

Appendix 1 - Decision Log – Leadership Group

Date	Decision	Group
18 th March 2020	<p>Provision of school meals</p> <p>Approach to provision of school meals.</p> <p>Decision Noted</p>	Leadership Group
19 th March 2020	<p>Executive Director recruitment</p> <p>Suspension of Executive Director recruitment process and maintenance of existing acting-up arrangements.</p> <p>Decision Agreed.</p>	Leadership Group
23 rd March 2020	<p>Mourners at Funerals</p> <p>Number of mourners permitted at funeral or crematorium services. Advice that mourners should be restricted to close family and number able to be accommodated respecting social distancing guidance. Preference for one clear decision but noted the changing national advice.</p> <p>Decision Agreed</p> <p>Noted.</p> <p>Single, clear decision preferred but recognised national decisions may impact; ‘close family’ language at the moment as further guidance sought.</p>	Leadership Group
23 rd March	Helensburgh kerbside glass collections	Leadership

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2020	<p>Policy decision in relation to suspension of kerbside glass collections in Helensburgh.</p> <p>Decision Agreed</p>	Group
23 rd March 2020	<p>School Crossing Patrols</p> <p>School crossing patrol service will be suspended as staff within vulnerable group and reduced need following school closure.</p> <p>Decision Agreed</p>	Leadership Group
23 rd March 2020	<p>Closure of Customer Service Points</p> <p>Closure of Customer Service Points to public access unless attending a scheduled meeting.</p> <p>Decision Agreed</p>	Leadership Group
25 th March 2020	<p>Various closures</p> <p>Closure of play parks, suspension of pontoons, closure to cruise ships.</p> <p>Decision Agreed but information and messaging on car parking to be circulated to Leadership group prior to issue.</p>	Leadership Group
25 th March 2020	<p>Suspension of Waste Services</p>	Leadership Group

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	<p>Communications to be issued to all members ASAP in relation to the suspension of waste services. Situation will be reviewed on a weekly basis.</p> <p>Decision Agreed with additional requests for:-</p> <p>Press release, clarity on food waste aspect and information on staff safety.</p>	
<p>25th March 2020</p>	<p>Scottish Sea Farms request</p> <p>Request from Scottish Sea Farms for temporary commercial berthing at Oban breakwater, supported by OLI Area Committee.</p> <p>Decision Agreed with decision to be communicated to Members.</p>	<p>Leadership Group</p>
<p>25th March 2020</p>	<p>Number of people permitted within crematorium</p> <p>Request on people permitted to be present within crematorium following staff concerns. Service reviewing in terms of operational need/overall resource.</p> <p>Decision Agreed with proposal to limit to 8 people.</p>	<p>Leadership Group</p>
<p>26th March 2020</p>	<p>Provision of free school meals</p> <p>Provision of free school meals to key worker children not normally eligible.</p> <p>Decision Agreed.</p>	<p>Leadership Group</p>

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26 th March 2020	<p>Conversion of Oban Airport PSO plane</p> <p>Conversion of Oban Airport PSO plane to support landing at Coll without fire cover.</p> <p>Decision Endorsed.</p>	Leadership Group
26 th March 2020	<p>Suspension requests</p> <p>Service suspension requests: Non-critical Building Standards, Planning, Housing and Environmental Health.</p> <p>Decision Agreed. Economic Growth to focus solely on business support.</p> <p>Decision Agreed in principle with more detail/assurance on potential impacts on longer-term activity.</p>	Leadership Group
26 th March 2020	<p>Service Suspension requests</p> <p>Roads, Amenity and Infrastructure Services suspension requests:</p> <ul style="list-style-type: none"> • Glass collection bring sites • Bin delivery and replacement • Street light repairs (focus on dangerous defects) • LED project (focus on dangerous defects) • Warden service (focus on statutory duties) 	Leadership Group

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	<p>Decision Agreed – all will be kept under review in context of available resources and changing positions.</p>	
<p>26th March 2020</p>	<p>Number of people at graveside funerals Request to limit people permitted at graveside funerals to eight in line with crematorium position.</p> <p>Decision Agreed.</p>	<p>Leadership Group</p>
<p>27th March 2020</p>	<p>Implementation of fees and charges Seeking delay of implementation of fees and charges (agreed at budget meeting on 27th February) to Monday 6th April.</p> <p>Decision Agreed</p>	<p>Leadership Group</p>
<p>31st March 2020</p>	<p>Commercial tenants with rent difficulties Commercial tenants with rent difficulties can have payments deferred for three months, on request and in line with national support (initially for noting but shifted to decision).</p> <p>Decision Agreed.</p>	<p>Leadership Group</p>
<p>3rd April 2020</p>	<p>Waste Management The Leadership Group noted the proposal to move to a 2 weekly collection schedule for both green and blue bins (to include food waste) as from 6 April 2020.</p>	<p>Leadership Group</p>

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	<p>The Group had been contacted via e-mail and had agreed that the new schedule be implemented.</p> <p>Decision The Leadership Group confirmed the decision to move to a 2 weekly collection schedule.</p>	
<p>3rd April 2020</p>	<p>Mail Arrangements</p> <p>Arrangements for mail. Options (local arrangements consolidation to 9 offices or centralisation to Kilmory) have been considered and the recommendations are:</p> <ul style="list-style-type: none"> a) Mail will be processed using existing arrangement at Council offices with the opening, sorting and scanning of mail on a minimum of a weekly basis. This is to be undertaken by Customer Service Points and individual services in consultation with Site and Premises Manager where access may be coordinated b) Relax the Councils customer service standards for responding to written correspondence the next 2 months. c) Issue communication via the website and to key stakeholders that all non-essential contact with the Council should be by email, telephone through the contact management centre, or web-based enquiries. <p>Decision The Strategic Group agreed:-</p> <ul style="list-style-type: none"> 1. To implement the arrangements for mail as outlined; and 2. To the relaxation in the service standards for responses to written correspondence for the next 2 months with staff being advised that they should endeavour to meet the current standards 	<p>Strategic Group and noted by Leadership</p>

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	where possible.	
3 rd April 2020	<p>Care for People</p> <p>The Strategic Group noted the request from the Care For People Group for guidance and risk assessment information to assist with volunteering when lone working is required.</p> <p>Decision</p> <p>The Strategic Group agreed that the Council’s Health and Safety team would liaise with relevant parties to provide assistance and documentation in relation to lone working.</p>	Strategic Group and noted by Leadership Group
6 th April 2020	<p>Education HUBS opening hours</p> <p>The Strategic Group noted a request from Education in relation to investigating the provision of additional operating hours for Childcare Hubs.</p> <p>Decision</p> <p>The Strategic Group agreed that officers should investigate the options for providing additional childcare hours.</p> <p>Note – decision taken to open HUBS from 8am till 6pm</p>	Strategic Group and noted by Leadership Group
6 th April 2020	<p>Helpline Information</p> <p>The Strategic Group considered a briefing which outlined the proposal for cover on the Care For People Helpline over the holiday weekend.</p> <p>Decision</p> <p>The Strategic Group agreed:-</p>	Strategic Group and agreed by Leadership Group

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	<ol style="list-style-type: none"> 1. To support the proposal to have the helpline open from 10am till 1pm on both Good Friday and Easter Monday, with no cover on Saturday and Sunday as demand is very low; and 2. To refer this to the Leadership Group for decision at their meeting on 7th April 2020. 	
6 th April 2020	<p>Covid Homeless pressures</p> <p>The Strategic Group considered the report relating to Homeless pressures.</p> <p>Decision The Strategic Group agreed:-</p> <ol style="list-style-type: none"> 1. To note the additional provision already made and the extra expense incurred; 2. To support the proposed HSCP mobilisation plans & costs at Appendix A on the basis that officers ensure that they work with the Acting Head of Financial Services to maximise the options for recovering net additional costs; 3. To make a formal request to RSL Chief Executives to agree in principle to either: <ul style="list-style-type: none"> • Make permanent offers to Homeless clients, or Make properties available for Temporary accommodation (let by the Council) for Homeless clients. 	Strategic Group and noted by Leadership Group
6 th April 2020	<p>Accelerated Recruitment</p> <p>The Strategic Group considered a briefing on the options for accelerated recruitment processes.</p> <p>Decision The Strategic Group agreed the process for accelerated recruitment.</p>	Strategic Group and noted by Leadership Group
6 th April 2020	<p>Council Tax Reminders</p> <p>The Strategic Group considered a proposal in relation to the issue of reminder notices for Council Tax and reflected on the position in other Local Authorities.</p>	Strategic Group and noted by Leadership

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	<p>Decision They agreed that no follow-up, either text message or reminder notices should be issued, in April 2020 or May 2020 with a review of the position in the month of May 2020 with a view to starting to issue notices from June 2020</p>	Group
6 th April 2020	<p>Council Run Ferry Services</p> <p>The Group considered a report on the operation of Council Run Ferry Services and particularly the need to restrict travel for essential journeys only.</p> <p>Decision The Strategic Group agreed:-</p> <ol style="list-style-type: none"> 1. To the implementation of the measures outlined to limit non-essential ferry travel; and 2. To note that staff should be asked that clear advice is provided to the ferry crew to exercise their discretion and understanding in a proportionate way and on a case by case assessment when engaging with customer and applying the guidance. 	Strategic Group and noted by Leadership Group
6 th April 2020	<p>Recharging for Redeployed Staff</p> <p>The Strategic Group considered a report which outlined arrangements for recharging for redeployed staff, noting that recharging would only be appropriate in certain circumstances such as where there was an acting up allowance being paid.</p> <p>Decision The Strategic Group agreed:-</p> <ol style="list-style-type: none"> 1. To approve the updated guidance in relation to recharging for redeployed staff as follows:- 	Strategic Group and noted by Leadership Group

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	<ul style="list-style-type: none"> a. Where an employee with paid employment gets seconded to another service or to an external organisation, the Council will continue with their normal paid employment out of their existing cost centre, there will be no recharge; b. Where an employee with paid employment gets seconded to another service or to an external organisation and has to be paid at a higher grade, the element of responsibility will be charged to the other service or external organisation; c. Where we are creating or increasing contracted hours or having to pay for backfill for a continuing service where a secondment was allowed, then this will be charged to the other service or external organisation; d. New High level COVID cost centres will be created for services, e.g. Education, Roads, Social Work and these will be used to code either the responsibility or the new/additional contracted hours. The costs within these costs centres, not recharged to external organisations, will be included in either the mobilisation cost template for the HSCP or the cost capture template for other council services – both of which will be returned to Scottish Government on a regular basis. It is anticipated that additional funding will be provided by Scottish Government to cover the costs as a result of COVID-19. 	
8 th April 2020	<p>Council Car Parks</p> <p>The Strategic Group considered a report which provided information on concerns raised by Police Scotland in relation to the use of Council car parks at scenic locations despite the guidance in relation to non-essential travel.</p> <p>Decision</p> <p>The Strategic Group agreed:-</p> <ul style="list-style-type: none"> 1. That the Council Car Parks at Arrochar, Duck Bay and Luss would be closed; and 2. That a press release would be drafted for issue. 	Strategic Group and agreed by Leadership Group

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	Confirmed by Leadership Group 9 th April	
9 th April 2020	<p>Dunollie Castle</p> <p>The Leadership Group considered a request from The MacDougall of Dunollie Preservation Trust in relation to proposed works.</p> <p>Decision</p> <p>The Leadership Group agreed that the Acting Executive Director would liaise with the organisation in relation to the request and provide an update in due course.</p>	Leadership Group
9 th April 2020	<p>Move to 7 day death registrations</p> <p>The Strategic Group considered a paper which provided options which would enable the Council to fulfil the request from the Scottish Government to move to provide a 7 day a week death registration service.</p> <p>Decision</p> <p>The Strategic Group agreed in principle to endorse the approach outlined as Option 2 subject to clarification that this option would still allow for the relevant daily data returns to be made to the Scottish Government on a Saturday and Sunday.</p>	Strategic Group and noted by Leadership Group
9 th April 2020	<p>Insurance for Voluntary/Community Groups</p> <p>The Strategic Group considered a briefing which provided recommendations in relation to insurance for voluntary/community groups. This would allow these groups to benefit from cover provided by the Councils' insurers with the cost being covered by the Council.</p> <p>Decision</p> <p>The Strategic Group agreed to the proposals outlined in the briefing which could involve additional expenditure up to £6,800.</p>	Strategic Group and noted by Leadership Group

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9 th April 2020	<p>Wellbeing Action Plan</p> <p>The Strategic Group considered a report which provided information on a Wellbeing Action Plan. It was noted that work had already commenced on a number of the actions which were included in the Plan.</p> <p>Decision The Strategic Group agreed the actions contained within Wellbeing Action Plan.</p>	Strategic Group and noted by Leadership
15 th April 2020	<p>Oban BID application for grant</p> <p>The Strategic Group considered a request for support in relation to the submission of an application for grant from Oban BID. It was noted that officers should liaise with the group in relation to the submission of the bid and that the relevant Policy Lead should be kept updated.</p> <p>Decision The Strategic Group agreed to support the request from Oban BID, and requested the Head of Development and Economic Growth, subject to discussion with the Policy Lead, to provide the relevant endorsement to the application.</p>	Strategic Group and noted by the Leadership Group
22 nd April 2020	<p>Framework for Recovery</p> <p>The Strategic Group considered a report which outlined the Council’s framework for the Recovery process.</p> <p>Decision The Strategic Group agreed:-</p> <ol style="list-style-type: none"> 1. In the absence of a national recovery strategy, it is appropriate to convene the Recovery Group and that the Head of Development and Economic Growth is asked to implement the Strategy, supported by the Regulatory Services Manager and other Council/HSCP staff as appropriate; 	Strategic Group and noted by Leadership Group

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	<ol style="list-style-type: none"> 2. That the overarching principles outlined in 2.4 of the report are approved; 3. That the Chief Executive write to partner agencies and other key stakeholders as appropriate inviting them onto the recovery group; 4. That there should be regular progress reports taken to Strategic for approval, including the detailed recovery plan. 	
22 nd April 2020	<p>Travel to testing facilities</p> <p>The Strategic Group considered a report which provided information on the proposals for staff testing and asked for agreement on reimbursement of travel expenses. It was noted that the 15p per mile figure was in line with current terms and conditions and had been agreed in consultation with the Trade Unions.</p> <p>Decision</p> <p>The Strategic Group agreed that travel expenses for employees required to travel to and from testing centres, including where required the facility at Glasgow Airport will be paid in line with those currently reimbursed for travel to occupational health appointments at 15p per mile.</p>	Strategic Group and noted by Leadership Group
24 th April 2020	<p>The Leadership Group considered a report which sought agreement of the future arrangements for provision of free school meals.</p> <p>Decision</p> <p>The Leadership Group agreed:-</p> <ol style="list-style-type: none"> 1. That free school meal provision should now move to being via a food parcel or other method instead of a prepared meal received in school; 2. That all families with children who are entitled to free school meals will be contacted and asked for their preferred method of delivery; 3. That officers should ensure that if contact is not made with families that appropriate follow up protocols are in place. 	Leadership Group

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24 th April 2020	<p>The Leadership Group considered a request from Police Scotland for the closure of Kidston Car Park with immediate effect.</p> <p>Decision The Leadership Group agreed the closure of Kidston Car Park with immediate effect.</p>	Leadership Group
29 th April 2020	<p>Covid-19 Volunteering and age-related risk</p> <p>The Strategic Group homologated the decision which had been made via e-mail in relation to the increase in volunteer age to 65.</p> <p>Decision The Strategic Group agreed to:-</p> <ol style="list-style-type: none"> 1. Support the decision to increase the age of volunteers doing outside activities to 65 years in line with the age brackets outlined in the report; 2. Recognise the risks of increased morbidity and mortality in Covid-19 infections as people age; and 3. Support the intention of the Caring for People Partnership to reduce the population wide risks associated with Covid-19 in all volunteering activity. 	Strategic Group and noted by Leadership Group
20 th May 2020	<p>Contact Tracing</p> <p>The Strategic Group considered a report which provided information on the proposed arrangements for contact tracing and testing and sought agreement on the preferred way forward.</p> <p>Decision The Strategic Group agreed:-</p>	Strategic Group and noted by Leadership

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	<ol style="list-style-type: none"> 1. To note the report, and agree in principle to support Option 3; 2. That work is undertaken by Council and HSCP to prepare for option 3, including further discussions between NHS Highland, Council and HSCP; and 3. That a further report be taken to Strategic Group by the Regulatory Services Manager and the Associate Director of Public Health for the HSCP, outlining the contact tracing arrangement and issues. 	
20 th May 2020	<p>Positive Feedback</p> <p>The Strategic Group considered a report which provided information on positive feedback received during the current Covid-19 crisis.</p> <p>Decision</p> <p>The Strategic Group agreed:-</p> <ol style="list-style-type: none"> 1. That the report is forwarded to the Leadership Group for consideration; and 2. That following consideration by the Leadership Group, the report is circulated to all staff and Elected Members in a suitable format for their information. 	Strategic Group and noted by Leadership.
28 th May 2020	<p>Cruise Ships – Loch Striven</p> <p>The Leadership Group considered a report which outlined concerns raised by local Elected Member in regard to the berthing of cruise ships in Loch Striven.</p> <p>Decision</p> <p>The Leadership Group agreed that the Chief Executive should write to Peel Ports on behalf of the</p>	Leadership Group

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	Council to express concern over the berthing of cruise ships in Loch Striven.	
11 th June 2020	<p>Restarting Debt Recovery</p> <p>The Leadership Group considered a report which sought agreement on the restarting of debt recovery across the Council.</p> <p>Decision</p> <p>The Strategic Group agreed to proceed with first two steps (text reminders and soft reminders) with a further update to Leadership at that stage outlining response to initial steps, comparison to position in normal circumstances, and estimate of costs involved in proceeding to summary warrant stage.</p>	Leadership Group
11 th June 2020	<p>Discretion for Business Support Grants – Multiple Properties</p> <p>The Leadership Group considered a report which detailed information on a discretion which can be applied in respect of Business Support Grants where a business has multiple properties registered for NDR.</p> <p>Decision</p> <p>The Leadership Group agreed to the proposal to use discretion to award additional business support grants for businesses which satisfy the criteria outlined in the report.</p>	Leadership Group
18 th June 2020	<p>Community Food Project – Policy Proposals</p> <p>The Leadership Group considered a report which outlined proposals for the provision of food going forward to those entitled to free school meals, those who are shielding and those who are classed as vulnerable.</p>	Leadership Group

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	<p>Decision</p> <p>The Leadership Group considered the options as presented in the report and agreed the following for the 3 client groups:-</p> <ol style="list-style-type: none"> 1. Option 3 for free school meal pupils, the provision of vouchers at a level of £12 per week to be paid at a frequency to be advised; 2. Combined options 1 and 2 for vulnerable; reduced demand and the stopping for fresh food provision; and 3. Option 2 for shielding, stopping fresh food provision noting that Scottish Government ambient parcels will continue while eligible. 	