

MINUTES OF SGORR MINISTERIAL MEETINGS

OFFICIAL - SENSITIVE

NOT FOR ONWARD DISTRIBUTION WITHOUT AUTHORISATION OF HEAD OF
SGoRR

SGoRR (M) 17th February 2020 16.30

Chaired by Deputy First Minister
Facilitated by [REDACTED] Head of SGoRR

Please find below **ACTION POINTS** from today's Coronavirus (COVID-19) SGoRR(M) meeting.

SGoRR will maintain a log of Actions which will be brought to each meeting for updating.

Any amendments or additions please contact [REDACTED]

The CMO updated Ministers and officials on the latest position with COVID-19 worldwide and in Scotland, and the Cabinet Secretary for Health and Health officials set out the actions being taken across the NHS in Scotland.

It was stressed that all sectors should be reflecting and promoting the latest public health prevention advice, and that Business Continuity Planning should be reviewed and updated.

Potential impacts and on-going actions across all key sectors were outlined.

It was agreed that the SGoRR process of meetings and updates should transition to a set 'rhythm'.

ACTIONS

1. Schedule a Scottish Resilience Partnership meeting as soon as possible – **Resilience Division**
2. Plan for a Parliamentary statement at the appropriate time, and consider briefings for leaders of political parties regarding planning and modelling – **Health and Parliamentary Business teams**
3. Set up a 'rhythm' of SGoRR meetings and reporting flow going forward - **SGoRR**
4. Re-inforce COVID-19 messaging to universities – **HE team**
5. Look at modelling regarding shortfall of medical staff due to Chinese students unable to take positions they are offered – **Health & HE teams**
6. Promote reassurance messaging to communities experiencing harassment – **Connected Communities**
7. Legislation affected/requiring amendments due to COVID -19 **Health**
8. Initiate contact with the Parliament in terms of administrative and Business Continuity Issues - **SGoRR**

9. Chief Economist to prepare a report on the potential economic impacts of a severe outbreak – **Chief Economist**
10. Justice Board to lead on consideration of impacts on the Criminal Justice system – **Justice**
11. DFM requested a briefing note on the legislative work and options – **Legislation team**

12. **Reminder to please use generic team mailboxes when contacting SGoRR, Health or Health Resilience:**

- **REDACTED**




Head of SGoRR
February 18, 2020

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SGoRR (M) 25th February 2020 16.30

Chaired by Deputy First Minister

Please find below **ACTION POINTS** from today's Coronavirus (COVID-19) SGoRR(M) meeting.

SGoRR will maintain a log of Actions which will be brought to each meeting for updating.

Any amendments or additions please contact [REDACTED]

The CMO updated Ministers and officials on the latest position with COVID-19 worldwide and in Scotland, and the Cabinet Secretary for Health and Health officials set out the actions being taken across the NHS in Scotland.

Potential impacts and on-going actions across all key sectors were outlined.

ACTIONS

1. First Minister to be provided with the Health escalation Framework after it has been updated following a NHS Meeting later today (Tues) – **Health Team**
2. Legislation – requirement that Scotland is similarly equipped to take powers as UKG. There is a need to ensure maximum flexibility, providing clauses if there are any doubts around existing Scottish powers. First Minister to be kept updated on progress with legislation – **Health Team**
3. Comprehensive media statement to be produced from this meeting, with letters to MSPs followed by plans for a Parliamentary statement to be given in not too distant future. Media statement and letters to be produced today - **SG Comms & Health Hub**
4. CMO and Cabinet Secretary for Health to consider regular media briefings following the announcement of the first case in Scotland – **CMO and Cabinet Secretary for Health**
5. First Minister to see the first case Comms Plan and UK Marketing campaign material – **SG Comms**

Reminder to please use generic team mailboxes when contacting SGoRR, Health or Health Resilience:

[REDACTED]
[REDACTED]
Head of SGoRR
February 25, 2020

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SGoRR (M) Sunday, March 1, 2020 – 1815 hours

Chaired by First Minister

Please find below a short note and **ACTION POINTS** from this evening's Coronavirus (COVID-19) SGoRR(M) meeting.

The meeting was held following the confirmation of the first positive COVID-19 test result in Scotland. After the meeting, a news release was issued.

The meeting was told that following a positive test result for the virus, the patient, a resident of the Tayside area who has recently travelled from Northern Italy, is being admitted to hospital and are currently receiving treatment in isolation. Clinicians have already begun contact tracing, the process of gathering details of the places they have visited and the people they have been in contact with since returning to the UK.

The meeting was also told that a flight is due into Glasgow tomorrow with a number of Scottish holidaymakers who had been in quarantine in Tenerife but had been allowed to travel home after giving negative test results.

ACTION POINTS

1. Passengers (26) arriving back tomorrow in Glasgow from the coronavirus-hit Tenerife hotel (who have tested negative for the virus) to be met by Health Protection officials and given advice in case they develop symptoms.
2. Health Protection team to continue reporting as previously, with number of tests concluded, confirmed cases and tests under investigation.
3. Discussion to take place at SGoRR(M) tomorrow about briefing and involvement of external partners in terms of future SGoRR meetings
4. Health/Education colleagues to consider carefully the advice being given to schools about educational trips (especially Italy)
5. News release on the confirmed case to be updated and issued asap with note about press briefing tomorrow post COBR.

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NOT FOR ONWARD DISTRIBUTION WITHOUT AUTHORISATION OF HEAD OF SGoRR

SGoRR (M) Monday 2 March - 1530 hours

Chaired by First Minister

Please find below a note and **ACTION POINTS** from this afternoon's Coronavirus (COVID-19) SGoRR(M) meeting.

The Chief Medical Officer gave an update on the latest health situation in Scotland and globally. The situation in Scotland remains one confirmed case. The meeting was told the headline details from the Press Conference held by FM, CMO and Cab Sec Health at lunchtime, where more information about the Reasonable Worse Case Scenario were provided. FM said that it would be important to keep putting the numbers into context, that they are RWCS and that the vast majority of cases would be mild.

This was followed by a discussion around the issue of 'social distancing' and the development of scientific advice and modelling around the potential of taking decisions around 'mass gatherings'. This wasn't in relation to any immediate concern but was prudent to consider on a Scotland-wide basis ahead of any change in the spread of the virus and update in scientific advice. SAGE will be starting deeper consideration of social distancing this week, and the Head of SGoRR described a Deep Dive workshop event that has been scheduled for Wednesday to look at the range of events and powers that might need to be considered in the case of a worst case scenario.

The Health Cabinet Secretary and Health Officials provided an update on the NHS and Social Care escalation plan.

Issues relating to advice to the business sector, the economic impact and the effects on vulnerable people were discussed. It was stressed that urgent work was needed to look at key issues like advice to businesses and employees around issues like sick pay, benefit claims etc. It was agreed that officials should look at the Fair Work protocol on Severe Weather, signed jointly with STUC, might prove a framework for further advice.

Cab Sec Transport updated that the Action Point on stepping up effective public health comms at airports had been progressed.

FM reported back from COBR(M) that a 4 Nations Action Plan had been agreed for publication tomorrow. This will provide a framework on which to anchor decisions going forward. A Scottish summary doc is being prepared to publish alongside the Action Plan.

COBR(M) had also signed off the urgent draft Bill content and timetable – Cabinet Secretaries were asked to ensure they were fully engaged with issues around their clauses, including engagement with key stakeholders.

It was agreed to bring key external partners into at least one SGoRR(M) per week, including Police Scotland, Cosla, Solace and Scottish Parliament.

On comms and marketing, the media plan for the next few days was set out. On marketing, the UKG will be issuing new material this week. Ministers would like to ensure that we can issue our own SG branded versions as it was important that the Scottish public understood that the advice was from SG as well as UKG.

No date or time was agreed for a next meeting, but it was likely that SGoRR(M) would need to be stepped up from the current once a week schedule.

Action Points

1. **ALL** - to consider what social distancing would mean? What would travel restrictions look like for example?
2. **Health** – Need to step up work to assure there is suitable Public Health capacity across all Boards
3. **Health** – Need to consider carefully the handling of confirmed cases going forward, especially in relation to hospital admissions.
4. **Health** – work to be done around available option for short and medium term with regards to beds
5. **Economy/Finance** – some quick work to be done on advice to business e.g. on self-isolation
6. **Fair Work** – to consider the possibility of a joint protocol with STUC similar to the Severe Weather agreement
7. **Health/Transport** – to work together on process to strengthen handling of passengers who arrive at Scottish airports who have been declared unwell by the captain on arrival
8. **Welfare** – discuss with UKG and DWP about benefit claimants and consider if any additional measures might be required
9. **Health** – to circulate final version of action plan today
10. **SGoRR** - to adjust the Scottish supplement to the action plan to make it a bit clearer and tighter. Needs to be circulated tonight (Monday)
11. **Legislation lead** – Work with all policy leads to identify stakeholders that need to be consulted and help ensure a synchronised approach to contacts
12. **DFM** – to open conversations with Local Government on plans
13. **SGoRR** – to include partners, such as COSLA, SOLACE, Police Scotland and Parliament, at future meetings

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SGoRR Ministerial

Chaired by First Minister

18:30, Monday 16th March 2020

ACTIONS

- 1. ORGANISATIONAL READINESS** To take forward testing policy for key workers
- 2. CABINET SECRETARY FOR COMMUNITIES AND LOCAL GOVERNMENT** to oversee the development of detailed action plans on measures to protect vulnerable persons and communities.
- 3. CABINET SECRETARY FOR ECONOMY FAIR WORK AND CULTURE** to engage with colleagues in UKG re economic interventions and support to businesses affected by economic impact of Covid-19.
- 4. COMMS** to communicate advice on how people access repeat prescriptions.
- 5. DEPUTY FIRST MINISTER** to engage with Education Ministers on a four nations basis and report back on conclusions reached.
- 6. COMMS** To work closely between Scottish Government and Local Government to develop joint communications messages on next steps in relation to schools.
- 7. CABINET SECRETARY FOR FINANCE** to engage with HM Treasury to make case for additional funding for businesses and vulnerable persons.

OFFICIAL SENSITIVE

SGoRR Ministerial

Chaired by First Minister

18:00, Thursday 19th March 2020

ACTIONS

1. **Covid Directorate and CMO** - to advise Ministers urgently on plan for testing.
2. **Comms** – To commission survey and polling to establish level of compliance with social isolation guidance, assess public mood.
3. **SGoRR** – To draw intelligence from a range of sources to establish whether people are complying with social isolation guidance. This to be drawn from Police Scotland feedback. Transport Scotland traffic data, Rail and Bus passenger data.
4. **Comms** – to make sure messaging on behalf of Communities and Local Government is clear and explicit to provide reassurance that no renter is to face eviction because of rent arrears due to covid -19 social isolation
5. **Communities and Local Government** – to provide guidance to Local Authorities to support those with no recourse to public funds and on the relaxation of formal guidance conditions on accessing the Social Welfare Fund.
6. **Organisational Readiness.** To contact all Cabinet Secretaries and Directorates to establish if additional powers required in the forthcoming emergency legislation. This to be advised to Directorate for Constitution and Cabinet as soon as possible. All powers requested to be necessary, urgent and have consensus.

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SGoRR (M)
Thursday 26 March 2020, 1600 – 1700

Action	Owner	Status
Establish a central point in SG to deal with the large number of members of the public offering to volunteer their help. It was agreed the process and for this needs to be robust and that SG would come back to FM with an update on this on 27 March 2020	Ken Thomson	Ongoing
FM requested a meeting be set up to discuss shielding more in depth.	SGoRR	Completed – meeting set up for 27 March (1430)
It was identified that there is need for wider government support for the NHS workforce who are not necessarily front line e.g. Medicine distributors.	Ken Thomson [REDACTED]	Ongoing – Ken and [REDACTED] to discuss what this would look like and update the FM.
Polling results relating to public perception of measures and their general understanding to be issued to attendees	Comms./Marketing	Ongoing – Comms./marketing colleagues to disseminate poll findings to meeting attendees.
Advice to employers regarding permits to travel to work, and employees being stopped by Police Scotland when they are outside.	Ken Thomson Police Scotland	Ongoing. Ken Thomson has commissioned a note to be sent to FM and Ministers. Police Scotland is developing operational guidance and proactive comms. around this.

OFFICIAL SENSITIVE

SGoRR (M)
Monday 30 March 2020, 1500 – 1530

Action	Owner	Status
Schedule deep dive on food supply and distribution	SGoRR Shirley Rogers team to lead discussion	16:30 Tuesday 31 March Attendee list and calling notice in preparation. Aileen Campbell has sent a detailed list of questions for discussion / answer

Note and Action Points of SGoRR(O) Coronavirus meeting – 6 FEBRUARY

██████████ (Head of SGoRR), Catherine Calderwood (Chief Medical Officer) and Derek Grieve (Director of Population Health) provided an update on the current situation and some of the outputs from last night's COBR(M) meeting.

It was confirmed that SGoRR was activated and operating during normal office hours (with out-of-hours Duty Officer cover) to lead on SG co-ordination and to assist in allowing Health and Social Care colleagues to focus on the health specific aspects of the outbreak. **Note:** SGoRR will now be using the ██████████ mailbox for all Coronavirus work.

It was re-iterated that in the absence of specific scientific information relating to the novel coronavirus (where work is continuing globally) the expert advice was that Governments in the UK should continue to plan using pandemic flu Reasonable Worst Case Planning Assumptions. It has also been advised that we should anticipate a peak in the UK around May and June, though this will be kept under constant review.

For this reason, all business areas across the SG should be carefully considering their own Business Continuity Plans, bearing in mind that the RWCS for a pandemic flu suggests that a staff absence rate of at least 20-25% during the peak period could be anticipated.

ACTIONS

In the wake of COBR(M) reporting that all 15 Visa offices in China are closed and may remain closed for the foreseeable future, we need clarity on what this means for those Chinese citizens wishing to visit Scotland as tourists, students or for business. It was agreed that External Affairs colleagues will seek clarity from the FCO, get an indication of the potential numbers involved and timescale of disruption, and help identify what sectors might be most affected by the disruption. They will also seek clarity on the position relating to Chinese nationals in the UK unable to return to China but whose Visas are due to expire – **ACTION: External Affairs to provide update to SGoRR at earliest opportunity**

Given the number of Chinese students potentially affected by the Visa Office closure, or affected by any difficulty in returning to China, Further and Higher Education colleagues (using any updates from External Affairs, above) will provide advice on that the impact on the sector might be, and advise if there may be any welfare challenges for colleges or universities in terms of stranded Chinese students. They will also provide SGoRR with any relevant statistics on Chinese students in Scotland, and provide a flow chart setting out the process for Chinese students applying to and arriving at Scottish FE and HE institutes – **ACTION: Further and Higher Education to provide update to SGoRR by early next week if possible**

COBR(M) reported that the Treasury had started economic modelling around a pandemic event. The Office of the Chief Economist will liaise with Treasury and produce Scotland-specific modelling – **ACTION: Chief Economist to commission an economic impact report**

It was noted that a wider outbreak, and the potential timing of a peak in the UK, could impact the tourism and major events industry. Impacts so far had been limited. It was agreed that Tourism and Major Events officials would provide SGoRR with any relevant statistical info relating to Chinese visitors, and would keep SGoRR updated on any intelligence reported by VisitScotland, the STA or others in the sector – **ACTION: Culture, Tourism and Major Events to provide information to SGoRR**

Potential impacts on the Chinese community, in particular the emergence of any community tension issues or hate crime incidents, needs to be closely monitored. Resilience colleagues to provide Police Scotland contacts to Connected Communities team to establish links and open up reporting lines: **ACTION: Connected Communities to liaise with Police Scotland and report back to SGoRR**

Transport Scotland reported that they had been invited to a 4 Nations call with DfT next week, and that they had received notification of an information commission being sent to some transport providers which needed further clarification and an indication of what action, if any, TS or SG should be taking – **ACTION: Transport Scotland to forward the info commission note to SGoRR and Public Health colleagues, and to report back on the DfT meeting**

UKG are looking to approach Utility and CNI leads to assess their readiness for a pan flu type event. SG needs to consider how we should be played in and how we should approach our Scottish contacts – **ACTION: Resilience Division to initially contact BEIS to seek clarification on the agreed actions.**

All Directorates should ensure that their portfolio Ministers are fully sighted and briefed on any sectoral issues ahead of any forthcoming SGoRR(M) meeting – **ACTION: All Directorates**

Public Health colleagues reported that a short note on guidance relating to coronavirus had been finalised and could be shared with colleagues – **ACTION: SGoRR to distribute with the meeting note (attached)**

NEXT STEPS

We should anticipate a SGoRR(M) being arranged in the coming days (colleagues will be advised as soon as SGoRR have a confirmed date and time).

It is planned to hold a follow-up SGoRR(O) early next week – timing tbc.

Please keep [REDACTED] copied into all relevant coronavirus information.

[REDACTED]
Head of Response and Communications Unit (SGoRR)
Scottish Govt Resilience Division
[REDACTED]

@ReadyScotland

DOCUMENT 9

For emergency out-of-hours contact with SGoRR call the PAGER NUMBER: [REDACTED] and leave a message. For non-urgent issues [REDACTED]

OFFICIAL - SENSITIVE

NOT FOR ONWARD DISTRIBUTION WITHOUT AUTHORISATION OF HEAD OF SGoRR

SGoRR (O) 14th February 2020

Chaired by [REDACTED] Head of SGoRR

Please find below **ACTION POINTS** from today's Coronavirus (COVID-19) SGoRR(O) meeting.

SGoRR will maintain a log of Actions which will be brought to each meeting for updating.

Any amendments or additions please contact [REDACTED]

1. All SG Business Areas to consider identifying Coronavirus (COVID-19) leads (and mailboxes) where possible and appropriate, and to give thought to the re-establishment of Hub models along the lines of those developed for Brexit No Deal. **All**
2. Deputy CMO reiterated need to strong messaging to prevent self-presenting at hospitals with suspected COVID-19. **All** to promote messaging
3. Colleagues with questions or concerns around Chinese visas to [REDACTED] or colleagues in International Division. **All**
4. Point partners to the NHS Inform website and include links to the site with this action note. **SGoRR**
5. Next week's SGoRR(M) to include an agenda item for Gary Gillespie (Chief Economist) to report on the economic impact work. **SGoRR**
6. [REDACTED] (Economic Development) to share business impact intel with relevant staff in Directorate of Chief Economist (a dedicated email address to be identified). Other business areas encouraged to share information with Chief Economist's team if they require a detailed look at the economic impacts or for their area to be included in the modelling.
7. Universities and colleges to be encouraged to use and further develop links with local Health Protection Teams around any specific local guidance they might require. **FE and HE leads**
8. Generic Health advice to be continued to be issued to stakeholders and key partners and SGoRR to collate a list of all recipients, as advised by business areas. **SGoRR**.

9. SGoRR to contact CCS colleagues for name of contact who is providing UK wide modelling and share with Chief Economist's team. **SGoRR**
10. Note to directors to advise of potential re prioritisation of staff to aid quick passing of legislation for COVID-19. **SGLD**
11. Create comms handling strategy for schools and parents for phased escalation of response (testing, confirmed cases, widespread outbreak) at schools – **Comms, Education, Health and FE/HE**
12. Create list of questions to identify how prepared external partners are. **SGoRR to develop and clear with Ministers**
13. [REDACTED] asked for list of contacts to send ministerial submissions to as they felt existing list was too short. **SGoRR** and [REDACTED] **team** to discuss.
14. [REDACTED] asked for SGoRR to contact SBRC to discuss preparations and how they can support promotion of guidance and advice. **SGoRR**
15. COPFS asked to be linked in with any deaths in Scotland that are reportable and may have been caused by COVID-19. **COPFS and Health to pick up**
16. SGoRR to share contact details with action note of SBC to provide advice to business areas who may need it. **SGoRR**

17 Reminder to please use generic team mailboxes when contacting SGoRR, Health or Health Resilience:

- **SGoRRMajorEvents**
- **SGCoronavirus**
- **SGHRU**

SGoRR Major Events

Scottish Government Resilience Room (SGoRR)
St Andrews House
Regent Road
EDINBURGH
EH1 3DG

T: [REDACTED]
F: [REDACTED]

Duty Officer Pager (Emergency Contact): [REDACTED]

Outline Note and Action Points from SGoRR(O) 1030 hours on Monday 24 February 2020

The Deputy Chief Medical Officer outlined the latest Scottish, UK and International situation, and highlighted the 4 additional positive cases in England (from Japan returnees) and the issues emerging in northern Italy, Iran and South Korea. All Directorates were reminded that the growing international impacts showed how 2nd, 3rd and 4th order consequences could read across to their business areas (example – the Scottish Womens' Rugby team and supporters in northern Italy at the weekend, with their match postponed).

A lot of discussion about the on-going work around a UKG-led Bill. As part of efforts to finalise a Covid-19 Bill at very short notice, UKG were demanding that all DAs and UKG Depts identify what provisions they may need, carry out the necessary instructions and clearances, and provide DHSC (who are leading on the Bill) with the necessary information to very tight deadlines, the first of which is this Friday (28th).

It was stressed that **every Director in SG** needs to satisfy themselves that all potential legislative provisions for dealing with the impacts of a Covid-19 outbreak have been fully considered and scoped out, and that where required we are seeking clauses in the UK Bill, or where clauses are not required that we (SG) can deal with emerging issues under existing powers or regulations. SGLD Directorate leads are liaising with policy leads where it is thought consideration is required, but 'belt and braces' checking would be prudent across all Directorates.

On Comms, all areas are reminded to ensure that they and stakeholders are using the HPS and PHE web pages for the latest public health advice (these pages are kept updated so should be the constant reference point). Advice to employers is due to be published by PHE today.

The Head of SGoRR mentioned that Treasury were being tasked to consider how Depts should deal with financial challenges in the current and next financial years as the resource impacts of tackling a Covid-19 outbreak become clearer. **SG Exchequer** colleagues are invited to consider how such spending challenges might be addressed in Scotland.

A highly sensitive Stakeholder Script to use with trusted partners in discussing Reasonable Worst Case Scenario handling was discussed, and an outline handling strategy discussed and agreed.

The UKG have created an Essential Services, Society and Infrastructure Working Group which will pick up most non-health led Covid-19 work. SGoRR invited to first meeting this week. Will report back but expect need to create a similar function in SG.

The following ACTIONS were agreed:

1. SGoRR to circulate a formal action grid for future meetings when finalised:
SGoRR Team

2. UK bill note to go to Directors to seek assurance that all potential issues within their areas have been captured and that directorates are considering second/third/fourth order impacts of a wide scale outbreak: **SGHRU and SGLD to provide to SGoRR**
3. SGoRR to liaise with Cabinet Office on handling of bill proposals at COBR(M): **SGoRR to feedback to SGoRR(M)**
4. Chief Economist to provide short paper for SGoRR(M) on economic impact work being done: **Chief Economist**
5. SGoRR to contact Scottish Exchequer colleagues regarding treasury provisions: **SGoRR**
6. All business areas to consider sharing stakeholder scripts with trusted contacts using explicit caveats about no further dissemination: **All Directorates – if not on call please speak to [REDACTED] about handling**
7. COPFS to link SG Excess Deaths policy team in relation to Mass fatalities handling: **Excess Deaths Policy Team**

Information Officer
Scottish Government Resilience Room (SGoRR)
St Andrews House
Regent Road
EDINBURGH
EH1 3DG

T: [REDACTED]
E: [REDACTED]

Duty Officer Pager (Emergency Contact): [REDACTED]