: none"> <li>• Cleaning/hygiene stations to be located in close proximity to entrances/ signing in points.</li> </ul>                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |          |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |
| Page 46 | <p><b>Insufficient social distancing space within workplace, and congested room layouts</b></p> | <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces. Potential inability to carry out social distancing.</p> | <ul style="list-style-type: none"> <li>• Managers to risk assess requirement for employee to attend workplace.</li> <li>• Managers to control numbers attending at any time, based on available space (e.g. rota system, staggered start/finish times, queue systems)</li> <li>• Hot desking is not permitted.</li> <li>• All workstations should be kept clear of all paperwork, books, drawings and unnecessary clutter to enable hygienic cleaning (clear desk policy).</li> </ul> | <b>5</b> | <b>2</b> | <b>10 (M)</b> | <ul style="list-style-type: none"> <li>• Review furniture and room layouts – consider placing workstations temporarily out of use/removing to enable social distancing and safe access to/from workstations (2m distance).</li> <li>• Review capacity of meeting rooms and consider removing tables to enable physical distancing (2m rule).</li> <li>• Consider installing Perspex type screens in smaller meeting rooms to enable 1:1 meetings.</li> <li>•</li> </ul> |  |  |  |  |  |
|         | <p><b>Insufficient space/access to Welfare facilities, toilets/mess rooms/dining areas.</b></p> | <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces.</p>                                                     | <ul style="list-style-type: none"> <li>• Limited numbers of employees permitted in workplace to enable physical distancing (2m rule) and improve access to welfare facilities.</li> <li>• Numbers of employees in mess rooms/dining rest areas to be strictly</li> </ul>                                                                                                                                                                                                              | <b>5</b> | <b>2</b> | <b>10 (M)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |

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|----------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|-----------|---------------------------------------------------------------------------------------------|--|--|--|--|--|
|                                              | Potential Inability to carry out social distancing. | <p>limited to enable physical distancing.</p> <ul style="list-style-type: none"> <li>• Pre-prepared food/sandwiches should be eaten at the workstation in preference to a communal area.</li> <li>• Employees should not prepare 'rounds' of drinks for colleagues, individuals should prepare their own drinks/food only.</li> <li>• Any shared cooking equipment (e.g. microwave oven) must be suitably and hygienically cleaned before and after use)</li> <li>• Communal cups, plates and cutlery should not be used unless hygienically steam cleaned.</li> <li>• Access to toilet areas/rest rooms to be limited to enable physical distancing.(e.g. one person at a time)</li> <li>• All facilities cleaned frequently to enhanced levels with anti-bacterial cleaning products.</li> </ul> |          |          |           |                                                                                             |  |  |  |  |  |
| <b>Increased cleaning requirement/burden</b> | <b>Who:</b> FMU/Other cleaners                      | <ul style="list-style-type: none"> <li>• Increased cleaning regime in place with</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>5</b> | <b>2</b> | <b>10</b> | <ul style="list-style-type: none"> <li>• Monitoring by FMU Cleaning supervisors.</li> </ul> |  |  |  |  |  |

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|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
|         | <p><b>How:</b> Potential spread of infection through face to face contact/contaminated surfaces.<br/>Potential Inability to carry out social distancing.</p> | <p>special attention to regular touch points.</p> <ul style="list-style-type: none"> <li>• Provision of suitable PPE for cleaning staff.</li> <li>• Hygiene notices displayed at all pertinent locations.</li> </ul>         |                                                                                                                                                                                                                                                                                                                                                                                                                                |   | (M) |        |                                                                                                                                                                     |  |  |  |  |
| Page 48 | <p><b>Lack of/Insufficient access to Hygiene/Cleaning materials for employees</b></p>                                                                        | <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/contaminated surfaces.<br/>Potential Inability to carry out social distancing.</p> | <ul style="list-style-type: none"> <li>• Workstations cleaned regularly by Cleaning staff.</li> <li>• Access to alcohol gels for hand cleansing.</li> <li>• Guidance to all employees on regular hygienic cleaning of workstations.</li> <li>• Cleaning wipes provided to sanitize fixed workstation equipment e.g. keyboards, screens etc.</li> <li>• Site Managers to re-supply, replenish materials as required.</li> </ul> | 5 | 2   | 10 (M) | <ul style="list-style-type: none"> <li>• Team Managers to review provision of hand gels to team members.</li> </ul>                                                 |  |  |  |  |
|         | <p><b>Use of personal protective equipment (PPE) within the workplace</b></p>                                                                                | <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through prolonged use of PPE, hand to mouth/face contact, contact with</p>                                      | <ul style="list-style-type: none"> <li>• The routine use of disposable gloves in the workplace is not recommended due to increased likelihood of spreading infection.</li> <li>• The routine use of face masks within the workplace is not</li> </ul>                                                                                                                                                                          | 5 | 2   | 10 (M) | <ul style="list-style-type: none"> <li>• Monitor Government guidance on the use of personal precautionary face masks/coverings and implement if advised.</li> </ul> |  |  |  |  |
|         |                                                                                                                                                              |                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                |   |     |        |                                                                                                                                                                     |  |  |  |  |



**Appendix 2**

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|                                                    |                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |          |               |                                                                                                                                                                                                                                                                                                                                                             |  |  |  |  |  |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
|                                                    | contaminated surfaces.                                                                                                                                                                                                   | <p>currently advised by UK Government.</p> <ul style="list-style-type: none"> <li>Regular hand washing with soap and water / hand gels will be encouraged in accordance with NHS guidelines.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                         |          |          |               |                                                                                                                                                                                                                                                                                                                                                             |  |  |  |  |  |
| <b>Meetings Projects/Teams/1:1/informal ad-hoc</b> | <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/contaminated surfaces. Potential Inability to carry out social distancing.</p> | <ul style="list-style-type: none"> <li>Webbex video conferencing and other technology solutions are the preferred method of conducting meetings.</li> <li>Face to face meetings in the workplace to be agreed/arranged in advance with no ad-hoc desk side meetings to enable social distancing to be observed.</li> <li>Tool box talks can be conducted in open air spaces.</li> <li>Small team meetings/briefings to be conducted in suitable area to enable physical distancing (2m rule).</li> <li>Use of technology e.g. projectors or TV screens to present/share information.</li> </ul> | <b>5</b> | <b>2</b> | <b>10 (M)</b> | <ul style="list-style-type: none"> <li>Consult with ICT and review available technology/software packages e.g Teams, Zoom, Google Classroom.</li> <li>Managers to consider the balance of risk versus the benefits to employees/teams attending the workplace for limited periods to improve team efficiency, morale and maintain team dynamics.</li> </ul> |  |  |  |  |  |

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|                                                                                                               |                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |                 |                      |  |  |  |  |  |  |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|----------------------|--|--|--|--|--|--|
| <p><b>Customer facing activities (Employees/ members of the public (e.g. Receptions/payment counters)</b></p> | <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces. Potential inability to carry out social distancing.</p> | <ul style="list-style-type: none"> <li>• Avoid customer facing activity by promoting alternative contact methods such as telephone, email, electronic payments etc.</li> <li>• Advertise new preferred methods of contact to customers via website/social media/message banners on correspondence etc.</li> <li>• When face to face communication is still required, substitute physical face to face contact by other technical means such as video technology such as webex/zoom/ Facetime. (e.g. Potential for public video conference terminal in reception areas).</li> <li>• Where face to face contact is unavoidable, install engineering controls such as Perspex screening to segregate reception staff from visitors/customers, physical distance barriers, taped floor markings indicating</li> </ul> | <p><b>5</b></p> | <p><b>2</b></p> | <p><b>10 (M)</b></p> |  |  |  |  |  |  |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|----------------------|--|--|--|--|--|--|

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|------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 51</p> |  | <p>social distancing requirements.</p> <ul style="list-style-type: none"> <li>• Implement one way pedestrian systems (e.g. separate in/out doors, keep left systems for pedestrian routes/corridors, stairs for ascending/others for descending where practicable).</li> <li>• Develop and implement a safe system of work to reduce exposure for employees (including emergency procedures following contact with potential covid positive visitor).</li> <li>• Provide information, instruction and training for customer facing employees.</li> <li>• Provide information and prominent reinforcement signage for visitors and members of the public (including penalties for failing/refusing to observe the required procedures).</li> <li>• DCC Unacceptable behaviour signage displayed in a prominent position as a point of reference.</li> </ul> |  |  |  |  |  |  |  |  |  |
|------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|

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|                                                                                                     |                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |          |               |  |  |  |  |  |  |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|---------------|--|--|--|--|--|--|
|                                                                                                     |                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• Provide personal protective equipment for customer facing employees as a final resort.</li> <li>• Hygienic cleaning materials must be available at all reception areas.</li> <li>• Anti-bacterial Hand Gels to be made available at all reception areas.</li> </ul>                                                                                                                                                                                      |          |          |               |  |  |  |  |  |  |
| <p><b>Site Visits</b><br/>                 F.g. Work sites, Schools, Care Homes, Citizens homes</p> | <p><b>Who:</b> Employee, colleagues and any other contacts.<br/><br/> <b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces.<br/>                 Potential Inability to carry out social distancing.</p> | <ul style="list-style-type: none"> <li>• Line Managers to review &amp; prioritise work activities.</li> <li>• All site visits to be sanctioned by Line Manager.</li> <li>• Essential site visits only to be carried out.</li> <li>• All site visits to managed sites should be by appointment only.</li> <li>• Communicate with Site Managers before attending, to establish rules in place for accessing that site.</li> <li>• Maintain physical distancing rules (2m+) at all times.</li> </ul> | <b>5</b> | <b>2</b> | <b>10 (M)</b> |  |  |  |  |  |  |

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|                                                |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |          |                   |  |  |  |  |  |  |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|-------------------|--|--|--|--|--|--|
| <p><b>Use of vehicles</b></p>                  | <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces.</p> | <ul style="list-style-type: none"> <li>• Only essential travel to be carried out.</li> <li>• Persons travelling for work purposes should travel in separate vehicles i.e. driver only.</li> <li>• Where not practicable e.g. Refuse vehicles. two persons maximum per vehicle driving with windows fully open. Additional crew members to travel in a separate vehicle.</li> <li>• Vehicle cabs and door handles to be cleaned/sanitised before and after use.</li> <li>• Frequent handwashing/sanitising gel to be used.</li> <li>• Vehicles parked in car parks to be parked to allow social distancing (2m+ spacing).</li> </ul> | <p>5</p> | <p>2</p> | <p>10<br/>(M)</p> |  |  |  |  |  |  |
| <p><b>Use of shared/communal equipment</b></p> | <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/</p>                        | <ul style="list-style-type: none"> <li>• Use of shared equipment/tools to be minimised.</li> <li>• Equipment to be cleaned/sanitised before and after use.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>5</p> | <p>2</p> | <p>10<br/>(M)</p> |  |  |  |  |  |  |

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|                                                                                     |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |   |        |                                                                                                                                                           |  |  |  |  |  |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
|                                                                                     | contaminated surfaces.                                                                                                                                                | <ul style="list-style-type: none"> <li>• Single operator to be assigned to use equipment if practicable.</li> <li>• Personal computers and mobile phones/headsets to be used in preference to communal equipment.</li> <li>• Staff to be discouraged from using the vision time terminal and Clock in/out through mobile devices or personal laptop where possible.</li> <li>• Communal office equipment such as photocopiers, vision time terminals to be cleaned before/after use with hygienic wipes</li> </ul> |   |   |        |                                                                                                                                                           |  |  |  |  |  |
| <p><b>Information, Instruction, Training Supervision of Hygiene Precautions</b></p> | <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces.</p> | <ul style="list-style-type: none"> <li>• Maintain up to date knowledge of the latest national guidance, and any supporting DCC guidance via LINC, email or Facebook page.</li> <li>• Line managers advise / disseminate information to employees, any changes in working practice and operational procedures to reflect the latest national guidance.</li> </ul>                                                                                                                                                   | 5 | 2 | 10 (M) | <ul style="list-style-type: none"> <li>• Continue to monitor national guidance and respond accordingly as an organisation and as an individual</li> </ul> |  |  |  |  |  |

**Appendix 2**

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|         |                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                               |          |          |               |                                                                                                                                  |          |          |               |                                  |                   |  |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|---------------|----------------------------------------------------------------------------------------------------------------------------------|----------|----------|---------------|----------------------------------|-------------------|--|
|         |                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Regular briefings for employees – using best available methods/technology</li> </ul>                                                                                                                                                                                                                                                   |          |          |               |                                                                                                                                  |          |          |               |                                  |                   |  |
| Page 55 | <p><b>Air Conditioning &amp; forced air ventilation systems.</b></p> <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b></p> <ul style="list-style-type: none"> <li>Potential spread of infection through face to face contact/contaminated surfaces/distribution via air circulating systems.</li> </ul> | <ul style="list-style-type: none"> <li>Maintenance routines</li> <li>Regular monitoring of the condition and operation of all air conditioning, forced air ventilation and similar air handling equipment.</li> <li>Regular monitoring of the condition of filters to maintain the proper replacement rate of indoor air. (exceeding normal maintenance frequency)</li> </ul> | <b>5</b> | <b>2</b> | <b>10 (M)</b> | <ul style="list-style-type: none"> <li>Review monitoring frequency over time. Consider modifying frequency either way</li> </ul> | <b>5</b> | <b>2</b> | <b>10 (M)</b> | Facilities management unit (FMU) | Determined by FMU |  |

|             |          |
|-------------|----------|
| Risk Matrix | Severity |
|-------------|----------|

## Appendix 2

### Health and Safety Risk Assessment

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|            |               | 1 Insignificant | 2 Minor | 3 Moderate | 4 Major | 5 Catastrophic |
|------------|---------------|-----------------|---------|------------|---------|----------------|
| Likelihood | 1 Unlikely    | Very Low        | Low     | Low        | Low     | Medium         |
|            | 2 Rare        | Low             | Low     | Medium     | Medium  | Medium         |
|            | 3 Possible    | Low             | Medium  | Medium     | Medium  | High           |
|            | 4 Likely      | Low             | Medium  | Medium     | High    | High           |
|            | 5 Very Likely | Medium          | Medium  | High       | High    | Very High      |

#### Examples of Severity

| Risk Types | Injury | Damage/Loss | Effect on Service | Negligible injury but worth recording | Minor cuts, bumps and bruises | Minor building or equipment damage | Effect on some Service/Citizens | Negligible damage but worth recording | Minor building or equipment damage | Effect on some Service/Citizens | Injury with short term effect or visit to hospital | Damage to equipment or property – short term effect | Noticeable effect on Service/Citizens | RIDDOR Level event | Temporary loss of facility or equipment | Detrimental effect on Service/Citizens | Single/multiple fatalities | Total loss of building or equipment. | Loss of Service/ Adverse PR |
|------------|--------|-------------|-------------------|---------------------------------------|-------------------------------|------------------------------------|---------------------------------|---------------------------------------|------------------------------------|---------------------------------|----------------------------------------------------|-----------------------------------------------------|---------------------------------------|--------------------|-----------------------------------------|----------------------------------------|----------------------------|--------------------------------------|-----------------------------|
|            |        |             |                   |                                       |                               |                                    |                                 |                                       |                                    |                                 |                                                    |                                                     |                                       |                    |                                         |                                        |                            |                                      |                             |



|                              |                                                                                                                                                      |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report to</b>             | <b>Communities Scrutiny Committee</b>                                                                                                                |
| <b>Date of meeting</b>       | <b>3<sup>rd</sup> September 2020</b>                                                                                                                 |
| <b>Lead Member / Officer</b> | <b>Cllr Brian Jones: Lead Member for Waste, Transport and the Environment / Tony Ward: Head of Highways, Facilities &amp; Environmental Services</b> |
| <b>Report author</b>         | <b>Tony Ward</b>                                                                                                                                     |
| <b>Title</b>                 | <b>Recovery Theme: Infrastructure – Highways and Public Realm</b>                                                                                    |

## **1. What is the report about?**

- 1.1. This report is about “recovery” for highways and public realm. Recover in this context means recovery from Covid-19.

## **2. What is the reason for making this report?**

- 2.1. To enable Members to fulfil their scrutiny role by examining the issues relating to recovery for highways and public realm, and the plans currently in place to deliver our recovery objectives.

## **3. What are the Recommendations?**

- 3.1 That the Committee supports the recovery plan, as set out in Appendix A to this paper; and
- 3.2 if appropriate, identifies any aspects of the recovery work which may benefit from detailed examination in the future.

## **4. Report details**

- 4.1. Recovery for Highways can be seen in two phases. Phase 1 is short-term recovery, i.e. the need to resume “normal” highways maintenance activities. This is critical, as the longer we go without returning to “normal”, the harder (and more expensive) it will be to return the network back to the condition prior to the floods of February 2020.

- 4.2. Phase 2 is the need to establish a more sustainable model of maintaining the highways network to a standard that matches the expectation of our residents and Elected Members in the longer-term.
- 4.3. The recovery plan, attached at Appendix A, focusses largely on Phase 1: “short-term recovery”. Phase 2: “long-term recovery and sustainability” will be debated in greater detail during 2020/21, and will be discussed at future meetings of the Budget Board, Strategic Investment Group (SIG), etc. as part of the future budget-setting process.

## **5. How does the decision contribute to the Corporate Priorities?**

- 5.1. “Investing in roads and bridges to maintain a viable, sustainable infrastructure” is part of the Connected Communities priority – “*Communities are connected and have access to goods and services locally, online and through good transport links*”.

## **6. What will it cost and how will it affect other services?**

- 6.1. The cost of highways recovery, i.e. the cost of returning our highways network and associated highways infrastructure to the condition prior to the February 2020 floods, is currently unknown. Further work to calculate this is required once we have been able to complete a detailed inspection of all our assets. However, resuming “normal” highways maintenance activities again (after the hiatus caused by Covid-19) need not cost additional money. We already have capital funding available to deliver surfacing schemes (subject to contractor availability), and our internal highways workforce is now returning to work now that restrictions are easing.

## **7. What are the main conclusions of the Well-being Impact Assessment?**

- 7.1. It is felt that a Well-being Impact Assessment is not required for this paper.

## **8. What consultations have been carried out with Scrutiny and others?**

- 8.1. The report has been discussed with the Lead Member (June 2020); Senior Leadership Team (SLT) (18<sup>th</sup> June 2020); Informal Cabinet (6<sup>th</sup> July 2020); and Group Leaders (14<sup>th</sup> July 2020). Also, discussions about the Highways Capital Programme and the proposal regarding salt bins were discussed at informal Member Area Group (MAG) meetings throughout July 2020.

## **9. Chief Finance Officer Statement**

9.1. The funding position for the Council remains difficult and uncertain. Difficult decisions will continue to be required each year to balance the following:

- service savings, rationalisation and efficiencies
- the need to fund unavoidable pressures
- Council priorities and ambitions
- Level of Council Tax

There is a robust annual budget setting process in place to help balance these competing elements.

## **10. What risks are there and is there anything we can do to reduce them?**

10.1. There is a section relating to risks within the recovery plan report, attached at Appendix A.

## **11. Power to make the decision**

11.1. Scrutiny's powers in relation to matters detailed in this report are as per:

- 7.1 Section 21 of the Local Government Act 2000;
- 7.2 Section 7 of the Council's Constitution

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**Recovery Theme Plan Template**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Recovery Theme Title:</b> Infrastructure – Highways and Public Realm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Lead Officer:</b> Tony Ward - Head of Highways, Facilities & Environmental Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Lead Member:</b> Cllr Brian Jones - Lead Member for Waste, Transport and the Environment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Introduction:</b><br><br>This paper is concerned with “recovery” for highways and public realm. Recovery for Highways can be seen in two phases. Phase 1 is short-term recovery, i.e. the need to resume “normal” highways maintenance activities. This is critical, as the longer we go without returning to “normal”, the harder (and more expensive) it will be to return the network back to the condition prior to the floods of February 2020.<br><br>Phase 2 is the need to establish a more sustainable model of maintaining the highways network to a standard that matches the expectation of our residents and Elected Members in the longer-term.<br><br>This report focusses largely on Phase 1: “short-term recovery”. Phase 2: “long-term recovery and sustainability” will be debated in greater detail during 2020/21, and will be discussed at future meetings of the Budget Board, SIG, etc. as part of the future budget-setting process.                                                                                                          |
| <b>Summary of Recovery Theme:</b><br><br>A succession of major storms in February had a significant impact on our highways infrastructure. The storms also tied up our highways and public realm teams for several weeks, as they were required to deal with the aftermath of those weather events.<br><br>Then came Covid-19, which has had a profound impact on our ability to undertake maintenance of our highways assets, and to deliver public realm functions. In fact, Covid restrictions have even prevented us from doing a full assessment of the storm damage in February. Nevertheless, we know that there has been damage to our drainage assets, so our current inability to address these is a major concern ahead of next autumn / winter, and is something we urgently need to address.<br><br>For public realm functions, the issue is largely that Covid put us significantly behind schedule in terms of the activities that normally take place during the spring and early summer. It has proved difficult to catch-up with such work, and we have |

ended up with a backlog of work that has had an overall impact on the public realm. We are only now (late August 2020) getting to a position where the majority of our workforce is returning to work, and around 20% of our frontline Streetscene workforce have had to refrain from work completely since lockdown began.

The impact of 2020 has been even more significant for highways. Water is the main enemy of the roads, and the floods will have had a significant impact on the overall condition of the network. To compound that, due to Covid-19, virtually no highways maintenance has taken place since March, and getting much work done this summer/autumn is proving to be a challenge. To miss the usual window of opportunity to maintain and renew our roads, and then go straight back into another winter, is inevitably going to take its toll on the network. This lack of work doesn't just relate to surfacing and patching, but includes the lower key but equally fundamental elements of sweeping, ditch clearance and, to some extent, gully emptying. The recent thunderstorms have only added to this backlog with a lot of debris now evident in many locations.

Our reduced ability to maintain the network as normal this year will have implications for years to come. We cannot just return the network back to its previous condition by catching up later with the work we should have delivered during the past 6 months and during the rest of 2020. Once a road deteriorates into a poor condition, it can only be brought back to an acceptable standard at considerable cost.

In terms of major works that have not happened, we were only able to deliver 40 of the 54 planned surfacing schemes on the 2019/20 Capital Programme. Many of the remaining 14 schemes had been programmed in prior to Covid-19, but were subsequently postponed.

In addition to needing to deliver the remaining 14 priority schemes from 2019-20, we also have a Capital Programme for 2020/21 to deliver. We would normally be progressing well with that by this time of year. However, as noted above, very little has happened since the outbreak of Covid-19. We had hoped to put a micro asphalt programme together as part of the 2020/21 plan, but we have already lost the window of opportunity to undertake that work (i.e. the spring), so we will now look to include some additional roads to the priority list for re-surfacing instead.

Some contractors have returned to work to some extent, and we have been able to complete a few jobs that we were previously planned for March/April. Other work took place to get roads ready for our planned £700,000 Surface Dressing programme. However, we are still having issues with securing work from local contractors with most now trying to manage a backlog of work for a wide range of clients. This results in us being slotted in to suit their works programming and is therefore giving us less certainty as to what can be achieved. Progress is being made, and we have completed a few resurfacing and structures works in recent weeks, but we are not making the smooth progress that we would like. Although we are able to plan by measuring capital schemes up, delivering the work is still a

major challenge. The 'lockdown' is now easing, but things have been slow in terms of returning to normal levels of operation. With social distancing restrictions likely to be in place for the foreseeable future, it would appear that some operations may remain difficult for some time.

**Key Objectives:**

- Resuming “normal” highways maintenance activities
- Restoring highways to (or better than) the standard pre-February 2020 floods
- Re-establishing the statutory requirement to inspect the whole network, and thus regain the understanding of its current condition.
- Maintenance of public realm to expected standards.
- Delivery of Winter Maintenance, even if we see a 2<sup>nd</sup> second wave of Covid-19 this winter.

**Key Milestones (include any decision points e.g. Cabinet):**

1. Approval of recovery plan by Lead Member (achieved June 2020)
2. Discussion with SLT (18<sup>th</sup> June 2020)
3. Discussion and approval by Cabinet (Informal Cabinet – 6<sup>th</sup> July 2020)
4. Engagement with wider Members’ group (Group Leaders - 14<sup>th</sup> July 2020 and discussion about Capital Programme and salt bins at informal MAG meetings throughout July)
5. Communities Scrutiny Committee (3<sup>rd</sup> September 2020)

**Risks:**

1. That the network suffers irrevocable damage following the double-whammy of the February floods and the inability to undertake sufficient maintenance during 2020/21 due to Covid-19.
2. That the reputation of Council suffers significant damage, due to declining road conditions and declining standards of public realm standards.
3. That the Council faces an increased number of claims for damage that it is unable to defend, and that has a big financial, as well as reputational, impact.
4. That we are unable to deliver much of what we would normally achieve via our in-house teams before the inevitable constraints of Winter Maintenance restrict our capacity (e.g. when we grit during the night, those staff must rest during day and cannot deliver their substantive roles).

5. That an increased demand for public realm cleansing and grounds maintenance is not matched by our ability to deliver, due to limitations on our resources.
6. That the inevitable delay in our planned Ash Dieback project has a significant impact on our ability to tackle this issue in a timely manner. The plan was to have tree inspectors in place by 1<sup>st</sup> April in order to maximise the benefit of the Spring/Summer period, where visual inspection for Ash Dieback is much easier.
7. That the Council is unable to commit sufficient financial resources to enable the service to maintain the highways network in a sustainable manner in the long-term (this is Phase 2 of the recovery discussion, alluded to earlier).
8. That the Council is not able to fulfil its statutory duty regarding winter maintenance due to a 2<sup>nd</sup> wave of Covid-19 this winter. This is primarily because many of winter maintenance drivers are the same people who had to refrain from work during the 1<sup>st</sup> wave of Covid-19, with many in receipt of shielding letters from the NHS.

**Opportunities/plans:**

1. We are taking all necessary steps to try to deliver as much of the 2020/21 Capital Programme as possible. We are currently in regular dialogue with Surfacing and Minor Works Contractors to determine their availability and to see who is currently operating. At the same time, we are also working with procurement to establish the most expeditious way to appoint them. However, it should also be noted that utility companies and others are also taking the opportunity to clear backlogs, and this creates issues with planning works for all of us. The Streetworks team are doing their best to facilitate this effort and have been extremely busy as a result.
2. We developed a business case for a new approach to the provision of salt on non-gritted roads, with the aim of freeing up capacity within our in-house highways crews to undertake more highways maintenance work during the autumn. As highlighted earlier, this proposal was discussed (and supported) in various meetings with SLT, Informal Cabinet, Group Leaders and Informal MAGs. We are now in the process of implementing the proposal, and we have issued suitable communications to all members and the City, Town & Community Councils.
3. Review materials and processes used for highways maintenance, to explore new technologies and the potential for lower carbon options, in line with our corporate ambitions to become net carbon neutral.
4. Where resources allow, or where necessary to achieve best value for money in the medium-term, contractors are being used to deliver public realm works that we have fallen behind on.



5. We continue to look for opportunities to create additional wildflower areas within the public realm. Prior to reintroducing grass cutting in open spaces after lockdown, over 90 public realm areas were assessed for biodiversity potential. We identified 21 additional grassland sites which are now being managed in a different way (as a pilot), moving away from frequent mowing to create wildflower areas. The aim of this is to increase biodiversity.
6. Work with Conwy on a joint project re. Ash Dieback. We have recently appointed 2 tree inspectors (on 12-month secondments), and the Head of Service is in discussions with Conwy about establishing a joint project, with Conwy as the lead partner.

### **What does Success Look Like?**

- The highways network is not only restored to the condition that existed prior to the February 2020 floods, but the condition of the network matches the expectation of our residents and Elected Members.
- “Salt-heaping” replaced by more efficient and environmentally-friendly model, using salt bins, whilst still maintaining this important service.
- Public realm standards return to “normal”, i.e. to standards that existed before Covid-19.
- Increased number of sites being managed for biodiversity.
- We develop/agree a Corporate Ash Dieback Action Plan.
- We are able to fulfil our statutory duty regarding winter maintenance, even if we suffer from a 2<sup>nd</sup> wave of Covid-19 this winter

### **Next Steps:**

- Continue the work to secure the services of Surfacing and Minor Works Contractors to deliver the remaining schemes from 2019/20 and as much of the 2020/21 Capital Programme as possible in this financial year.
- Put forward options for the future highways funding model via the appropriate mechanisms in autumn 2020, e.g. Budget Board, SIG, etc.
- Formally establish a joint project board/team with Conwy to progress the Ash Dieback Project.
- Introduce (and document) additional measures to mitigate against the impact of a 2<sup>nd</sup> wave of Covid-19 on our ability to deliver Winter Maintenance.

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|                        |                                           |
|------------------------|-------------------------------------------|
| <b>Report to</b>       | <b>Communities Scrutiny Committee</b>     |
| <b>Date of meeting</b> | <b>3 September 2020</b>                   |
| <b>Lead Officer</b>    | <b>Rhian Evans, Scrutiny Co-ordinator</b> |
| <b>Report author</b>   | <b>Rhian Evans, Scrutiny Co-ordinator</b> |
| <b>Title</b>           | <b>Scrutiny Work Programme</b>            |

## **1. What is the report about?**

The report seeks the Communities Scrutiny Committee to review its draft forward work programme to reflect the implications of the focus on business critical operations during the emergency phase of the COVID -19 pandemic and the programmes of work underway or being planned under the recovery phase.

## **2. What is the reason for making this report?**

To seek the Committee to review and agree on its programme of future work, and to update members on relevant issues.

## **3. What are the Recommendations?**

That the Committee

- 3.1 having considered the information provided during the meeting, including any issues identified during consideration of the recovery priority delivery plans and those topics listed on the 'holding list' (Appendix 1b) determines the contents of its forward work programme; and
- 3.2 identifies key messages and themes from the current meeting which it wishes to publicise via the press and/or social media.

## 4. Report details

- 4.1 Section 7 of Denbighshire County Council's Constitution sets out each Scrutiny Committee's terms of reference, functions and membership, as well as the rules of procedure and debate.
- 4.2 The Constitution stipulates that the Council's scrutiny committees must set, and regularly review, a programme for their future work. By reviewing and prioritising issues, members are able to ensure that the work programme delivers a member-led agenda.
- 4.3 For a number of years it has been an adopted practice in Denbighshire for scrutiny committees to limit the number of reports considered at any one meeting to a maximum of four plus the Committee's own work programme report. The aim of this approach is to facilitate detailed and effective debate on each topic.
- 4.4 In recent years the Welsh Government (WG) and Audit Wales (AW) have highlighted the need to strengthen scrutiny's role across local government and public services in Wales, including utilising scrutiny as a means of engaging with residents and service-users. From now on scrutiny will be expected to engage better and more frequently with the public with a view to securing better decisions which ultimately lead to better outcomes for citizens. AW will measure scrutiny's effectiveness in fulfilling these expectations.
- 4.5 Having regard to the national vision for scrutiny whilst at the same time focussing on local priorities, the Scrutiny Chairs and Vice-Chairs Group (SCVCG) recommended that the Council's scrutiny committees should, when deciding on their work programmes, focus on the following key areas:
- budget savings;
  - achievement of the Corporate Plan objectives (with particular emphasis on the their deliverability during a period of financial austerity);
  - any other items agreed by the Scrutiny Committee (or the SCVCG) as high priority (based on the PAPER test criteria – see reverse side of the 'Member Proposal Form' at Appendix 2);

- Urgent, unforeseen or high priority issues; and
- Supporting the Council's recovery work in relation to the effects of the COVID-19 crisis on Council services, the local economy and the county's communities

#### 4.6 Scrutiny Proposal Forms

As mentioned in paragraph 4.2 above the Council's Constitution requires scrutiny committees to prepare and keep under review a programme for their future work. To assist the process of prioritising reports, if officers are of the view that a subject merits time for discussion on the Committee's business agenda they have to formally request the Committee to consider receiving a report on that topic. This is done via the submission of a 'proposal form' which clarifies the purpose, importance and potential outcomes of suggested subjects. No officer proposal forms have been received for consideration at the current meeting.

- 4.7 With a view to making better use of scrutiny's time by focussing committees' resources on detailed examination of subjects, adding value through the decision-making process and securing better outcomes for residents, the SCVCG decided that members, as well as officers, should complete 'scrutiny proposal forms' outlining the reasons why they think a particular subject would benefit from scrutiny's input. A copy of the 'member's proposal form' can be seen at Appendix 2. The reverse side of this form contains a flowchart listing questions which members should consider when proposing an item for scrutiny, and which committees should ask when determining a topic's suitability for inclusion on a scrutiny forward work programme. If, having followed this process, a topic is not deemed suitable for formal examination by a scrutiny committee, alternative channels for sharing the information or examining the matter can be considered e.g. the provision of an 'information report', or if the matter is of a very local nature examination by the relevant Member Area Group (MAG). No items should be included on a forward work programme without a 'scrutiny proposal form' being completed and accepted for inclusion by the Committee or the SCVCG. Assistance with their completion is available from the Scrutiny Co-ordinator.

## Cabinet Forward Work Programme

- 4.8 When determining their programme of future work it is useful for scrutiny committees to have regard to Cabinet's scheduled programme of work. For this purpose, a copy of the Cabinet's forward work programme is attached at Appendix 3.

## Progress on Committee Resolutions

- 4.9 A table summarising recent Committee resolutions and advising members on progress with their implementation is attached at Appendix 4 to this report.

## **5. Scrutiny Chairs and Vice-Chairs Group**

- 5.1 During the lockdown period Cabinet and Lead Members only took business critical decisions. The Council is now resuming many other day to day services as well as undertaking work to support Council services, local businesses and communities to recover from responding to the crisis and to emerge from it.
- 5.2 Under the Council's scrutiny arrangements the Scrutiny Chairs and Vice-Chairs Group (SCVCG) performs the role of a coordinating committee. The Group met by video conference in June and July 2020 to consider how best to restart the scrutiny committees' work following the emergency period of the COVID-19 crisis.
- 5.3 The three committees' forward work programmes were already well populated prior to the coronavirus outbreak. The Group needed to consider a Scrutiny-wide approach to the scrutiny of the important recovery plans and how the committees could manage the incorporation into the new forward work programmes of those items which Scrutiny deemed to be important before the pandemic.
- 5.4 To facilitate this the Group agreed that all committees work programmes should be cleared of all outstanding items, with these topics being placed on a 'holding list' whilst enquiries were made in relation to whether the issues were still current, related to the Council's recovery work and when officers realistically expected to be in a position to report on them to the committees. Adopting this approach would free-up the committees at their first meetings since the lockdown to focus on the draft delivery plans for the Council's COVID-19 Recovery Priorities. Scrutiny will, for the remainder of this Council's term of office, have a crucial role to play in supporting the

Council's recovery from responding to the pandemic and identifying the lessons learnt from it to help shape future service delivery models and plans to respond to any similar incidents that may lie ahead. Hence the reason why the Committee is today focussing its work on the draft delivery plans shown on the agenda.

- 5.5 Items held over from the Committee's original forward work programme and placed on the 'holding list' can be seen at Appendix 1(b) and the Committee is asked to consider which of these items merit being included on the revised forward work programme and the timing of their rescheduling.
- 5.6 The next meeting of the Scrutiny Chair and Vice- Chairs Group is scheduled for the 10 September 2020.
- 5.7 With a view to raising Scrutiny's profile and encouraging public engagement the Group recently decided that all three scrutiny committees should, for a trial period, identify key themes or messages arising from their meetings for publication via the Authority's social media pages and the local press. The Committee is therefore asked to identify which themes or messages it wishes to highlight from the current meeting.

## **6. How does the decision contribute to the Corporate Priorities?**

Effective scrutiny will assist the Council to deliver its corporate priorities in line with community needs and residents' wishes. Continual development and review of a coordinated work programme will assist the Council to deliver its corporate priorities, improve outcomes for residents whilst also managing austere budget cuts.

## **7. What will it cost and how will it affect other services?**

Services may need to allocate officer time to assist the Committee with the activities identified in the forward work programme, and with any actions that may result following consideration of those items.

## **8. What are the main conclusions of the Well-being Impact Assessment?**

A Well-being Impact Assessment has not been undertaken in relation to the purpose or contents of this report. However, Scrutiny's through its work in examining service delivery, policies, procedures and proposals will consider their impact or potential impact on the sustainable development principle and the well-being goals stipulated in the Well-being of Future Generations (Wales) Act 2015.

## **9. What consultations have been carried out with Scrutiny and others?**

None required for this report. However, the report itself and the consideration of the forward work programme represent a consultation process with the Committee with respect to its programme of future work.

## **10. What risks are there and is there anything we can do to reduce them?**

No risks have been identified with respect to the consideration of the Committee's forward work programme. However, by regularly reviewing its forward work programme the Committee can ensure that areas of risk are considered and examined as and when they are identified, and recommendations are made with a view to addressing those risks.

## **11. Power to make the decision**

Section 7.11 of the Council's Constitution stipulates that scrutiny committees and/or the Scrutiny Chairs and Vice-Chairs Group will be responsible for setting their own work programmes, taking into account the wishes of Members of the Committee who are not members of the largest political group on the Council.

### **Contact Officer:**

Rhian Evans, Scrutiny Coordinator

Tel No: (01824) 712554

e-mail: [rhian.evans@denbighshire.gov.uk](mailto:rhian.evans@denbighshire.gov.uk)



## Communities Scrutiny Committee Forward Work Plan

Note: Items entered in italics have not been approved for submission by the Committee. Such reports are listed here for information, pending formal approval.

| Meeting     | Lead Member(s)                    | Item (description / title) |                                            | Purpose of report                                                                                   | Expected Outcomes                                                                                                                                                                                                                                                      | Author                         | Date Entered       |
|-------------|-----------------------------------|----------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------|
| 3 September | <b>Cllr. Julian Thompson-Hill</b> | 1.                         | Infrastructure – Council Buildings         | To examine the post COVID-19 Recovery Plan for Infrastructure – Council Buildings Recovery Priority | (i) Assurances that the Recovery Priority deals with all critical aspects of the recovery of Council buildings to deliver services to the public;<br>(ii) Identification of any future areas for scrutiny relating to this Recovery Priority                           | Steve Gadd                     | By SCVCG July 2020 |
|             | <b>Cllr. Brian Jones</b>          | 2.                         | Infrastructure – Highways and Public Realm | To examine the post COVID-19 Recovery Plan for Infrastructure – Highways and Public Realm           | (i) Assurances that the Recovery Priority deals with all critical aspects of the recovery of the Council's public realm to pre-February 2020 floods and pre-COVID standard;<br>(ii) Identification of any future areas for scrutiny relating to this Recovery Priority | Tony Ward                      | By SCVCG July 2020 |
|             | <b>Cllr. Huw Hilditch-Roberts</b> | 3.                         | Schools<br><b>[Education]</b>              | To examine the post COVID-19 Recovery Plan for Schools                                              | (i) Assurances that the Recovery Priority deals with all critical aspects of the recovery of the Council's schools and safeguarding matters;<br>(ii) Identification of any future areas for scrutiny relating to this Recovery Priority                                | Geraint Davies/Rhiain Morrelle | By SCVCG July 2020 |
| 22 October  |                                   |                            |                                            |                                                                                                     |                                                                                                                                                                                                                                                                        |                                |                    |
|             |                                   |                            |                                            |                                                                                                     |                                                                                                                                                                                                                                                                        |                                |                    |

Communities Scrutiny Committee Forward Work Plan

| Meeting                    | Lead Member(s) | Item (description / title) | Purpose of report | Expected Outcomes | Author | Date Entered |
|----------------------------|----------------|----------------------------|-------------------|-------------------|--------|--------------|
|                            |                |                            |                   |                   |        |              |
|                            |                |                            |                   |                   |        |              |
|                            |                |                            |                   |                   |        |              |
| 10 December                |                |                            |                   |                   |        |              |
|                            |                |                            |                   |                   |        |              |
|                            |                |                            |                   |                   |        |              |
|                            |                |                            |                   |                   |        |              |
| Jan/Feb 2021<br>(date tbc) |                |                            |                   |                   |        |              |
|                            |                |                            |                   |                   |        |              |
|                            |                |                            |                   |                   |        |              |
| March/Apr 2021 (date tbc)  |                |                            |                   |                   |        |              |
|                            |                |                            |                   |                   |        |              |

Communities Scrutiny Committee Forward Work Plan

**Future Issues**

| Item (description / title) | Purpose of report | Expected Outcomes | Author | Date Entered |
|----------------------------|-------------------|-------------------|--------|--------------|
|                            |                   |                   |        |              |
|                            |                   |                   |        |              |

**For future years**

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |

**Information/Consultation Reports**

| Information / Consultation | Item (description / title) | Purpose of report | Author(s) | Date Entered |
|----------------------------|----------------------------|-------------------|-----------|--------------|
|                            |                            |                   |           |              |

**Note for officers – Committee Report Deadlines**

| Meeting     | Deadline         | Meeting    | Deadline         | Meeting     | Deadline           |
|-------------|------------------|------------|------------------|-------------|--------------------|
| 3 September | <b>20 August</b> | 22 October | <b>8 October</b> | 10 December | <b>26 November</b> |

03/07/2020 RhE

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## ITEMS LISTED ON SCRUTINY COMMITTEE FORWARD WORK PROGRAMMES PRE COVID-19

| Head of Service/Report Author(s)        | Committee   | Date currently scheduled | Report Title                                                                                                                                                                                                                                                  | Relates to Recovery Theme (Y/N if Y which theme)                                           | Realistic date when report will be available for presentation                                                  |
|-----------------------------------------|-------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Tania Silva/Karen Bellis                | Communities | Was 2 July (cancelled)   | Community Benefits Policy                                                                                                                                                                                                                                     | Yes, goes towards building community resilience and gaining additional value for DCC spend | Prepared for July meeting, ready any time.                                                                     |
| Geraint Davies/James Wood/Dawn Anderson | Communities | Was 2 July (cancelled)   | WG Free Childcare Offer in Denbighshire<br><br>(the Childcare Offer is on hold, replaced by the Coronavirus Childcare Assistance Scheme (C-CAS) which began from the 1 <sup>st</sup> April 2020 and is anticipated to run until 30 <sup>th</sup> August 2020) | No                                                                                         | Requested report could be provided in July 2020 as all relevant data is available. Information report perhaps? |
| Geraint Davies/James Curran             | Communities | Was 2 July (cancelled)   | The process for determining the allocation of 21 <sup>st</sup>                                                                                                                                                                                                | No                                                                                         | Report completed - any time September 2020 onwards                                                             |

|                                         |             |             |                                                                          |                                                                                                                                                                                                                                                                       |                                                                                                                                 |
|-----------------------------------------|-------------|-------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
|                                         |             |             | Century Schools Band B Funding                                           |                                                                                                                                                                                                                                                                       |                                                                                                                                 |
| Geraint Davies/James Curran             | Communities | 3 September | Impact of the Ruthin Primary Education Area Review                       | No                                                                                                                                                                                                                                                                    | October / November 2020                                                                                                         |
| Emlyn Jones/Peter Daniels               | Communities | 3 September | The Role of Denbighshire in Public Transport and Active Travel Provision | No                                                                                                                                                                                                                                                                    | Need to reflect on what the purpose of this report is and, if we still feel a report is necessary, when this will be presented? |
| Tony Ward/Tara Dumas                    | Communities | 3 September | Waste and Recycling (pilot projects and benefits realisation)            | No                                                                                                                                                                                                                                                                    | 22 October 2020                                                                                                                 |
| Alan Smith/Craig Berry/Sian Lloyd-Price | Communities | 3 September | Ruthin Gaol                                                              | Not related to recovery, but the issue is a bit contentious in Ruthin. We could organise a briefing as an alternative if necessary Not related to recovery, but the issue is a bit contentious in Ruthin. We could organise a briefing as an alternative if necessary | Report should be ready by September                                                                                             |

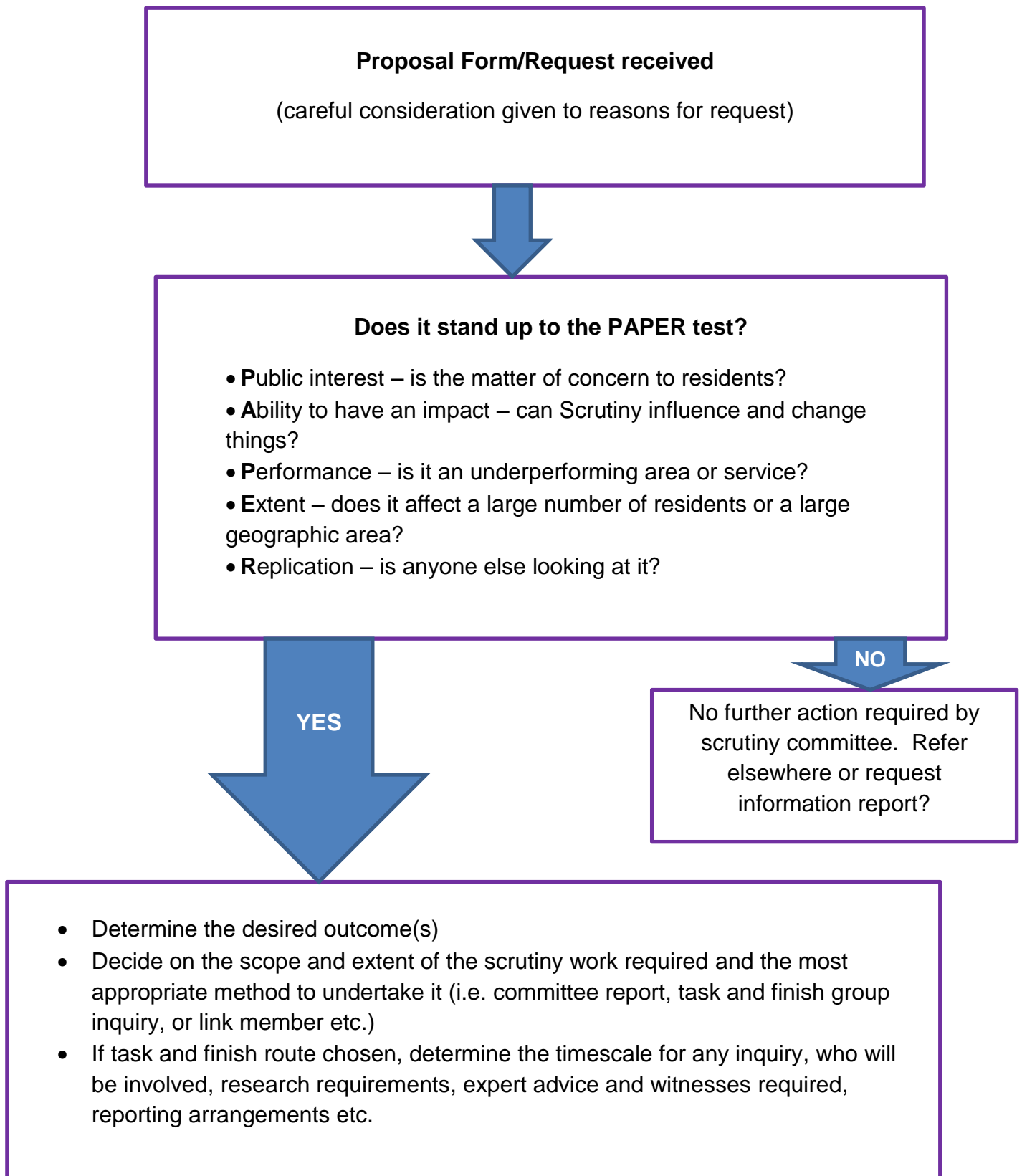
|                                       |             |                                   |                                                   |                                                                                                                                                           |                                                                                            |
|---------------------------------------|-------------|-----------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Tony Ward/Wayne Hope                  | Communities | 22 October                        | Flood Management Responsibilities in Denbighshire | No                                                                                                                                                        | 10 December 2020                                                                           |
| Tony Ward/Wayne Hope                  | Communities | 22 October                        | Flood Risk Management across Denbighshire         | No                                                                                                                                                        | 10 December 2020                                                                           |
| Emlyn Jones/Mike Jones/Peter Daniels  | Communities | 10 December                       | Draft Tourism Signage Strategy for Denbighshire   | No – although a link to business support recovery plan                                                                                                    | Only one meeting of the Working Group took place before lockdown. Defer further into 2021. |
| Steve Gadd/Paul Barnes/Rachel Thomas  | Communities | Early 2021                        | Universal Credit                                  | No – However Covid has significantly increased the numbers of customers now on UC in Denbighshire, but Covid has not challenged the process for customers | Papers could be produced for early 2021 if still required.                                 |
| Geraint Davies/Ian Land/Peter Daniels | Communities | No date as yet                    | Denbighshire's Learner Transport Policy           | No                                                                                                                                                        | Jan 2021 or later                                                                          |
| Emlyn Jones/Mike Jones                | Communities | Information Report – January 2021 | Car Park Asset/Investment Management Plan         | No                                                                                                                                                        | Info report – can be prepared for early 2021                                               |





| <b>Member Proposal Form for Scrutiny Forward Work Programme</b>                                                                                                                        |               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>NAME OF SCRUTINY COMMITTEE</b>                                                                                                                                                      |               |
| <b>TIMESCALE FOR CONSIDERATION</b>                                                                                                                                                     |               |
| <b>TOPIC</b>                                                                                                                                                                           |               |
| <b>What needs to be scrutinised (and why)?</b>                                                                                                                                         |               |
| <b>Is the matter one of concern to residents/local businesses?</b>                                                                                                                     | <b>YES/NO</b> |
| <b>Can Scrutiny influence and change things?</b><br>(if 'yes' please state how you think scrutiny can influence or change things)                                                      | <b>YES/NO</b> |
| <b>Does the matter relate to an underperforming service or area?</b>                                                                                                                   | <b>YES/NO</b> |
| <b>Does the matter affect a large number of residents or a large geographical area of the County</b><br>(if 'yes' please give an indication of the size of the affected group or area) | <b>YES/NO</b> |
| <b>Is the matter linked to the Council's Corporate priorities</b><br>(if 'yes' please state which priority/priorities)                                                                 | <b>YES/NO</b> |
| <b>To your knowledge is anyone else looking at this matter?</b><br>(If 'yes', please say who is looking at it)                                                                         | <b>YES/NO</b> |
| <b>If the topic is accepted for scrutiny who would you want to invite to attend e.g. Lead Member, officers, external experts, service-users?</b>                                       |               |
| <b>Name of Councillor/Co-opted Member</b>                                                                                                                                              |               |
| <b>Date</b>                                                                                                                                                                            |               |

## Consideration of a topic's suitability for scrutiny



## Cabinet Forward Work Plan

| Meeting        | Item (description / title) |                                                                   | Purpose of report                                                              | Cabinet Decision required (yes/no) | Author – Lead member and contact officer        |
|----------------|----------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------|
| <b>22 Sept</b> | 1                          | Final draft Revised Housing & Homelessness Strategy & Action Plan | To seek Cabinet's support and recommendation that Council approve the document | Yes                                | Councillor Tony Thomas / Angela Loftus          |
|                | 2                          | Annual Performance Review                                         | To consider current performance against Corporate Plan priorities 2019-2020    | Tbc                                | Councillor Julian Thompson-Hill / Iolo McGregor |
|                | 3                          | Proposed sale of land formerly part of Lodge Farm in Denbigh      | To seek Cabinet's authorisation to the proposed sale.                          | Yes                                | Councillor Julian Thompson-Hill / Mair Jones    |
|                | 4                          | Finance Report                                                    | To update Cabinet on the current financial position of the Council             | Tbc                                | Councillor Julian Thompson-Hill / Steve Gadd    |
|                | 5                          | Items from Scrutiny Committees                                    | To consider any issues raised by Scrutiny for Cabinet's attention              | Tbc                                | Scrutiny Coordinator                            |
|                |                            |                                                                   |                                                                                |                                    |                                                 |
| <b>20 Oct</b>  | 1                          | Finance Report                                                    | To update Cabinet on the current financial position of the Council             | Tbc                                | Councillor Julian Thompson-Hill / Steve Gadd    |
|                | 2                          | Items from Scrutiny Committees                                    | To consider any issues raised by Scrutiny for Cabinet's attention              | Tbc                                | Scrutiny Coordinator                            |

## Cabinet Forward Work Plan

| Meeting       | Item (description / title) |                                                                                             | Purpose of report                                                                                                        | Cabinet Decision required (yes/no) | Author – Lead member and contact officer                   |
|---------------|----------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------|
|               |                            |                                                                                             |                                                                                                                          |                                    |                                                            |
| <b>24 Nov</b> | 1                          | Corporate Plan Quarter 2 Performance Report                                                 | To monitor the Council's progress in delivering the Corporate Plan 2017-22                                               | Tbc                                | Councillor Julian Thompson-Hill / Iolo McGregor            |
|               | 2                          | Denbighshire and Flintshire Joint Archive Project                                           | To approve the proposals and deliver a new building and commit to allocate match funding for the project                 | Yes                                | Councillor Tony Thomas / Alan Smith / Helen Vaughan-Evans  |
|               | 3                          | North Wales Economic Ambition Board Growth Deal: Governance Agreement for relevant partners | To seek agreement to recommend the Governance Agreement 2 to full Council                                                | Tbc                                | Councillor Hugh Evans / Graham Boase                       |
|               | 4                          | Finance Report                                                                              | To update Cabinet on the current financial position of the Council                                                       | Tbc                                | Councillor Julian Thompson-Hill / Steve Gadd               |
|               | 5                          | Items from Scrutiny Committees                                                              | To consider any issues raised by Scrutiny for Cabinet's attention                                                        | Tbc                                | Scrutiny Coordinator                                       |
|               |                            |                                                                                             |                                                                                                                          |                                    |                                                            |
| <b>15 Dec</b> | 1                          | Contract Procedure Rules                                                                    | To consider the reviewed contract procedures rules which will require adoption and form part of the council constitution | Tbc                                | Councillor Julian Thompson-Hill / Lisa Jones / Helen Makin |

**Cabinet Forward Work Plan**

| <b>Meeting</b> | <b>Item (description / title)</b> |                                | <b>Purpose of report</b>                                           | <b>Cabinet Decision required (yes/no)</b> | <b>Author – Lead member and contact officer</b> |
|----------------|-----------------------------------|--------------------------------|--------------------------------------------------------------------|-------------------------------------------|-------------------------------------------------|
|                | 2                                 | Finance Report                 | To update Cabinet on the current financial position of the Council | Tbc                                       | Councillor Julian Thompson-Hill / Steve Gadd    |
|                | 3                                 | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet’s attention  | Tbc                                       | Scrutiny Coordinator                            |
|                |                                   |                                |                                                                    |                                           |                                                 |

Note for officers – Cabinet Report Deadlines

| <i>Meeting</i>   | <i>Deadline</i>    | <i>Meeting</i> | <i>Deadline</i>  | <i>Meeting</i>  | <i>Deadline</i>    |
|------------------|--------------------|----------------|------------------|-----------------|--------------------|
|                  |                    |                |                  |                 |                    |
| <i>September</i> | <b>8 September</b> | <i>October</i> | <b>6 October</b> | <i>November</i> | <b>10 November</b> |

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Cabinet Forward Work Programme.doc

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## Progress with Committee Resolutions

| Date of Meeting | Item number and title                                            | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Progress                                                                                                                      |
|-----------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| 12 March 2020   | 5. Denbighshire Learner Transport Policy: Non-Statutory Elements | <p><b><u>Resolved:</u></b> - <i>subject to the above observations</i></p> <p>–</p> <p>(i) <i>to endorse the Working Group's recommendation that there should be no change to the non-statutory elements presently in the Learner Transport Policy;</i></p> <p>(ii) <i>that, in line with the Chair of the Working Group's suggestion, the Working Group should not be disbanded and that the Authority keep a watching brief over the next 12 months on the impact of the Public Vehicle Accessibility Regulations (PSVAR) and the Welsh Government's review of Post 16 Learner Travel, both of which will have significant bearing on post-16 transport discussions; and</i></p> <p>(iii) <i>provide the Committee with a report in due course on the impact of the above on the Council's learner transport policy and associated budget.</i></p> | <p>Lead Member and officers advised of the Committee's recommendations.</p> <p>Also see Appendix 1b to the current report</p> |

|  |                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                       |
|--|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>6. Tourism Signage Strategy for Denbighshire</b></p>                                             | <p><b><u>Resolved:</u></b></p> <p>(i) <i>subject to the above observations to support the continuation of the work to develop the Tourism Signage Strategy, including extending an invitation to representatives from the North and Mid Wales Trunk Road Agency (NMWTRA) to contribute towards the Strategy's development as and when the Working Group deemed appropriate; and</i></p> <p>(ii) <i>be presented with the final draft of the Tourism Strategy in late 2020/early 2021 for examination prior to its approval</i></p> | <p>Lead Member and officers advised of the Committee's recommendations. Also Appendix 1b regarding the revised timescale for the draft Strategy's production</p>                                                                                                                                                                                                                      |
|  | <p><b>7. Progress Report on Recommendations Stemming from the Llantysilio Mountain Fire Review</b></p> | <p><b><u>Resolved:</u></b></p> <p>(i) <i>subject to the above observations to acknowledge the progress made to date in implementing the Committee's recommendations following its inquiry into the fire on Llantysilio Mountain and its impact;</i></p> <p>(ii) <i>confirmed that as part of their consideration they had read, understood and taken into account the Well-being Impact Assessment (WIA) on the Moorland Management and Wildfire Prevention Project (Appendix 2 to the report); and</i></p>                        | <p>Lead Member and officers informed of the Committee's observations and recommendations. Fire and Rescue Authority representatives also aware to raise matter detailed in (iii) with the Fire and Rescue Authority</p> <p>Appointment of the Moorland Management Officer has been delayed due to work pressures within the Service caused by the need to respond to the COVID-19</p> |



|  |                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                    |                                                                                              |
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|  |                                                                                                                                                                                                                   | <p>(iii) <i>that representations should be made to North Wales Fire and Rescue Service), via the Council's representatives on the Fire and Rescue Authority, seeking it to reconsider its decision not to provide financial support for the Moorland Management Officer post that was to be established in the near future</i></p> | <p>crisis. The post was advertised recently with a closing date in late August.</p>          |
|  | <p><b>8. Well-being of Future Generations: An examination of taking steps to revise household waste collection, supporting the well-being objective of delivering an attractive and protected environment</b></p> | <p><b><u>Resolved:</u></b> - <i>following consideration of the findings of the Wales Audit Office (WAO) and subject to the above observations, to confirm that it was satisfied with the Council's response to the suggested opportunities for improvement identified within the WAO's report.</i></p>                             | <p>Lead Member and officers informed of the Committee's observations and recommendations</p> |

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