



Reading
Borough Council
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DECISION BOOK

Issue: 594 Date: 19 MAY 2020

Decisions set out in the book have been made under delegated powers by the Chief Executive, Executive Directors or the Chief Finance Officer and Monitoring Officer, in consultation either with the relevant committee or Lead Councillor.

The Decision Book process has been altered to suspend the current Councillors' call-in arrangements within the 10-day period after its publication and replace it with the ability during that period for three Councillors to request a retrospective review of the decision in writing to the Head of Legal and Democratic Services.

The decision book can be accessed on the Council's website - www.reading.gov.uk/decisionbooks.

The officer reports accompanying the decisions are attached..

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DECISION BOOK - ISSUE 594 - 19 MAY 2020

1. NOMINATION OF SCHOOL GOVERNOR

<u>DECISION</u>	<u>LEAD COUNCILLOR(S)</u>	<u>WARDS AFFECTED</u>	<u>PAGE NO.</u>
1. NOMINATION OF SCHOOL GOVERNOR	COUNCILLOR PEARCE	BOROUGHWIDE	1

This report sets out the decision to nominate Governors to Reading Schools.

It is the decision of the Director of Education, in consultation with the Lead Councillor for Education, that the proposals set out in paragraph 4 be approved.

2. PROCUREMENT OF PERSONAL PROTECTIVE EQUIPMENT

<u>DECISION</u>	<u>LEAD COUNCILLOR(S)</u>	<u>WARDS AFFECTED</u>	<u>PAGE NO.</u>
2. PROCUREMENT OF PERSONAL PROTECTIVE EQUIPMENT	COUNCILLOR BROCK	BOROUGHWIDE	4

This report sets out the decision to purchase Personal Protective Equipment (PPE) for staff and external care providers for their use during the Covid-19 outbreak.

Public Health England have prepared guidance on the range of Personal Protective Equipment that is required to keep staff safe when they are unable to maintain a distance of greater than 2 metres from customers and clients. Shortages of PPE is a global issue and whilst emergency stocks are being provided through the Local Resilience Forum the volumes are insufficient to meet ongoing demand. During the outbreak the Council is also required to provide emergency stocks of PPE to external care providers, Funeral Directors and Hospices.

A team dedicated to the assessment and provision to supplying PPE to staff and others has issued over 56,000 items of PPE and whilst other PPE providers are now able to provide items of PPE the lead-in times are extended.

Additionally there is a potential that the country will experience a second wave of the virus and in these circumstances it is imperative that the Council has sufficient PPE in reserve to ensure that it can cope with any future shortages.

It is the decision of the Executive Director of Resources, in consultation with the Leader of the Council, to purchase Personal Protective Equipment (PPE) to the value of £70,000 to ensure that the Council has sufficient contingency in place to balance ongoing and future demand, especially where there is the greatest demand and potential continuing national and global shortages, namely Type IIR masks, surgical gloves and aprons.

READING BOROUGH COUNCIL

REPORT BY THE DIRECTOR OF EDUCATION

LEAD COUNCILLOR:	COUNCILLOR PEARCE		
DATE:	19 May 2020		
TITLE:	APPOINTMENT/NOMINATION OF SCHOOL GOVERNORS		
SERVICE:	SCHOOL STANDARDS	WARDS:	SOUTHCOTE
AUTHOR:	SARAH SHORTT	TEL:	9374355 EXT 74355
JOB TITLE:	GOVERNOR SERVICES	E-MAIL:	Sarah.shortt@brighterfuturesforchildren.org

1. EXECUTIVE SUMMARY

1.1 This report sets out the decision to nominate governors to Reading Schools.

2. DECISION

2.1 It is the decision of the Director of Education, in consultation with the Lead Councillor for Education that the proposals as set out in paragraph 4 be approved.

3. POLICY CONTEXT

3.1 As the Local Authority the Council has a duty to nominate governors for appointment to school governing boards in Reading.

4. THE PROPOSAL

That the following be nominated as a governor:

Councillor Ellie Emberson - Prospect School

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 Equal Opportunities - To meet the needs of the diverse community in Reading, governors are recruited from within the local black and minority ethnic groups during each recruitment campaign.

6. COMMUNITY ENGAGEMENT AND INFORMATION

N/A

7. LEGAL IMPLICATIONS

7.1 The School Standards and Framework Act 1998, Schedule 9, paragraph 3, provides for the appointment of LA governors to school governing boards within the Reading Borough Council boundary.

8. FINANCIAL IMPLICATIONS

8.1 Governing boards may decide to pay governors' expenses from the individual school budget.

9. BACKGROUND PAPERS

9.1 Information regarding the applicant.

READING BOROUGH COUNCIL

LEAD COUNCILLOR:	CLLR PEARCE		
DATE:	MAY 2020		
TITLE:	APPOINTMENT/NOMINATION OF SCHOOL GOVERNORS		
SERVICE:	SCHOOL IMPROVEMENT	WARDS:	SOUTHCOTE
AUTHOR:	SARAH SHORTT	TEL:	9374355 EXT 74355
JOB TITLE:	Governor Services	E-MAIL:	Sarah.Shortt@brighterfuturesforchildren.org

BACKGROUND PAPER:

Information regarding the applicants:

Prospect School, Southcote Ward.

Name.

Ellie Emberson.

Councillor Emberson states that she is committed to encouraging young people to aspire and achieve in their education. She is committed to strong governance and is a past pupil at Prospect. She was recruited by the Leadership Team at the school. She has been a Local Councillor for nearly two years and, as such, has experience of decision making and strategic planning in relation to the Council. She was a Youth MP for Reading and has worked on curriculum campaigns. She believes she has the right skill set for school governance and understands the school as an alum.

READING BOROUGH COUNCIL

REPORT BY EXECUTIVE DIRECTOR OF RESOURCES

LEAD COUNCILLOR:	JASON BROCK (LEADER OF THE COUNCIL)		
DATE:	19 MAY 2020		
TITLE:	PROCUREMENT OF PERSONAL PROTECTIVE EQUIPMENT		
SERVICE:	HR	WARDS:	BOROUGHWIDE
AUTHOR:	SHELLA SMITH	TEL:	0118 937 4697
JOB TITLE:	AD FOR HR & ORGANISATIONAL DEVELOPMENT	E-MAIL:	Shella.smith@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 This report sets out the decision to purchase Personal Protective Equipment (PPE) for staff and external care providers for their use during the Covid-19 outbreak.
- 1.2 Public Health England have prepared guidance on the range of Personal Protective Equipment that is required to keep staff safe when they are unable to maintain a distance of greater than 2 metres from customers and clients. Shortages of PPE is a global issue and whilst emergency stocks are being provided through the Local Resilience Forum the volumes are insufficient to meet ongoing demand. During the outbreak the Council is also required to provide emergency stocks of PPE to external care providers, Funeral Directors and Hospices.
- 1.3 A team dedicated to the assessment and provision to supplying PPE to staff and others has issued over 56,000 items of PPE and whilst other PPE providers are now able to provide items of PPE the lead-in times are extended.
- 1.4 Additionally there is a potential that the country will experience a second wave of the virus and in these circumstances it is imperative that the Council has sufficient PPE in reserve to ensure that it can cope with any future shortages.

2. DECISION

- 2.1 It is the decision of the Executive Director of Resources, in consultation with the Leader of the Council, to purchase Personal Protective Equipment (PPE) to the value of £70,000 to ensure that the Council has sufficient contingency in place to balance ongoing and future demand, especially where there is the greatest demand and potential continuing national and global shortages, namely Type IIR masks, surgical gloves and aprons.

3. POLICY CONTEXT

- 3.1 The Health & Safety at Work Act 1974 requires that the Council ensures that all reasonable precautions are taken to protect the safety of its staff. National guidance provided by Public Health England outlines the PPE that is required to protect staff and others. Failure to follow national guidance could lead to litigation against the Council.
- 3.2 The national command and control structure for the Covid-19 outbreak places duties on Local Authorities to support the community and businesses. In this case Local Authorities are required to provide emergency PPE to external care providers, Funeral Directors and Hospices via stocks from the Local Resilience Forum. Many of these external partners play an integral role in supporting clients and customers of the Council's services. Whilst external demand from these partners has dropped as they source more PPE from their normal providers, any failures would directly affect the Council in fulfilling its duties and priorities.

4. THE DECISION

4.1 Current Position

The current PPE stock levels would provide sufficient PPE for social care staff for a maximum of 1 month (there is some greater capacity for a few PPE items). Demand for PPE is likely to increase as more services come back on line or are required to go into the community. New guidance has indicated that Education settings will also be able to draw on supplies going forward.

The LRF supply is currently only intended for social care and demand is outstripping supply.

4.2 Options Proposed

To purchase additional items of PPE that are at greatest demand and potential continuing national and global shortages, namely Type IIR masks, surgical gloves and aprons to ensure that the Council has sufficient contingency in place to balance ongoing and future demands.

4.3 Other Options Considered

As an alternative Services could individually go to market to source PPE. However, this would not provide a high level of assurance or contingency that the Council requires under the current outbreak.

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 The decision to increase our PPE capacity will assist the Council to focus on the three point strategic framework that has been adopted around the following three broad priorities:

- To support and protect vulnerable children and adults by ensuring the social care system continues to function effectively;
- To support the people who are most vulnerable and isolated in our communities;
- To support businesses and the local economy, and secure Reading's economic recovery.

5.2 The decision is also consistent with the Council's Corporate Plan priorities and in particular to safeguard and protect our most vulnerable people whilst remaining financially sustainable to deliver our service priorities.

6. ENVIRONMENTAL AND CLIMATE IMPLICATIONS

6.1 The Council declared a Climate Emergency at its meeting on 26 February 2019 (Minute 48 refers).

6.2 It is acknowledged that there are certain activities which would not in normal times reflect the approach we would take in accordance with the declaration, such as the provision and supply of Personal Protective Equipment, which is often single use, not recyclable and therefore will have a carbon impact. However, the Council is continuing where possible to design its responses to have the minimum environmental impact.

7. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 Section 138 of the Local Government and Public Involvement in Health Act 2007 places a duty on local authorities to involve local representatives when carrying out "any of its functions" by providing information, consulting or "involving in another way". The Council is consulting with the voluntary sector and the business community on how we should respond to the emergency.

8. EQUALITY IMPACT ASSESSMENT

8.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to—

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

8.2 It is imperative, that in responding to this emergency the Council protects the most vulnerable and marginalised in society. The Council's revised focussed priorities facilitate this. Progress is being continually reviewed to ensure that no section of the community is disadvantaged. Therefore, this decision will not have a differential impact on any particular group and an EIA is not necessary.

9. LEGAL IMPLICATIONS

9.1 As stated above, The Health & Safety at Work Act 1974 requires that the Council ensures that all reasonable precautions are taken to protect the safety of its staff.

9.2 The Council's Contract Procedure Rules, which are set out in Part 4 of the Council's Constitution allow Assistant Directors to accept tenders with a value of up to £100,000. The proposed procurement of PPE is within this limit.

10. FINANCIAL IMPLICATIONS

10.1 There are significant financial implications in responding to the Covid-19 emergency both in terms of additional costs as well as reduced income levels and Officers have put in place procedures to record and track both.

10.2 The Government has to date announced two rounds of £1.6bn of funding for local government (£3.8m in the first tranche and £4.5m in the second for Reading) to meet additional costs. The Government has assured councils that they should respond to the emergency and record costs so that they can be reimbursed later.

10.3 In accordance with the Government's advice this report records the cost of need to procure £70k of PPE to ensure there is sufficient contingency in place to balance ongoing and future demand.

11. BACKGROUND PAPERS

11.1 None