
Ashurst and Colbury Parish Council Restrictive Activity/Pandemic Policy & Scheme of Delegation

Motion;

To consider extending the delegation of Council decisions to the Clerk during any period of restricted activity declared by the Government in respect of restrictive activity/pandemic. Such delegation to enable the Council to fulfil its statutory requirements, responsibilities to its residents and to its employees and suppliers.

Pandemic Procedure.

The Council recognises the need to have a separate pandemic recovery plan and procedure. The reason for this is that a general continuity recovery plan focuses on a short-term recovery programme whereas, for example, in circumstances where a public health emergency is confirmed and the Government has advised the public to stay at home.

The following procedure sets out the contingency measures that the Council will bring into effect in the event of a public health emergency/pandemic.

The procedure aims to ensure that the Council will be able to operate its business to the best of its abilities in such an event while protecting, as far as is reasonably possible, its employees.

Procedure

The Clerk and Councillors are responsible for ensuring that employees understand the Council's pandemic recovery plan policy and procedure. Employees are responsible for familiarising themselves with the procedure and should speak to the Clerk should they have any questions.

- The Council will identify a Pandemic Crisis Management Team. The team will consist of the Clerk, Chairman of the Parish Council and other appropriate councillors and staff
- Members of the Pandemic Crisis Management Team will be trained in how to respond to a pandemic.
- In the event of a pandemic, members of the team will be expected to exercise leadership and make operational and business decisions in accordance with delegated authority.
- As a contingency measure, employees / Councillors will be trained in various functions to ensure that adequate cover is provided in different roles.
- A pandemic communications strategy will be developed to ensure that employees are provided with up-to-date and accurate information on the status of the pandemic. Information will be provided to employees via e-mail and through team meetings. As well as other important information, employees will be briefed on the symptoms of the

virus and who to contact should they believe they, or a colleague, has the virus. Employees will also be provided with instructions regarding personal hygiene to avoid spread of the virus.

The Council's leave and absence policies will be reviewed as the status of the pandemic changes. This includes the Council's policies on sickness absence, time off for dependants and bereavement leave.

Employees may be required to observe several measures put in place by us to keep the risk of infection to an absolute minimum. Whilst advice will be published at the time in question to ensure it is specific to the pandemic, it is likely that rules will include:

- social distancing at work such as maintaining at least one metre distance between participants in essential meetings, avoiding unnecessary travel, cancellation of face-to-face meetings and working from home
- increased levels of hygiene management including keeping hands clean and coughing and sneezing into tissues which are immediately disposed of
- a requirement for employees to adhere to Government guidance on management of symptoms and self-isolation where recommended.

The above policy and procedure will be continuously reviewed and updated to take account of the changing status of a pandemic.

Specific Areas for delegation (Local Government Act 1972, s101, 1(a);

Item	Action / Delegation	Duration
Full Council Meetings	Decision regarding continuance to be delegated to Clerk and Chairman / Vice Chair / in line with Government Advice, if any.	As long as Government advises.
Committee Meetings	Suspended in line with Full Council Meetings Clerk to confer with Committee Chairs if required.	For as long as full council meetings suspended.
Payments	Will continue to be made via internet banking and authorised electronically by two Councillors	For as long as Government advises.
Clerks Emergency Expenditure Level	To be raised to £500. Amounts from £250 to £500 to be cleared with Chairman / Vice Chair before committing.	For as long as full council meetings suspended.
Planning Applications	Clerk to collate responses via email.	For as long as full council meetings suspended.
Clerk's Absence	Laptop and mobile, and passwords to be passed to the Chairman for monitoring. Consideration to be given to the engagement of a Locum if absence over 2 weeks. Decision to be taken by Chair and Vice Chair.	After first 5 working days, if absence likely to be longer. Until return to work date set