



URGENT DELEGATED DECISION

Date: 17 March 2021

Request to the Head of Paid Service to exercise delegated authority as per Responsibility of Functions in Part IV, page 28 of the Constitution.

“to determine any matter within the referred or delegated powers and duties of a committee / sub committee / board / working group which is so urgent that a decision must be made before the next meeting of that committee / sub-committee / board / working group is due to be held.”

Limits on delegation: -

- Before making a decision using this delegated power, the Head of Paid Service shall consult with and take cognisance of the views of the Chairman (or in his absence the VC) of the relevant Committee / Sub-Committee etc.; and
- Any decision taken by the Head of Paid Service under this delegated power shall be reported to Members within five working days of the decision taken.
- During the COVID-19 Pandemic we have also committed to consult with the Leader of the Opposition on such matters.*

*Unfortunately the Leader of the Opposition was unavailable for the consultation meeting but was provided with all the relevant paperwork in advance.

Usual Decision Maker: -

This decision would have been taken by Prosperous Communities Committee / Corporate Policy and Resources Committee.

This decision needs to be made and implementation commence, before these Committees are due to meet.

The decision is in response to changing Governance guidance and announcements relating to the third national lockdown and continued economic support for those businesses affected.

Call-in does not apply.

Background

The background to this decision is as detailed in the report titled **“Asymptomatic Testing Site Provision in West Lindsey”** which is appended to this decision.

Reason for Urgency and Rationale for use of urgent Delegated Decision

- 1.1. At the Local Outbreak Engagement Board (LOEB) on Wednesday 17th March, it was agreed that the proposals put forward by West Lindsey, East Lindsey and South Kesteven would receive funding. This paper is included in appendix 1.
- 1.2. These proposals outline the overall costs for site delivery and approve that funding related to the sites can be drawn down from LOEB to cover the costs incurred by the District Council.
- 1.3. The proposals outline the provision as follows:
 - A minimum of three booths per site, of which one booth will be set up solely for the collection of home testing kits (Community Collection).
 - The proposals are based on each site operating Monday to Friday, 8 hours per day, however some sites may operate more or less than this depending on demand and venue availability.
 - Sites will be in operation initially until the end of June 2021. No resources are agreed for beyond this date.
 - The sites will work on the basis that 4 – 6 on-site lateral flow tests per hour per booth is achievable.
 - The three authorities will individually manage the service delivery, communications and coordinate with public health which populations will be able to access the testing site in the initial phases, prior to rolling out to wider workforces.
 - The testing operation on the site will be carried out by a third party, likely to be an agency, and may be supported by some volunteers. This is similar to the larger community sites in Lincoln and Boston, funded by DHSC.
 - A Regional Site Manager will work across all sites in the three authority areas to support delivery of the plan. This Manager, if possible, will be a Local Authority staff member, but if unable to find a suitable candidate, an agency worker would be used. This person will ideally have experience in the systems of lateral flow testing and understands the systems of work.
 - Any person testing positive at an ATS will be required to self-isolate immediately in line with the regulations and will not require a confirmatory PCR test.
 - Those accessing the Community Collection kits and testing at home will need a confirmatory PCR test if their LFT is positive.
 - Every site may not operate for the full opening hours, this proposals enables it to if required and will also allow the three districts to identify and consider the opening of additional sites. For example, if one site only operates for three days week, the funding identified could be used for alternative sites.

Each site will be built and operated in accordance with LCC Public Health procedures and guidance.

Neither Corporate Policy and Resources Committee nor Prosperous Communities Committee were due to meet until April at the earliest, hence the reason for the urgent delegated decision.

Financial Detail and Implications

DD /19/21/SSc

Full financial details and implications are contained within the appended report.

Notes of Consultation Relevant to the Decision

The following points were raised by the Housing and Enforcement Manager during consultation with Members and the Head of Paid Service:

- The proposals for funding had been agreed by the Local Outbreak Engagement Board (LOEB);
- West Lindsey District Council (WLDC) had been working with East Lindsey District Council (ELDC) and South Kesteven District Council (SKDC); however there was not an alliance here as such, it was more a case of all three Councils being at the same stage of implementation with regard to testing sites;
- WLDC would be responsible for the site at Gainsborough Leisure Centre as well as the management of this. Where required, staff would come from the West Lindsey Staffing Agency. Previously staff for Covid-19 work had been redeployed from within WLDC, however services were busy again and redeployment would prove difficult.

The same model was being used at ELDC and SKDC;

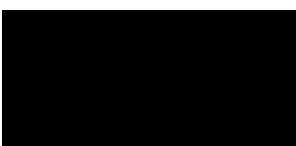
- One of the main risks at the site would be the volume of people entering and using it. However, officers were comfortable that the risk would be countered by having three booths to cope with patients;
- There would be the ability to recover costs related to communications and staff time; however, the time spent on this by some senior officers would not be recoverable;
- The main aims of the testing site were asymptomatic testing and the provision of home testing kits for collection. If the point in time was reached whereby home testing became more available the amount of staff needed on site could be scaled back;
- The finance required for the decision was £81,000; however it was hoped that the total cost would not be this high and the need for additional funding should not be there as long as no more than two sites were required;
- An additional site in Market Rasen may be required, but no additional cost would be incurred. If further sites were needed, then it was likely a further request for money would be required;
- The situation at the site had changed in the last 24 hours. There had been issues with the Wi-Fi at the Leisure Centre due to groundworks at the site; this has meant that delivery of the testing would be carried out from the Studio rather than the Sports Hall. Work at the site was due to start in week commencing 29 March, and this work would increase from the following week.

Following questions from Members present, further information was provided:

- The site was open for use by anyone, meaning people travelling across the river from Bassetlaw may use the site if it was closest to their workplace or home. It was not known at this time what volume of people would need this provision, but the site could be scaled up if needed;
- The sites at Lincoln and Boston involved in community testing had been seeing 400-500 people per day, but this figure was now closer to 50-100 a day;
- If people test positive at home, then they would need a confirmatory PCR test at the Ropery Road site in Gainsborough. If that test was subsequently negative then there would be no need to isolate. Conversely, if someone tested positive at the Leisure Centre site, then they would need to immediately self-isolate;
- The site was aimed at keyworkers initially but it was hoped a point in time would be reached where the larger businesses based in and around Gainsborough could use the service;
- It was hoped booking in individuals to the site could be avoided. The focus was initially to be on business contacts of WLDC;
- Asymptomatic cases could have an impact on waste services, depending on what contact they have had with other staff doing bin rounds.

Decision

- (1) The delivery of an asymptomatic testing site at Gainsborough Leisure Centre is supported in line with the proposal and model agreed at Local Outbreak Engagement Board on 17th March 2021
- (2) The Council funds the delivery of this site, estimated at £81,000 on the basis that the costs related to staffing and site set up will be recovered from Lincolnshire County Council as per the Local Outbreak Engagement Board agreement on the 17th March 2021
- (3) Subject to the same model being used and finance being available from within the original allocation, additional sites can be set up within the District based on needs and demand and with the approval of Lincolnshire County Council Public Health.



.....
 Ian Knowles
 Head of Paid Service

As the Chairman of the Corporate Policy and Resources Committee I have been fully consulted on this matter



.....
 Anne Welburn
 Chairman of Corporate Policy and Resources



As the Chairman of the Prosperous Communities Committee and Leader of the Council I have been fully consulted on this matter



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Owen Bierley

Leader of the Council / Chairman of the Prosperous Communities Committee

Date all Members were notified of the decision: 19 March 2021



**Urgent head of paid service
delegated decision**

17th March 2021

Subject: Asymptomatic Testing Site Provision in West Lindsey

Report by:

Chief Executive

Contact Officer:

Andy Gray
Housing and Enforcement Manager

andy.gray@west-lindsey.gov.uk

Purpose / Summary:

To seek approval to commit resources to provide asymptomatic testing for key workers and the community in West Lindsey.

RECOMMENDATION(S):

It is recommended that;

- 1.1. The delivery of an asymptomatic testing site at Gainsborough Leisure Centre is supported in line with the proposal and model agreed at Local Outbreak Engagement Board on 17th March 2021
- 1.2. The Council funds the delivery of this site, estimated at £81,000 on the basis that the costs related to staffing and site set up will be recovered from Lincolnshire County Council as per the Local Outbreak Engagement Board agreement on the 17th March 2021
- 1.3. The Council agrees that subject to the same model being used and finance being available from within the original allocation, additional sites can be set up within the District based on needs and demand and with the approval of Lincolnshire County Council Public Health.

IMPLICATIONS

Legal:

No specific legal advice has been taken in relation to the delivery of the community testing site.

Whilst this is an operation that is unfamiliar to the Council, the proposed model and standard operating procedures from Lincolnshire County Council and the NHS provide the framework for the delivery of the site.

Financial : DD /19/21/SSc

It is estimated that the site will cost in the region of £81,000 to deliver. This cost will be recovered as part of the agreement made by Lincolnshire County Council.

The costs incurred will be monitored and reported and a monthly drawdown made based on these costs.

Staffing :

An agreement will be made with a staffing agency who will carry out the testing element of the site. This agency have carried out this work previously and will be fully trained and aware of the standard operating procedures.

Everyone Active will continue to manage the overall site.

West Lindsey District Council staff will provide support and oversight to ensure that the operation is running effectively.

Equality and Diversity including Human Rights :

The site is accessible as a testing site and any person who does not wish to access the site can access a home testing kit.

Data Protection Implications :

Any persons attending the site for testing reasons and needing to register on the .Gov portal will only be providing basic information in order to register themselves for the test. The person can self-register their test, removing the need for any personal information to be shared. This information includes the persons name and date of birth. Any person unwilling to do this can access a home testing kit.

Climate Related Risks and Opportunities:

None noted

Section 17 Crime and Disorder Considerations:**Health Implications:****Title and Location of any Background Papers used in the preparation of this report :****Risk Assessment :**

A number of risks have been identified in relation to the delivery of any local community-testing site. These are as follows:

- **Volume:** It is considered that two booths will provide sufficient capacity to meet demand based on recent figures from other asymptomatic testing stations in the county. Where space allows, additional booths can be established if necessary. Ongoing reviews will be carried out to ensure the service is meeting demand.
- **Funding:** It will be necessary for the sites to be fully funded by the LOEB.
- **Staffing:** The Councils have been unable to identify sufficient staff internally to deliver this type of testing, especially as the Government roadmap is rolled out. The use of agency staff will provide a flexible model which can altered to meet demands.
- **Changes to Government Policy:** The approach to asymptomatic testing is changing rapidly and is likely to continue to do so. This impacts upon any commitment to funding and contract commitment if staffing is outsourced.
- **Timescales:** the proposals within this paper assume that the testing stations will operate until the end of June 2021, in line with current DHSC guidance. Expansion beyond this time will require additional funding.
- **Use of Venue:** venues will continually be reviewed to ensure they are meeting demands of testing, users, clinical requirements and owners.

Subject to the relevant operating procedures being followed, the Health Secretary has issued a crown indemnity letter to all organisations delivering this type of testing site providing assurance in relation to any claims that may come forward.

2. Introduction

- 2.1. This paper is intended to outline the approach proposed by West Lindsey District Council to deliver asymptomatic lateral flow testing for Covid-19 across LRF partners and other key local partners (i.e. housing associations) and then potentially the wider key worker cohort in the community.
- 2.2. The provision of a site such as this would help to ensure that Gainsborough (and other potential areas of the district) is in the best position possible to offer lateral flow testing to its local key workers and key businesses to assist in the ongoing management of infection rates as the wider economy reopens.
- 2.3. Any person testing positive at a Lateral Flow Testing site will be required to self-isolate immediately in line with the regulations and will not require a confirmatory PCR test.
- 2.4. In the meetings that have been held with LRF partners, there has been general support for the delivery of a site in Gainsborough given its location and size of population. The District Council will need to play the coordinating role.

3. Proposal

- 3.1. At the Local Outbreak Engagement Board (LOEB) on Wednesday 17th March, it was agreed that the proposals put forward by West Lindsey, East Lindsey and South Kesteven would receive funding. This paper is included in appendix 1.
- 3.2. These proposals outline the overall costs for site delivery and approve that funding related to the sites can be drawn down from LOEB to cover the costs incurred by the District Council.
- 3.3. The proposals outline the provision as follows:
 - A minimum of three booths per site, of which one booth will be set up solely for the collection of home testing kits (Community Collection).
 - The proposals are based on each site operating Monday to Friday, 8 hours per day, however some sites may operate more or less than this depending on demand and venue availability.
 - Sites will be in operation initially until the end of June 2021. No resources are agreed for beyond this date.
 - The sites will work on the basis that 4 – 6 on-site lateral flow tests per hour per booth is achievable.
 - The three authorities will individually manage the service delivery, communications and coordinate with public health which populations will be able to access the testing site in the initial phases, prior to rolling out to wider workforces.

- The testing operation on the site will be carried out by a third party, likely to be an agency, and may be supported by some volunteers. This is similar to the larger community sites in Lincoln and Boston, funded by DHSC.
- A Regional Site Manager will work across all sites in the three authority areas to support delivery of the plan. This Manager, if possible, will be a Local Authority staff member, but if unable to find a suitable candidate, an agency worker would be used. This person will ideally have experience in the systems of lateral flow testing and understands the systems of work.
- Any person testing positive at an ATS will be required to self-isolate immediately in line with the regulations and will not require a confirmatory PCR test.
- Those accessing the Community Collection kits and testing at home will need a confirmatory PCR test if their LFT is positive.
- Every site may not operate for the full opening hours, this proposals enables it to if required and will also allow the three districts to identify and consider the opening of additional sites. For example, if one site only operates for three days week, the funding identified could be used for alternative sites.
- Each site will be built and operated in accordance with LCC Public Health procedures and guidance.

4. Target Populations

4.1. It will be essential to maximise the use of any testing site to ensure that its benefits are delivered. On that basis, a phased approach is proposed which will allow sites to become established prior to widening the testing offer. The primary users of the site would be:

Phase 1:

- Council waste operatives, visiting officers and those staff operating within the Council's premises
- LRF Partners (including Fire and Rescue, Police)
- Local LCC staff (who would be eligible to access other LFT sites)
- Support agencies and housing providers (e.g. Acis, Social Services Staff)

Phase 2:

- Key workers from local businesses (i.e. essential and non-essential retail, transport providers)

Phase 3

- Broader community testing for those not provided for under other organisational asymptomatic testing schemes.

It is anticipated that the sites would also provide an opportunity to scale up if needed to expand to a wider Community Testing model.

4.2. The scope for scaling up the organisations and sectors who can access the testing will be reviewed weekly to ensure that it is operating at capacity.

4.3. The resources requested will enable the Gainsborough site to be set up and operational in the short term and also provide sufficient capacity to consider broader areas within the District or provision. Market Rasen is likely to be the second location, subject to a suitable venue being identified.

5. Financials

5.1. The report to LOEB outlines that the estimate for delivering a site for the 14 week period stated is circa £81,000.

5.2. The Council will drawdown any spend in relation to the site from LCC and coordinate the overall spend of the agreed amount with ELDC and SKDC.

5.3. The Council will continue to deliver all site communications and supporting materials from existing funding streams.

5.4. The testing element of the site is estimated per week as follows:

		Pay Rate	Charge Rate	Per Day (9.5 hours)	Total per Week (Mon – Fri)
Site Supervisor/Processing Op	1	£15.00	£22.61	214.80	1074.00
Registration Assistant	1	£8.72	£13.14	124.83	624.15
Queue Co-Ordinator	1	£8.72	£13.14	124.83	624.15
Test Processing Operatives	2	£11.50	£17.49	332.31	1661.55
Results Recorder	1	£11.50	£17.49	166.16	830.80
				£962.93	£4814.65

5.5. If the site were in situ until the end of June 2021 (circa 15 weeks), the overall funding required would be circa £72,000, subject to the staffing proposal above being sufficient.

5.6. In addition, there are set up costs estimated at £9,000 and agreement that related costs will be able to be recovered from the resources allocated.

5.7. The overall amount requested from LOEB provides sufficient additional capacity to cover any unforeseen costs and also enable the expansion or reduction of existing sites as well as the introduction of new sites.

6. Site Specific Information

- 6.1. Everyone Active have worked with the Council for a number of weeks to seek to find a solution that will not impact negatively upon their operation when they reopen in phases.
- 6.2. Locally, at Gainsborough Leisure Centre, the centre staff will oversee the site management, agency staff will be responsible for testing and West Lindsey Officers will provide overall oversight.
- 6.3. The initial testing will commence within the sports hall up until the point where this facility is required for leisure centre use and/or the elections and will be vacated no later than May 1st 2021.
- 6.4. The site will then relocate to a studio at the rear of the site, which is more discreet and can utilise an area of the car park which is not as busy, particularly during school drop off and pick up hours, which is a significant issue in and around the sports hall.
- 6.5. There is a need for some additional groundworks to be undertaken at the rear of the site to ensure that hard standing access is in place for any persons attending for a test. There is not a suitable temporary option available and the costs incurred will be recovered from the resources made available.
- 6.6. Local communications on the site will occur as and when it is ready to scale up its provision during the week commencing the 22nd of March 2021.

7. Recommendation

It is recommended that;

- 7.1. The delivery of an asymptomatic testing site at Gainsborough Leisure Centre is supported in line with the proposal and model agreed at Local Outbreak Engagement Board on 17th March 2021
- 7.2. The Council funds the delivery of this site, estimated at £81,000 on the basis that the costs related to staffing and site set up will be recovered from Lincolnshire County Council as per the Local Outbreak Engagement Board agreement on the 17th March 2021
- 7.3. The Council agrees that subject to the same model being used and finance being available from within the original allocation, additional sites can be set up within the District based on needs and demand and with the approval of Lincolnshire County Council Public Health.

LOCAL OUTBREAK ENGAGEMENT BOARD

DATE OF MEETING: Wednesday 17th March 2021

SUBJECT: Covid-19 Asymptomatic Testing in District Council areas (West Lindsey, East Lindsey and South Kesteven)

REPORT BY: Andy Gray (West Lindsey District Council)

NAME OF CONTACT OFFICER: Andy Gray (West Lindsey District Council), Kristina Willoughby (East Lindsey District Council), Anne-Marie Coulthard (South Kesteven)

PURPOSE OF REPORT

This report outlines the approach proposed by West Lindsey District Council, East Lindsey District Council and South Kesteven District Council to deliver asymptomatic lateral flow Covid-19 testing across LRF partners and wider key workforces who cannot work from home.

The proposed sites ensure that lateral flow testing is available more locally to assist in the ongoing management of infection rates and are proposed to operate from week commencing 22nd March until the end of June 2021.

RECOMMENDATIONS AND NEXT STEPS

- That the board support the principles of the approach recommended in the discussion below
- Board members are asked to approve an allocation of £513,000 to be utilised by the three District Councils to deliver a minimum of six ATS sites until the end of June 2021.

DISCUSSION

The three Councils have come together with Public Health to develop a model to deliver Asymptomatic Testing, encompassing both onsite testing and the Community Collection model. The model will support six local sites across; Gainsborough, Louth, Horncastle, Mablethorpe, Skegness and Grantham. The District Councils will oversee the sites with the County Council providing Public Health input, test kits, and PPE.

1.1 Current Arrangements

- East Lindsey, West Lindsey and South Kesteven currently have one, one booth asymptomatic testing sites within their areas for LRF partners based at Fire Stations.
- South Kesteven currently provides a 3-booth asymptomatic testing site in Grantham which is available to staff and LRF partners, Monday to Thursday between 09:00 and 16:00. The current site utilises South Kesteven leisure staff and a leisure centre venue,

both of which are unlikely to be available after 1 April. However, alternative venues which would allow the continuation of a Grantham site are currently being explored. The site would be expanded to include key workers and a collection point as per the model.

1.2 Outline Proposal

- A minimum of three booths per site, of which one booth will be set up solely for the collection of home testing kits (Community Collection).
- The proposals are based on each site operating Monday to Friday, 8 hours per day, however some sites may operate more or less than this depending on demand and venue availability.
- The sites will work on the basis that 4 – 6 on-site lateral flow tests per hour per booth is achievable.
- The three authorities will individually manage the service delivery, communications and coordinate with public health which populations will be able to access the testing site in the initial phases, prior to rolling out to wider workforces.
- The testing operation on the site will be carried out by a third party, likely to be an agency, and may be supported by some volunteers. This is similar to the larger community sites in Lincoln and Boston, funded by DHSC.
- A Regional Site Manager will work across all sites in the three authority areas to support delivery of the plan. This Manager, if possible, will be a Local Authority staff member, but if unable to find a suitable candidate, an agency worker would be used. This person will ideally have experience in the systems of lateral flow testing and understands the systems of work.
- Any person testing positive at an ATS will be required to self-isolate immediately in line with the regulations and will not require a confirmatory PCR test.
- Those accessing the Community Collation kits and testing at home will need a confirmatory PCR test if their LFT is positive.
- Every site may not operate for the full opening hours, this proposals enables it to if required and will also allow the three districts to identify and consider the opening of additional sites. For example, if one site only operates for three days week, the funding identified could be used for alternative sites.
- Each site will be built and operated in accordance with LCC Public Health procedures and guidance.

1.3 Target Populations

It will be essential to maximise the use of any testing site to ensure that its benefits are delivered. On that basis, a phased approach is proposed which will allow sites to become established prior to widening the testing offer. The primary users of the site would be:

Phase 1:

- Council waste operatives, visiting officers and those staff operating within the Council's premises
- LRF Partners (including Fire and Rescue, Police)
- Local LCC staff (who would be eligible to access other LFT sites)

- Support agencies and housing providers (e.g. Acis, Social Services Staff)

Phase 2:

- Key workers from local businesses (i.e. essential and non-essential retail, transport providers)

Phase 3

- Broader community testing for those not provided for under other organisational asymptomatic testing schemes.

It is anticipated that the sites would also provide an opportunity to scale up if needed to expand to a wider Community Testing model.

1.4 Risks

A number of risks have been identified in relation to the delivery of any local community-testing site. These are as follows:

- Volume: It is considered that two booths will provide sufficient capacity to meet demand based on recent figures from other asymptomatic testing stations in the county. Where space allows, additional booths can be established if necessary. Ongoing reviews will be carried out to ensure the service is meeting demand.
- Funding: It will be necessary for the sites to be fully funded by the LOEB.
- Staffing: The Councils have been unable to identify sufficient staff internally to deliver this type of testing, especially as the Government roadmap is rolled out. The use of agency staff will provide a flexible model which can be altered to meet demands.
- Changes to Government Policy: The approach to asymptomatic testing is changing rapidly and is likely to continue to do so. This impacts upon any commitment to funding and contract commitment if staffing is outsourced.
- Timescales: the proposals within this paper assume that the testing stations will operate until the end of June 2021, in line with current DHSC guidance. Expansion beyond this time will require additional funding.
- Use of Venue: venues will continually be reviewed to ensure they are meeting demands of testing, users, clinical requirements and owners.

1.5 Financials

The District Councils will continue to deliver all relevant communications,

- **Initial site set up costs: £23,000**
Set up costs include infrastructure, tablets for site, initial cleaning equipment, screens, bins, in line with the DHSC clinical standard operating procedure.
- **Weekly site costs: £35,000**
Include venue hire, staffing, waste removal and consumables.
- **Total weekly site costs: based on 22 March 2021 – 30 June 2021 (14 weeks) = £490,000**

Overall cost £513,000

It is proposed that the payment is made to one of the District Councils, who will account for it's spend. Should any sites be opened using the funding, this will be done so with prior agreement from Public Health. Likewise, should the model change and less staffing be required any surplus will be returned to LOEB.

LFT Tests and PPE will be supplied by Public Health as part of the Director of Public Health allocation, and are not included in the totals above.

END