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| **Re-instatement of Services - Gateway Questionnaire**  **To be completed by Chief Officer where**   1. **a service has been stopped and it is proposed to re-instate** 2. **there is an anticipated change to the way services are to be delivered during current restrictions** |
| **Description of Service Reinstatement or Change:**  ***\*Please explain, in the case of reinstatement, to what extent the service is being reinstated.*** |
| **Assets/ Buildings Required:** |
| **Proposed date of reinstatement:** |
| **Rationale for re-instatement Date/ Phase in Scottish Government** [**Routemap**](https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis/) **:** |
| **Explain if there would be any impact of a delay in progression of the Routemap phases or if lockdown relaxations are reversed following service reinstatement.** |

**\*\*Tick yes/no and add narrative under the question**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **A** | **Criticality of Service** | **Yes** | | **No** | | |
| 1 | Is the service on the ACC critical services list? For what reason? |  | |  | | |
| 2 | Is it deemed critical for [reasons of health and welfare during the crisi](https://www.gov.scot/publications/coronavirus-covid-19-business-and-social-distancing-guidance/pages/essential-services/)s as per Scottish Government guidance. |  | |  | | |
| 3 | If no to either question 1 or question 2 currently, has it become evident that it is critical for the COVID-19 Response/Recovery effort, for vulnerable people or for the organisation and in what way? |  | |  | | |
| 4 | Is it a statutory requirement or are there legislative or other pressures to deliver this service? (Please describe) |  | |  | | |
| 5 | Are the staff currently redeployed to another critical service? |  | |  | | |
| **B** | **Alternative Delivery & Workforce Protection** | **Yes** | | **No** | | |
| 1 | Could the service be delivered from home? |  | |  | | |
| 2 | Can the service be performed using standard social distancing measures? |  | |  | | |
| 3 | Has Government guidance for this setting been consulted? Add relevant link here  Please confirm and explain which necessary measures been put in place to comply with the proper guidance? |  | |  | | |
| 4 | Have you completed the relevant risk assessment and inspection documented and discussed this with the Corporate Health and Safety Team? Please contact Colin Leaver to ensure that review has been completed. [cleaver@aberdeencity.gov.uk](mailto:cleaver@aberdeencity.gov.uk)  Add a link to the completed document. |  | |  | | |
| 5 | Have the trade unions been engaged in this proposal? Please give details |  | |  | | |
| 6 | Has consideration been given to workforce planning protection? Contact Lesley Strachan to discuss (bubble? Isolating teams, shadow team etc.) |  | |  | | |
| 7 | Does the re-introduction of service reflect any transformation of service delivery? |  | |  | | |
| 8 | Is [PPE required](https://peopleanytime.aberdeencity.gov.uk/wp-content/uploads/2020/04/Use-of-PPE-guidance-v2.pdf) and if so is the appropriate supply sourced and are staff properly briefed and trained? Contact Euan Aitken for Supply. |  | |  | | |
| **C** | **Budget impact** | **Yes** | | **No** | | |
| 1 | Which Council Account is affected - General Fund, HRA, Common Good? | GF | HRA | | | CG |
| 2 | Is it Revenue or Capital? | Capital | | Revenue | | |
| 3 | What was the value of budget for this service in the approved 2020/21 Budget (3 March 2020)? | N/A | | | | |
| 4 | What saving against the value at 3 above is proposed under delegated powers or to be considered by UBC on 30 June 2020? | N/A | | | | |
| 5 | How will that saving be achieved? [Staff, Assets, Contracts] | N/A | | | | |
| 6 | Could the service remain 'turned off' in 2020/21? |  | |  | | |
| 7 | Could the service be partially reinstated or amended? |  | |  | | |
| 8 | Does the service create an income from fees and charges or specific grant? |  | |  | | |
| 9 | Which costs are recovered by the fees and charges or specific grant funding? |  | |  | | |
| 10 | What is the cost to re-introduce the service (£) (consider your costs and other costs such as workforce protection, asset & facilities)  To what extent are these costs recoverable? | Asset | | Staff | Contract | |
| **D** | **Asset and facilities** **impact** | **Yes** | | **No** | | |
| 1 | Is there a catering/ cleaning/ janitorial requirement?  If so have you confirmed that this can be supported on an ongoing basis. Liaise with Andy Campbell to confirm. |  | |  | | |
| 2 | Are any works required to re-open? You should liaise with Corporate Landlord to confirm. |  | |  | | |
| 3 | Has consideration been given to the service being delivered from another location within the council or wider public sector estate? |  | |  | | |
| 4 | In which asset would capacity be required (name the building) and what is minimum number of desks required? |  | |  | | |
| **E** | **Other Interdependencies** | **Yes** | | **No** | | |
| 1 | Are there any other support services required to re-open e.g. ICT systems, operational support? **Please provide details.** |  | |  | | |
| **F** | **Customer impact** | **Yes** | | **No** | | |
| 1 | What is the risk to customers, place or economy if the service is not reinstated/altered? |  | |  | | |
| **G** | **Other impacts** | **Yes** | | **No** | | |
| 1 | Do any of the proposed adjustments have any impact on protected equality groups? Isla |  | |  | | |
| 2 | –Does the re-instatement of the service contribute to the council sustainability aims. |  | |  | | |
| **H** | **Trade Union Feedback** (documents should be shared for completion & a meeting set up with all TUs prior to submitting. No responses should also be recorded) |  | |  | | |
| GMB |  |  | |  | | |
| Unite |  |  | |  | | |
| Unison |  |  | |  | | |
| EIS |  |  | |  | | |
| **I** | **Comments** |  | |  | | |
| H&S |  |  | |  | | |
| P&O |  |  | |  | | |
| CL |  |  | |  | | |
| FM |  |  | |  | | |

**Please Note: Ideally all documents should be shared with impacted staff for their input/feedback prior to being considered at the working group. If this is not possible, they should be discussed in full prior to the service being reinstated.**