



Perranzabuloe Parish Council

COVID-19: Council Internal Plan

Context

The ability for the Council to function as normal may be put at risk by the spread of COVID-19 (Coronavirus). This document sets out some contingency plans for continuing with essential parts of Council business.

Cessation of normal Council business

Closure of the Council offices, the Library and potentially the Public Toilets shall be put in place in the event of a tangible trigger as follows:

- Any pre-school, nursery school, or primary school closures in the Parish expected to last longer than 7 days;
- Closure of any secondary school or further education college which services people in the Parish lasting longer than 7 days;
- Advice to close from relevant national or local bodies such as Public Health England, NALC, Cornwall Council, Central Government;
- A confirmed case of infection in a member of staff, or a member of a household of staff.

The Clerk, in conjunction with the Chair and Vice-Chair of the Council, the Chair and Vice Chair of the Staffing Committee and the Chair and Vice Chair of the Finance & Operations Committee ***shall have absolute discretion on the commencement of cessation of normal Council business***, which will take into account, but not be bounded by, the trigger points outlined above. They shall keep under review the cessation period and normal service shall resume at their discretion.

Action required by staff and Councillors

Any person exhibiting symptoms of COVID-19 must seek advice from the NHS website, if they are able, or dial 111. The Clerk must be informed immediately and the person must not conduct Council business in person until a clear negative result from testing has been received, or until a quarantine period has been reached (advice on this to be taken by the person concerned from the NHS).

Service Provision

In the event of Council building closures, the following will apply:

Continuing activities

Communication

Process

The office answerphone shall be set to explain the closures and signpost people to use email to communicate with the Council. Email shall be monitored by staff from home where possible at least twice daily on their normal days of work. The Clerk shall update social media and the Council website.

Payments

In the event that a closure is in place at a time when the previous pay-run was made more than 4 weeks prior, the Financial Officer shall attend the office (which shall remain closed to the public and Cllrs), collate invoices and make payments online. All wages/salaries shall be paid on time and in full and the Financial Officer will make the necessary arrangements to liaise with signatories for this to take place.

Ceasing activities

Action

Council, Committee and Working Group meetings

All meetings to be cancelled until further notice. Clerk to maintain communication with Cllrs and the public per above mechanisms. In the case of the Planning Committee, if a normal meeting has been cancelled, a meeting will be arranged as soon as possible upon re-commencement of Council activities.

Meeting room bookings

All to be cancelled until further notice.

Library service

In conjunction and agreement with Cornwall Council – the building and service shall be closed until further notice. Library staff to maintain email and social media communications with the public. Library Manager to place notices in the building.

Events

All Council and library events cancelled within the known period of closure. Attendance to outside bodies and events by any member of staff or Councillor to be cancelled within the known period of cessation of normal services.

Beach and Inner Green Events

All scheduled events to be cancelled until further notice.

Public Toilets

If advised by a relevant body, Public Toilets shall be locked and closed and cleaners shall remain at home. If the advice allows for cleaners to remain working in Public Toilets, they shall remain open as normal.

Parish Ranger activities

Work in the wider parish should halt until further notice unless it is a matter of urgency (i.e. public safety).

All other administrative functions

To be dealt with wherever possible by staff working from home or otherwise postponed until normal Council operations resume.

Pay and rights

In the event of the above plan being initiated all members of staff will retain full employment rights and receive full pay as set out in their normal contracted hours.

Tatiana Cant, Parish Clerk, 16th March 2020