

## HIGH CONSEQUENCE INFECTIOUS DISEASE POLICY

### 1. Introduction

1.1. Barton under Needwood 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 Barton under Needwood.

### 2. Scope of the policy

2.1. The main areas of concern with respect to HClDs are:

- Remaining an effective council
- Safety & Health of Councillors, Contractors, Staff, Volunteers and Members of the 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 of Barton under Needwood
- 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 meeting of Barton under Needwood 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

- the imminent threat of infection in the Parish of Barton under Needwood has passed **and**
- A minimum of 4 councillors have requested public meetings be recommenced **and**
- The government of the United Kingdom has 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 HClDs as defined on [www.gov.uk](http://www.gov.uk) (11/03/2020)

<b>Contact HCID</b>	<b>Airborne HCID</b>
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 thrombocytopaenia 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. Barton under Needwood Parish Council has an office at the Village Hall, Crowberry Lane, Barton under Needwood and opens to the public at set advertised hours. During any active outbreak of a HCID in the UK, the office will close and no appointments will be permitted. The clerk will not meet the public but will be accessible by phone, email or other electronic means.
- 6.2. 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
  - 6.2.1. Employees who are sick or unfit for work need to focus on their recovery.
  - 6.2.2. 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, 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.
  - 6.2.3. 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.
  - 6.2.4. If an employee is caring for someone who has or may have an HCID, 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.
  - 6.2.5. 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 statutory 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.
- 7.3. Due to the nature of local government and considering the Councillors and Members of Public attending meetings, there is high percentage of attendees 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.

## **8. Delegated Authority –**

Legislation permits a Council to delegate decision-making and discharge of statutory powers/functions (including “power to spend”) in order to perform these functions on the Council’s behalf. This doesn’t prevent Council from performing the responsibilities/decision-making itself and legal responsibility always remains with the Council. Although there are certain matters that the law states cannot be delegated and must be discharged by a meeting of the Full Council, delegation can remove the requirement to convene a Full Council or Committee meeting whilst still enabling functions to be undertaken lawfully.

Authority to make decisions cannot be delegated to an individual Councillor or Councillors. However, they may be consulted by the Clerk before a decision is made/actions are taken by the Clerk.

The Clerk as Proper Officer /RFO is therefore the only individual in law who can act on behalf of the Council (although the Clerk can delegate power to other staff) and lead the administration of all the Council’s activities. Some obligations are statutory whilst others are determined by the Council as part of the Clerk’ job description. These delegated powers therefore arise as the everyday duties of the Proper Officer and Responsible Finance Officer, including management of all staff, services and finances.

At all times the Clerk has to comply with Standing Orders and Financial Regulations. These can only be amended by a decision of full Council. The Orders/Regulations therefore address specific principles (including those laid down in statute) for governance (lawful/legal management and control by the organisation as a corporate body) of all financial operations, decision making and conduct of the Council.

### **Minimum requirements**

- 8.1. To allow the council to operate on a minimum requirement basis and to enable the Council to carry out its duties and functions, 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 a minimum of 4 councillors, a summary response will be circulated to all councillors for comment prior to submission to East Staffordshire Borough Council or Staffordshire County 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.
    - 8.1.2.2. non recurring payments, such as one off costs or expenses to be authorised by a minimum of 2 councillors by e-mail prior to payment.
    - 8.1.2.3. All payments will be formally ratified 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 and circulate to all councillors. On the acceptance of a minimum of 4 councillors, they will be signed by the RFO, Clerk and Chairman as applicable for submission to the external and internal auditors. The accounts will be accepted by resolution at the next full council meeting. If legislation changes in respect to this item it will be deemed to be accepted.

8.1.3. 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.

8.1.4. 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 8.1.3, 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.

### **Review of the policy**

8.2. This policy was approved by the Parish Council at its meeting on 26 March 2020 and will be subject to regular review.

Signed: ..... Chairman Clerk: .....

Dated: