

St. Gluvias Parish Council

COVID-19: St Gluvias Parish Council Plan

Adopted on 30th March 2020 through email circulation

Reviewed 6th July 2020

Context

The ability for the Council to function as normal has been 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

Closing the council for normal business. Including suspension of meetings, shall be put in place in the event of a tangible trigger as follows:

- Any pre-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 or suspected case of infection in a member of staff, Councillor or a member of a household of staff or Councillors.

The Clerk, in conjunction with the Chair of the Council and Vice Chair of the Council, 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 from Staff and Councillors

Any person exhibiting symptoms of COVID-19 must ring NHS 111 and follow their advice. The Clerk must be informed immediately and the person must not conduct Council business in person until either 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).

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Service Provision

In the event of close the council for normal business the following will apply:

Continuing with Activities	Process
Communication	An out of office email alert will be set to explain details and signpost people to appropriate help. Where practicable email shall be monitored by the Clerk. Where practicable the website and social media will be maintained by the Clerk.
Payments	In the event of closure, where practicable the Clerk will collate invoices and make payments online on a fortnightly basis. Wages and salaries shall be paid on time and in full.
Planning	As from the 13th July 2020, the move to online meetings will allow the Council to consider and respond to planning applications as normal.
Business continuity	The Council should adopt a broad delegation which will allow it to continue to operate outside of meetings until such time as the advice changes. Rather than using physical meetings, the council should use email and its website as far as possible to replicate debate and the gathering of public opinion.
All other administrative functions	To be dealt with wherever practicable by the Clerk or otherwise postponed until normal Council operations resume.

Ceasing Activities	
Action Council, Committee and Working Group meetings Including NDP	The Council meetings to be moved to the virtual online meeting platform Zoom as from 13 th July 2020 annual parish meeting to be held from July 2020 Attendance to physical meetings and events on behalf of the council will be cancelled until further notice.
Events	All Council events cancelled until advised otherwise. Attendance to outside bodies and events by any member of staff or Councillor to be cancelled until otherwise advised.
Contractors: Handy man	Work in the wider parish should continue until further notice. Should the advice be to cease work in the wider parish only activities that are a matter of urgency (i.e. public safety) will be instructed.

Pay and rights

In the event of the above plan being initiated all members of staff and contractors will retain any employment rights and receive full pay as set out as per their contract.

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Review

This document has been adopted on Monday 30th March 2020. Under delegated powers this document will be reviewed at three monthly intervals or when deemed necessary by the Chairman, Vice Chairman and the Clerk.