

## APPENDIX APRIL 2020 FULL COUNCIL MEETING

### **1920/256 Covid response**

Bingley Town Council has followed all advice and guidance from Yorkshire Local Council Association and National Association of Local Councils in response to the Covid 19 crisis.

### **YLCA ADVICE - SUPPORT TO THE COMMUNITY DURING THE CORONAVIRUS PANDEMIC**

*We have received numerous queries regarding the support a local council can provide to its community during these unprecedented times; the YLCA can advise that, whilst we understand that councils wish to serve their community, they must (prior to action being taken) consider the following:*

*Assessment of all risks involved given both The NHS and Government advice*

*Assessment of all risks involved with contact with vulnerable young people and adults.*

*Statutory powers available to a local council to act in such situations.*

*How such support might be administered by the council.*

*Data protection issues*

*Whether there are, within the community, more suitable organisations (which have the necessary skills, expertise, DBS checks and relevant data bases) that the council can support (and direct willing volunteers to) rather than undertaking action itself i.e. facilitating support through these organisations.*

### **Support for Volunteer and Charitable Groups**

We have regular communication with Ward Officer Marcia Churley. From Thursday 24th April there will be a fortnightly meeting via Zoom and an alternate fortnightly email report with representatives from all charity/volunteer groups in the district, including CABAD, churches, Facebook volunteer group etc. Each group reported on their status so far and their expectations for future needs. All expressed thanks and satisfaction with BTC for their support and help.

In Bingley a Facebook volunteer group, Bingley and Bingley Rural Ward Coronavirus Resilience Group was set up very quickly by Michelle Chapman, Jo Reynard and Bingley Rural Ward Councillors, which called for volunteers and soon reached capacity in numbers. To date there are over 200 volunteers. A core group of 10 - 15 do the bulk of the call outs. The group responds to calls for shopping, prescription and newspaper collection, book/ art/craft/jigsaw swaps, telephone buddies, drop off supplies for patients in ICU and some dog walking duties. There have been around 75 'jobs' completed thus far. The latest venture is Care Packages for NHS workers at local hospitals, which has had an overwhelming response from residents. We have very close and regular contact with this group and a number of councillors are on this list and the BMDC list. We share regular updates on best practice and safe protocols for volunteers.

Bradford Metropolitan District Council set up a number of Neighbourhood Support Hubs in each constituency ward. The Shipley ward team is based at the Cellar Project, Farfield Road, Shipley and is staffed by BMDC employees including the Ward Officers, Marcia Churley for Bingley and Wendy Fisher for Bingley Rural, which includes Cottingley. The call for volunteers gained a large response

and is now closed. It took some time for this volunteer list to be collated and people who are DBS checked to be identified. Cottingley Community Centre is an 'outreach' centre, which is now providing meals and distributing food parcels to residents. In Bingley Eldwick Church and Trinity School Community Kitchen have been identified as potential outreach hubs. At weekends and Bank Holidays the Neighbourhood Support Hub has a skeleton staff and four councillors have volunteered to be first responders to any requests for assistance. Currently there have been only 8 requests from Bingley residents received and filled via this Hub

BMDC has set up a food collection, sorting and distribution centre in the Broadway Centre which is staffed by Bradford Met employees relocated from other duties. From here, food parcels for 'shielded' residents are being distributed, including many in Bingley.

We are working closely with Bingley Foodbank, which is an independent group based from the Bingley Churches and not linked to the Trussell Trust Foodbanks. We have actively publicised the Foodbank and asked supermarkets for help. Sainsbury, Marks and Spencer Food, the Co-operative Society and Lidl have all responded positively and many residents have donated both stock and money. Lee Matthews is responsible for collection and delivery of donated goods to the Foodbank. Bingley Community Kitchen run by two volunteers, has worked since the lockdown to provide meals for vulnerable children in the first instance and other families/adults on request. They are providing 3 meals a week for 12 households. Again we have publicised and successfully requested donations from the public. Donations have paid for a much needed freezer for use. Surplus food from the Foodbank is taken here and to Shipley Foodbank. The school has an office and storeroom as well as the kitchen available for use, if demand increases in the future. Eldwick Church is also on standby with a fully equipped kitchen and volunteers. We do anticipate that as the lockdown continues there will be a greater demand.

Bingley All Saints Parish Church has a befriending/ telephone contact scheme which can be accessed via [care@bingleyparish.org.uk](mailto:care@bingleyparish.org.uk). Eldwick Church have set up a prayer request online system and a new prayer garden with handcrafted flowers provided by parishioners.

We have regular communication with Ward Officer Marcia Churley. From Thursday 24th April there will be a fortnightly meeting via Zoom and an alternate fortnightly email report with representatives from all charity/volunteer groups in the district, including CABAD, churches, Facebook volunteer group etc. Each group reported on their status so far and their expectations for future needs. All expressed thanks and satisfaction with BTC for their support and help.

Care homes, independent and supported living facilities in the district are supported and linked through a district wide system overseen by the local Director of Public Health. No requests for support have been received by any group yet.

The council has used Facebook, its own website and Twitter to signpost information, advice and support from HMG, PHE, BMDC, YLCA and other charitable and voluntary and statutory organisations. Laura Jowett, Helen Owen and Edwina Simpson manage these communications and Ros Dawson manages the Twitter account. From the Full Council meeting the regular monthly mailing will be published as usual. Council may decide that a weekly update will be helpful.

Staff activities continue to work from home carrying out the usual range of administrative functions. Remote meetings have been set up, information shared, planning applications dealt with, a business continuity plan developed, work on website accessibility and allotments is being carried out and Year End is being worked on. The loan and arrangements for the Council's appointed

contractor are being dealt with and arrangements made for online banking. The Council's Environmental Warden is supporting and helping with the food bank as detailed above.

During the Covid crisis it's recommended that grant applications be permitted monthly to support local Covid efforts, rather than quarterly.

Further clarity is requested around:

- Support for provision of PPE
- Littering and dog fouling measures and what can be done to tackle this
- How residents' needs and needs of wider community being met and being identified

#### **1920/257 Loan and council office/toilet JCT minor works contract Loan application**

The loan application is attached. The application is for an annuity loan of over 19.5 years but not over 20 years for £163,500. The loan can be applied for in tranches or in stages. The Project Manager has recommended applying for the full amount of the loan to avoid any issues with delayed payment to the contractor.

The repayment as of 22/04/2020 was £5,136.93 per half year. This will vary on the day that the loan is drawn down, depending on the current interest rate.

The JCT minor works contract is attached for the council's approval.

#### **1920/258 Council business during national lockdown**

- a) The Town Council has used the emergency provision within its scheme of delegation to enable the Clerk to take decisions whilst meetings have not been held. Now that remote meetings are permitted by legislation, the Council needs to decide how it wishes to conduct its business for the remaining lockdown period. YLCA have advised that the Council should make as many decisions as possible. It's recommended that all of the Standing committees meet as planned and that the Council focuses on key activities during the lockdown period.
- c) The Annual Meeting is planned for the 28<sup>th</sup> May at 6:00pm. The revised legislation allows for the Annual Meeting to be held at any time up to and including May 2021.

#### **1920/259 Budget Delegations**

It's recommended that the delegations to committees and the Clerk as contained in the final Town Council budget 2020-2021 be approved. The budget is attached again for reference.

#### **1920/260 Policies**

- a) The asset register is attached showing assets to the value of £50,929

#### **1920/262 Floral Display Contract**

The Town Council is in contract for the floral display contract with Carlton Nurseries. Although the Council is advised by YLCA not to allow its own staff, councillors or volunteers to carry out any non-essential work, YLCA advises that:

*it is for the contractor to assess whether the contract can be fulfilled given the current restrictions and notify the council accordingly. Assuming the contractor is able to fulfil the contract, we would expect the council to request a work method statement and risk assessment which highlights the measures in place to adhere to Governments restrictions (to satisfy itself that it is using a responsible contractor), prior to work commencing.*

## **1920/265 District Councillor update**

### Fly tipping

*I am told that the council has had to redeploy staff because the priority has been to ensure the continuation of bin collections to the normal schedule. My understanding is that the Council had to bring in new ways of working in refuse collection because coronavirus guidance from the waste industry body advised that it was not safe to have 3 refuse collectors riding together in a cab. The advice implemented was that one of the three now has to travel behind the bin wagon in a car driven by a fourth person. This has meant the need to re-deploy some council workers and and hire some additional cars to enable this new way of working. Up to now this has meant that the Council has been able to continue with refuse, recycling and green waste collections without changing the days of collection but even this is under pressure.*

*I agree that fly tipping is a real problem even when business as usual, not helped by perhaps too restrictive rules on who can use the council sites and what can be dropped off – so we must keep a close watch on developments. That said, not sure that in current circumstances the Council will feel they have the resources they need to even partially re-open the 8 sites they have across the district.*

*I will speak to colleagues in other wards to see if they are also noticing an increase in fly tipping and have any ideas how best the council can respond.*

### Covid response

*Bradford Council support activities across the Shipley are being coordinated by an Area Hub covering the parliamentary constituency - ward hubs have been established in each of the council wards. The neighbourhood hubs managed by Marcia and her team act as a coordinating point for volunteers and handle referrals for help. All referrals should now be going through the BMDC (01274) 431000 number where calls can be triaged by the call centre team and sign posted accordingly and requests are sent to the appropriate Area Hub. This primarily is requests for help with shopping collecting prescriptions. It would also get involved in coordinating delivery of food parcels as and when required as well as offering support for residents experiencing issues around isolation.*

*A key role is to work with and liaise with the existing voluntary groups within the town - you will be aware that Marcia has been working with Michelle Chapman's Covid-19 resilience group, Bingley Town Council, the local foodbank, churches as well as CABAD.*

*The BMDC volunteer request system is now full and no longer able to take on additional requests. - anyone who volunteered will be contacted in due course and appropriate training given*

*Those claiming DBS status will checked against a data and recorded accordingly. Local Bradford volunteers are used across the Shipley consistency.*

*All pharmacies should now have a dedicated pool of volunteers available to collect and deliver prescriptions.*

*Not sure about the extent the extent to which the NHS volunteers run by the RVS via the Good Samaritan App are yet in play – as a volunteer myself have not yet been allocated a task!*

*Marcia has arranged for the Bingley Covid Response Team (including BTC Chair and Michelle Chapman) to have a weekly zoom conference meeting (starting this week) to ensure that everyone is aware of the current issues and can provide support to each other where it's needed most.*

*We (Bingley ward councillors) originally decided to prioritise the funding made available to support the Foodbank and the Bingley Community Kitchen (at Trinity All Saints School) – however the Foodbank has now told us that they do not need any financial assistance currently because of the generosity of the local community. A financial contribution is being made to the Community Kitchen – on advice from council officers we have not allocated all funds yet to ensure that there remains scope for provide additional support when needs are identified. When BMDC announced the £1,000 to support work in individual wards, Cllr David Heseltine made a Chairman’s decision to boost each individual ward fund by an additional £500 from the Area Committee’s Community Grants pot to further support our community efforts.*

*There are currently 109 care homes with approximately 4,000 residents within Bradford District. All care homes are contacted daily by the Public Health Infection Prevention and Control Team to understand COVID 19 activity in care homes. We are continuing to raise concerns about the safety of both residents and staff particularly in relation to ensuring access to testing and provision of PPE. Some care homes have also reported staffing difficulties*

*I will ask the portfolio holder for education whether or not there is any support that might be available to assist families who need help with keeping up with their children's schoolwork.*

*Councillors have no option but to continue to work remotely -face to face meetings all postponed. Understand the Council is looking to run some committees on virtual basis and currently considering the best way to do this. Issues continue to be raised by local residents but there is an understanding that many of the council’s normal services have been re-prioritised. The West York’s CA has already started to hold some committees using Zoom platform.*

Education

*Edwina,*

*You asked about the issue of support for families to access education during the school lockdown – please find the response I have received from Cllr Imran Khan the education and skills portfolio holder on Bradford Council.*

*You will also have seen the Government announcement at the weekend .....*

Guidance

### **Get help with technology for remote education during coronavirus (COVID-19)**

*The Department for Education is working in partnership with an industry coalition to provide technology to support remote education.*

*Published 19 April 2020*

*Last updated 21 April 2020 — [see all updates](#)*

*Schools and colleges will soon be able to get access to more remote education resources during the school closure period. Local authorities will also soon be able to get access to resources to support care leavers and children with social workers.*

*The Department for Education is working in partnership with technology suppliers to provide:*

- *digital devices for some disadvantaged Year 10 pupils, care leavers and school children with social workers who do not already have them*
- *4G dongles for some disadvantaged Year 10 pupils, care leavers and children in secondary school with social workers who do not have internet access*
- *support for schools to access online education platforms where teachers can set and collect work from pupils*
- *training on using remote education resources*
- *support from other schools and colleges who are already using these resources*

**Digital devices for disadvantaged and vulnerable children**

*Local authorities, trusts and other relevant organisations overseeing schools will be given guidance on how to place online orders for devices for eligible pupils. Schools, parents and pupils will not be able to order the devices themselves.*

*Digital devices for care leavers and children with social workers will be given to local authorities who will manage distribution to children and young people. Schools may be asked to help manage distribution where appropriate.*

Read the other guidance on [remote education during coronavirus \(COVID-19\)](#).

**Cllr Geoff Winnard**

*Bingley Ward (Conservative)*

**Tel: 07971 395710**

**Email: [geoff.winnard@bradford.gov.uk](mailto:geoff.winnard@bradford.gov.uk)**

**From:** Cllr Imran Khan

**Sent:** 20 April 2020 15:22

**To:** Cllr Geoff Winnard; Cllr Susan Hinchcliffe

**Subject:** RE: Support for Families to Access Education

Hi Geoff

Thanks for your email. Hope you and family are keeping well also.

*I have been in regular contact with the Education & Learning Team who have been leading on the District wide response to ensuring that schools are able to support children and families during the lockdown. Whilst the Local Authority has no remit or ability to monitor the way in which schools are supporting the learning of children, Officers are in regular contact with schools to discuss learning opportunities as well as other issues.*

*During the lockdown period, schools have continued to be required to ensure that children have opportunities to access education. Due to the nature of the demographics across the District, schools have done this in a variety of ways to take account of the fact that not all children will be able to access on-line or virtual learning. Therefore, schools are not just using on-line and virtual learning, but are also providing the option of learning packs and physical resources for children to use. These*

*learning packs are either able to be collected from school, or can be delivered to families.*

*Schools are also encouraging families of vulnerable children to send their children to school where the school will be able to provide some direct support to help children to continue with their learning. In addition, some schools are also providing advice and support to parents on how to support their children to do the education set by the school.*

*Schools are keeping a track of which children are and are not accessing any learning and are taking steps to engage with families where there is a lack of education being undertaken. However, it should be noted that under the current situation, there are no mechanisms for schools to force parents to ensure that their children engage with learning. Schools are able to seek advice from the Education & Learning Team who can provide strategies that schools can try to use to support parents to ensure their children engage with learning.*

*Hope this helps.*

*Kind Regards*

*Imran*