

Aberdeenshire Council:

Identification of Private Sector and Third Sector Essential Services and Key Workers

GUIDANCE NOTE AND PROFORMA

Purpose

Aberdeenshire Council must discharge its duties as a Category 1 responder as defined in the Civil Contingencies Act 2004, with particular emphasis on the wider consequence implications for Aberdeenshire Council and the Grampian Local Resilience Partnership area as part of any multi-agency response. This is to ensure the delivery of essential frontline services to Aberdeenshire residents and communities during the COVID_19 response, recovery and restoration phases of strategic and operational activity. Scoping and prioritisation of Aberdeenshire Council, its public sector partners, the private sector and the Third sector, in terms of essential services (Category 1 – 3) is necessary.

Background

Aberdeenshire Council have published a list of the private and Third sector employers providing essential services (Appendix 1), considering the following references:

- Scottish Government guidance on key workers
- UK Government Critical Sectors
- The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020

It is acknowledged that the list is not exhaustive and will be subject to change through liaison and engagement with private and Third sector employers.

Childcare provision for key workers

For Aberdeenshire Council, the main provider of childcare for key workers, the advice for employers of key workers in Aberdeenshire is that they should make all efforts to ensure that arrangements for employees' childcare are explored within the organisation, rather than registering for essential service/key worker status for employees. This may include looking at shift patterns and alternative ways of working for a greater number of staff, thus allowing them to care for their children, without the need to access the childcare Hubs developed by the Council. Key workers should not contact Aberdeenshire Council to request essential services/key worker status unless all other alternatives have been exhausted by the company or organisation.

To aid Aberdeenshire Council in determining key workers from employers in the private and Third sectors, the following information should be supplied.

Process

- Consider the Aberdeenshire Council list of private and Third sector essential services and category status (Appendix 1)
- Complete the Aberdeenshire Council proforma (Appendix 2):
 - Identifying organisational and related information (Section 1)
 - Identifying the essential services being provided against each category
 - Identify the job titles of those individual who are 'key' to delivering the essential service
- Return completed proformas to Vincent.Docherty@aberdeenshire.gov.uk
- The information will be reviewed upon receipt and confirmation of the key worker status and category will be emailed.

Appeal

Should the confirmed information not match the organisations expectations e.g. the category of key worker is changed, you may appeal, giving details of the reasons to Vincent.docherty@aberdeenshire.gov.uk

Appendix 1: Aberdeenshire Council: List of Private Sector and Third Sector Essential Services and Key Workers

	Sector	Function/Service	Category
1.	Agriculture, Fishing and Primary Processing		
1.1		Direct activity in farming, fishing and primary processing of farming and seafood products, including fish markets	2
1.2.		Contractors supporting animal health, husbandry and production of animal foodstuffs*	2
2.	Manufacturing / Industry		
2.1		Direct activity in food manufacturing	2
2.2		Engineering support to key sectors* (field engineering)	2
2.3		Supplies for Primary Industry (mining, quarrying, forestry, farming and fishing)*	3
2.4		Chemicals services directly supporting critical sectors/essential services	3
2.5.		Civil nuclear	2
3.	Utilities		
3.1		Water (including sewerage) and associated contractors	1
3.2		Energy suppliers (oil, gas, electricity) and associated contractors: frontline supply chain i.e. critical assets, facilities, systems, networks or processes	1
3.3		Telecommunications*	1
3.4.		Private sector waste services / disposal*	2
4.	Energy (oil, gas, renewables)		
4.1.		Direct activity on and offshore, in recovery, generation and processing only i.e. fuel refineries, gas terminals, power stations	2
5.	Transportation / distribution		
5.1		Haulage and delivery (for critical sectors/essential services)	2
5.2.		Storage and distribution facilities, including delivery drop off or collection points (for critical sectors/essential services)	2

5.3.	Public transportation (air, water, road and rail passenger)	2
5.4.	Freight rail transportation	2
5.5.	Commercial harbours	2
5.6.	Vehicle repair and MOT services	3
5.7.	Bicycle repairs	3
5.8.	Taxi or vehicle hire businesses	3
6.	Communications	
6.1.	Courier and postal services / delivery.	2
6.2.	Information technology and data infrastructure for critical sectors / essential services	2
6.4.	Call centre staff for critical sectors / essential services	2
6.5.	Public service journalism and broadcasting*	3
7.	Wholesale and Retail	
7.1.	Food and grocery wholesale	2
7.2.	Grocery retail services, including supermarkets, convenience stores/corner shops, newsagents	2
7.4.	Petrol stations / fuel supply stores (including gas)	2
7.5.	Homeware, building supplies and hardware stores*	3
7.6.	Laundrettes and dry cleaners	3
7.7.	Pet shops	3
7.8.	Agricultural supplies	2
7.9.	Chemist/pharmacy	1
7.11.	Household equipment repair and maintenance services*	3
8.	Building Maintenance	
8.1.	Electricians/heating technicians *	2
8.2.	Plant and building maintenance*	3
8.3.	Plumbers *	2
9.	Business Services	

9.1.		Essential financial services* including financial market infrastructure, banks, building societies, credit unions, short-term loan providers and cash points	2
9.2.		Private food quality control services	2
10.	Health / care		
10.1		Private agency care staff working in residential care homes, day care services and care-at-home services	2
10.2.		Private childcare providers providing services for Category 1 key workers (Category 1) and other key workers (Category 2)	1/2
10.3.		Dental services, opticians, audiology services, chiropody services, chiropractors, osteopaths and other medical or health services, including services relating to mental health*	2
10.4.		Veterinary services* and medicines	2
10.5.		Health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment	1
10.6.		Private laboratory and microbiology services directly supporting the COVID response (Cat 1) and other health services (Cat 2)	1/2
11.	Other personal, community and business services		
11.1.		Private burial and funeral services	2
11.2.		Other services related to community care, resilience and wellbeing* i.e. religious staff, charities and workers delivering key frontline services	2
11.3.		Justice system and associated services*	3

Denotes essential/critical services and supplies only. This does not mean that other services are 'business as usual'. All services should take steps to minimise travel and contact with others to the greatest extent possible.

Appendix 2: Identification of Private and Third Sectors Essential Services / Key Workers: PROFORMA

Section 1: Organisational Information		
Name of Organisation / Agency:		
Lead Contact:		
Job Title	Email address	Telephone
Authorising / Verifying Manager:		
Job Title	Email address	Telephone
Section 2: Identification of Essential Services and Key Workers		
Scottish Government Guidance on Key Workers Categories	Essential Services	Categories of Staff Groups delivering essential services i.e. 'key worker requiring authentication to travel to work
Category 1 – Health and Care workers directly supporting COVID response, and associated staff; Health and Care workers supporting life threatening emergency work, as well as critical primary and community care provision; Energy suppliers (small numbers identified as top priority already); staff providing childcare/learning for other category 1 staff		

<p>Category 2 – All other Health and Care workers, and wider public sector workers providing emergency/critical welfare services (e.g Fire, Police, Prisons, Social Workers, etc), along with private sector workers directly providing essential goods and services (eg IT/communications, transportation, banking/finance and the production, manufacturing and distribution of food and energy) without whom serious damage to the welfare of the people of Scotland could be caused.</p>		
<p>Category 3 – All workers (private, public or third sector) without whom there could be a significant impact on Scotland (but where the response to COVID-19, or the ability to perform essential tasks to keep the country running, would not be severely compromised)</p>		