

# BICKLEIGH PARISH COUNCIL

The Council Office, The Woolwell Centre, Darklake Lane, Woolwell, PL6 7TR

Telephone 07508 324699

E-Mail: [parishclerk@bickleigh.gov.uk](mailto:parishclerk@bickleigh.gov.uk)

## PANDEMIC CRISIS TEAM PROPOSAL

### INTRODUCTION

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 such as the Coronavirus, the effects of the pandemic could last many months. The following procedure sets out the contingency measures that the Council will bring into effect in the event of a 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 employee.

### PROCEDURE

The Council will identify a Pandemic Crisis Management Team. The team will consist of the Clerk, Chairman, Vice Chair and if required other appropriate councillors.

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.

The Clerk may be required to observe several measures put in place by the Council to keep the risk of infection to an absolute minimum.

- 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.

### DELEGATION

The Council will extend the delegation of Council decisions to the Pandemic Crisis Team during any period of restricted activity declared by the Government, in respect of the Covid-19 virus. Such delegation shall enable the Council to fulfil its responsibilities to its residents”.

### COMMUNICATION

The Council Pandemic Crisis Team will keep other members of the Council informed of any decisions made.

# BICKLEIGH PARISH COUNCIL

The Council Office, The Woolwell Centre, Darklake Lane, Woolwell, PL6 7TR

Telephone 07508 324699

E-Mail: [parishclerk@bickleigh.gov.uk](mailto:parishclerk@bickleigh.gov.uk)

## MEETINGS

If Bickleigh Parish Council does meet we shall agree to follow these steps

- At least one metre distance will be maintained between participants in essential meetings
- Meetings may have to be cancelled at short notice.

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

DRAFT