**ACTON BRIDGE Parish council**

Clerk to the Parish Council Mrs. Carole Robinson

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24th March 2020

**Pandemic Contingency Plan**

**Policy**

The following procedure sets out the contingency measures that the Parish Council will bring into effect as a result of the restrictions on normal Parish Council activities imposed by the pandemic. The procedure aims to ensure that the Parish Council will be able to operate its business to the best of its abilities while the pandemic restrictions apply but protecting, as far as is reasonably possible, its employee and Councillors.

**Procedure:**

This procedure temporarily supersedes the Standing Orders requirement that all Parish Council meetings shall have a minimum of three members to be quorate.

The Parish Council will identify a Pandemic Crisis Management Team. The team will consist of the Clerk and two Councillors. Initially the two Councillors will be the Chairman and Vice-Chairman but this may be varied as availability demands with the agreement of the Chairman and Vice-Chairman.

During any periods of restricted activity declared by the Government in respect of the Covid-19 virus, the Parish Council will delegate Parish Council decisions to the Pandemic Crisis Management team. Such delegation will enable the Parish Council to conduct necessary business in order to fulfil its responsibilities to its residents.

A pandemic communications strategy will be used to ensure that the Clerk and all Councillors are provided with up-to-date and accurate information on business conducted by the Pandemic Crisis Management Team and the status of the restrictions imposed by the pandemic. Information will be provided to Councillors via e-mail and through telephone calls by the Clerk.

The Pandemic Crisis Management Team will consult all Councillors as much as possible on decisions that are required to comply with a time scale, e.g. planning applications. To date there are is no provision for councils and committees to meet virtually.

The Clerk and Parish Council are responsible for familiarising themselves with the procedure and should speak to the Clerk should they have any questions.

**Recovery Plan**

**The Parish Council recognises the need to have a separate pandemic recovery plan and procedure.**

The Clerk and Councillors are responsible for ensuring that a Parish Council’s pandemic recovery plan policy and procedure is developed.

The reason for this is that a general continuity recovery plans focus 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.

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