

## AUDLEY RURAL PARISH COUNCIL

MINUTES OF THE **EXTRA ORDINARY MEETING** of the Parish Council held at Audley Pensioners Hall, Church Street, Audley on Monday 23<sup>rd</sup> March 2020 at 6.00pm

Present:

Chair: Mr N Hayes

Councillors: Mr D Jervis, Mrs C Richardson, Mr N Crisp, Mrs N Myatt

Clerk – Mrs C Withington

No members of the public were present.

1.	<b>To receive apologies</b> – Mr D Butler, Mr R Kinnersley, Mrs V Pearson, Mr R Moody, Mr M Whitmore, Mr C Cooper, Mr R Garlick, Ms A Borowski, Mr M Joynson. Cllr S Moffat also sent apologies as she had hoped to attend.	
2.	<b>To consider adopting the High Consequence Infectious Disease (HCID) policy – as appendix A – RESOLVED</b> to adopt the policy with immediate effect. It was noted that this would delegate authority for all matters in line with the policy to the Clerk after consulting with the Chair/Vice Chair.	Clerk
3.	<p><b>To consider nominating individuals to lead on a coordinated response working with local community groups/organisations/agencies in the 3 wards of the Parish, along with the Borough and County Council - to assist those who are most vulnerable with no existing support network who are in self isolation (min 12 weeks) and require help within the Parish</b></p> <p>The Clerk presented the current situation with regards to a helpline, local food bank scheme, newsletters to all properties and also help your neighbour cards. All Parish Councillors are expected to assist the community, whether it be in person or just on the end of the phone. Simon Tomkins of Audley St James is co-ordinating the effort along with input from Cllr Sue Moffat.</p> <p>The Clerk was asked, pending the expected lockdown, to close all play areas put up appropriate signage and also to ask that Audley Bowling club is closed (due to the likelihood of groups gathering). Advisory signs to be put on Leddys Field and guidance to be followed for the other sites as appropriate in line with restrictions.</p> <p><b>If necessary to allocate funds (amount to be agreed) to do this through donations to constituted community groups, subject to usual checks – RESOLVED</b> to allocate £1000 for a co-ordination role (up to 3 months) and £5000 for other requirements to assist with the community response using the General Powers of Competence. All to make enquiries to see if anyone would be willing to do this, if it was considered necessary.</p> <p><b>To fund, print and deliver a leaflet which provides guidance and contact details - to distributed by volunteers and councillors – RESOLVED</b> to thank Nick Crisp and his wife who have agreed to look at delivering a large proportion of newsletters. Arrangements will need to be made for the newsletters and all Parish Councillors are asked to contribute in either by offering to speak to people on the phone or encouraging people to deliver newsletters.</p>	<p>ALL</p> <p>Clerk</p> <p>Clerk ALL</p> <p>Clerk</p>
4.	<b>To consider activating the HICD policy and to suspend further public meetings (unless considered essential), and the scheme of delegation – RESOLVED</b> to activate the policy at Appendix A. The meeting was closed and those who attended were thanked for their input.	Clerk

The meeting was closed at 7pm

**AUDLEY RURAL PARISH COUNCIL**  
**HIGH CONSEQUENCE INFECTIOUS DISEASE (HCID) POLICY**  
**adopted 23<sup>rd</sup> March 2020**

**1. Introduction**

- 1.1. Audley Rural Parish Council actively seeks to protect the Councillors, Volunteers and Staff working for and on behalf of the council and its activities. As such, and following any current Public Health England (PHE) and government guidelines, the following policy applies to any High Consequence Infectious Disease (HCID) as defined by PHE
- 1.2. This policy sets out the general principles and approach that the Parish Council will follow in respect of and HCID outbreak in the United Kingdom with an imminent threat of infection in the Parish of Audley Rural.

**2. Scope of the policy**

- 2.1. The main areas of concern for the parish council with respect to HCIDs are:
- Remaining an effective council
  - Safety & Health of Councillors, Contractors, Staff, Volunteers and Members of Public.

**3. Activation of the policy**

- 3.1. This policy is considered to be activated, when
- There is an active outbreak of a HCID in the United Kingdom with an imminent threat of infection in the Parish **and**
  - At least 3 councillors have requested its activation to the Chairman, and subsequently notified the clerk, **or** the Chairman plus 2 councillors have requested its activation to the Clerk, **or** its activation is resolved in a (ordinary or extra ordinary) meeting of the Parish Council

OR

- The government of the United Kingdom suspends all public meetings.

**4. Deactivation of the policy**

- 4.1. This policy is considered to be deactivated, when
- When the imminent threat of infection in the Parish as passed **and**
  - The Chair and Vice Chair have approved that public meetings be recommenced **and**
  - The government of the United Kingdom as reinstated all public meetings.

**5. Definition of High Consequence Infectious Disease**

- 5.1. A HCID is defined as
- acute infectious disease
  - typically has a high case-fatality rate
  - may not have effective prophylaxis or treatment
  - often difficult to recognise and detect rapidly
  - ability to spread in the community and within healthcare settings
  - requires an enhanced individual, population and system response to ensure it is managed effectively, efficiently and safely
- 5.2. The current list of HCIDs as defined on [www.gov.uk](http://www.gov.uk) (11/03/2020)

Contact HCID	Airborne HCID
Argentine haemorrhagic fever (Junin virus)	Andes virus infection (hantavirus)
Bolivian haemorrhagic fever (Machupo virus)	Avian influenza A H7N9 and H5N1
Crimean Congo haemorrhagic fever (CCHF)	Avian influenza A H5N6 and H7N7
Ebola virus disease (EVD)	Middle East respiratory syndrome (MERS)
Lassa fever	Monkeypox
Lujo virus disease	Nipah virus infection
Marburg virus disease (MVD)	Pneumonic plague (Yersinia pestis)
Severe fever with thrombocytopenia syndrome (SFTS)	Severe acute respiratory syndrome (SARS)*
	Coronavirus disease (COVID-19)

At any such time as a new disease is classified as a HCID, it shall be treated as if it were in the list above and this policy shall apply.

## 6. Matters relating to staff – The Clerk

- 6.1. The Parish Council has no official offices, as such the only employee, the Clerk, works from home. The public may only visit the Clerk by appointment. During any active outbreak of a HCID in the UK, no appointments will be permitted. The clerk will not come into contact with the public during working hours, at their 1<sup>st</sup> normal place of work.
- 6.2. The Pensioners Hall in Audley, Wood Lane Community Centre or any other public location used for Parish Council meetings is the 2<sup>nd</sup> normal place of work for the Clerk. This is dealt with in Section 7.
- 6.3. In the event of a HCID outbreak the National Joint Council for local government services (NJC) will issue guidance for employers which the council will follow. A summary of the most recent guidance during the COVID-19 outbreak of 2020 is detailed below – however the most up to date guidance must be adhered to:
  - 6.3.1 Employees who are sick or unfit for work need to focus on their recovery.
  - 6.3.2 As per Part 2 Para 10.9 of the ‘Green Book’, if an employee is fit for work but decides, or is instructed, to self-isolate (currently for 14 days), their absence should not be recorded as sickness absence. We would expect all options for home or remote working to be explored with the employee. As they are ‘well’ at this stage they should stay on normal full pay for the duration of the self-isolation period until such time as they are confirmed to have contracted any such HCID, at which point they transfer to sickness absence leave and the usual provisions of the sickness scheme will apply.
  - 6.3.3 In circumstances where an employee decides to self-isolate without instruction from the authorities it is not unreasonable for the employer to ask for some evidence such as an email from a holiday operator that shows the dates of the holiday, the resort location and flight details. However, it will probably not be possible in all cases for an employee to produce any evidence, so employers will need to use their discretion when trying to establish the facts behind the employee’s decision to self-isolate
  - 6.3.4 If an employee is caring for someone who has or may have coronavirus, this period of absence should also be regarded as self-isolation. Given the employee may then have been in direct contact with the virus we would expect only working from home arrangements to be then considered for the duration of the incubation period. Employers should keep in touch to support employees.
  - 6.3.5 Following any school closures, employers should be fully supportive of employees with childcare responsibilities and consider flexible working arrangements, including adapting working patterns to care for children or dependants or taking time off, whether this is special leave, annual leave or flexible working.

## 7 Public Meetings

- 7.1 It is a requirement of the Local Government Act 1972, that council business shall be conducted at public meetings of the council and any committees.
- 7.2 Councillors and other Volunteers can choose to not attend public meetings. As an officer of the council, the Clerk cannot choose to not attend meetings, unless there are extenuating circumstances.
- 7.3 Due to the nature of local government and considering the Councillors and Members of Public whom attend meetings, there is high percentage of attendees whom would be considered “high risk” with respect to all of the HCIDs listed in Section 5.2. As such, to protect the health of all attendees, public meetings are suspended during the active period of this policy – unless it is considered **essential** and in accordance with Government guidance at the time.

## 8 Delegated Authority

- 8.1 To allow the council to operate on a minimum requirement basis, the following items are delegated to the Clerk for the duration of the activation of this policy.
- 8.1.1 Planning applications, after consultation with Chair and Vice Chair, a summary response will be circulated to all councillors for further comment prior to submission to Newcastle under Lyme Borough Council by the Clerk.
- 8.1.2 Finance
- 8.1.2.1 all standard recurring payments listed as line items on the budget will be paid by the RFO at the appropriate time to prevent any late charges, such as salaries, printing costs, licences and IT services etc.
- 8.1.2.2 non recurring payments, such as one off costs relating ongoing projects such as car parks, play areas or expenses are to be authorised by a minimum of 2 councillors by e-mail prior to payment.
- 8.1.2.3 All payments will be formally authorised by the full council at the next full council meeting.
- 8.1.2.4 Where this policy is activated over the end of the financial year, the RFO will prepare the end of year accounts in accordance with normal procedures for submission to the Internal Auditor. Once comments have been received, the AGAR will be circulated to all of the councillors by email for scrutiny. Individual councillors will have the opportunity to raise any concerns via email. However guidance in relation to the actual approval of the accounts (Annual Governance and Accountability Return) and submission to the External Auditor will be followed at the appropriate time – it is expected that the deadline for the submission of the Accounts currently 30<sup>th</sup> June 2020 will be delayed until 30<sup>th</sup> September 2020. The accounts will be accepted by resolution at the next full council meeting.
- 8.1.2.5 Responses to other communications. The Clerk will circulate at the earliest opportunity, any communication from any 3<sup>rd</sup> Parties which would normally be presented at a meeting for consideration by the council. The clerk will circulate the summary response to the full council prior to responding to the 3<sup>rd</sup> Party.
- 8.1.2.6 In accordance with LGA 1972, where this policy is activated during a meeting of the council the meeting will be adjourned. Using the delegated authority as detailed in 8.1.1 to 8.1.2.5, the Clerk will endeavour to close out as much of the remaining agenda, the results of which will be reported to the council after the adjournment when the rest of the agenda is considered.

## 9 Review of the policy

- 9.1 This policy was approved by the Parish Council at its meeting on 23 March 2020 and will be reviewed annually

Signed:

Chair/Vice Chair of Audley Rural Parish Council