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Broughton and Milton Keynes Parish Council (BMKPC) COVID-19 Emergency Measures

In line with LGA¹ 1972, s112 BMKPC Proper Officer is both The Clerk and Responsible Financial (s151) Officer

In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The Clerk will further consult with the Chair and Vice-Chair of the parish council for guidance as necessary. The delegation does not extend to matters expressly reserved to the council in legislation

To ensure that BMKPC can reduce the impact of potential infection from Coronavirus (COVID-19) and/or continue to function in the case of absence due to illness, self-isolation or Parish Council closures, the following measures will be put in place.

1. REDUCING THE RISK:

- 1.1. We will check the Government guidance daily.
- 1.2. Hand gel (if available) will be placed at the reception desk.
- 1.3. Anti-bacterial soap will be available in the office toilets and kitchen area.
- 1.4. The surfaces in the office, toilets and meeting room shall be treated with anti-bacterial spray after every meeting or at the end of each day.
- 1.5. Before or after traveling abroad during this period Officers and Councillors should assess the risks and if it is a moderate or high risk locality and raise any concerns with the Parish Clerk before going on Annual Leave. *
Public Health and Government advice should be adhered to at all times.
- 1.6. If a member of an Officer's family becomes infected and resides in the same home the Officer shall work from home until the infection has passed and they have been certified clear of infection.
- 1.7. If a member of a Councillors family becomes infected they shall not enter the Parish office or attend meetings until certified as clear of infection.
- 1.8. BMKPC shall provide support in these circumstances through regular contact via email and phone calls.

*So that plans can put in place if there is a risk of being infected prior to return to work.

¹ Local Government Act 1972

2. DEALING WITH INFECTION:

- 2.1 Officers that are infected shall remain self-isolated at home until the infection has completely passed and they have been certified as clear of infection.
- 2.2 Councillors that are infected shall remain self-isolated at home until the infection has completely passed and have been certified clear of infection.
- 2.3 BMKPC shall provide support in these circumstances through regular contact via email and phone calls.

3. PARISH COUNCIL OFFICE CLOSURE

- 3.1 The decision to close the Office will be taken by the Parish Clerk, Chair and Vice-Chair of the parish council, based on the circumstances and advice at the time.
- 3.2 Staff will carry out Council work from home where practical to do so.
- 3.3 All Parish Council Meetings shall be suspended.
- 3.4 Councillors will carry out Council work from home.

4 STANDING ORDERS, FINANCIAL REGULATIONS AND DELEGATION TO CLERK

At the point of invoking these **COVID-19 Emergency Measures**, by passing a RESOLUTION to accept these measures, Council is agreeing to suspend standing orders, financial regulations and delegation to clerk. These emergency measure will take immediate effect and all delegated authority will then cease upon the first meeting of the council after the council meeting at which the delegation was put in place.

5 COMMITTEES AND SUB-COMMITTEES

- 6.1 There shall be delegated to the Parish Clerk, the authority to act in respect of any function of a committee or sub-committee, which in their opinion either does not admit of delay or is routine. This delegated authority shall be exercised in consultation with the Chair and/or Vice-Chair of the Parish Council and the Chair of the committee or sub-committee within whose terms of reference the particular function lies.
 - Planning and Licensing Committee
 - Asset & Maintenance Committee
 - People, Policy & Practices Committee
- 6.2 Each exercise of delegated authority under this Standing Order shall be reported for information to the next meeting of the committee or sub-committee within whose terms of reference the particular function lies and thence to Council.

6 PROPER OFFICER

In line with LGA 1972, s112 Appointment of staff.² Council to delegate work of the Proper Officer (Clerk) to Community Engagement and Operations Officer in the event of absence. The employee appointed to act as such during the Proper Officers' absence shall fulfil the duties assigned to the Proper Officer in these agreed emergency measures.

² Local authority shall appoint such officers as they think necessary for the proper discharges of its functions.

7 ACCOUNTS AND ACCOUNTING STATEMENTS

Year-end accounting statements to be signed by end of June. BMKPC to adopt, with immediate effect and under these delegated powers, any emergency legislation as set out by Central Government.

8 FINANCIAL CONTROLS AND PROCUREMENT

There shall be delegated to the Parish Clerk (s151 Officer) the authority to act in respect of any function of the Council on a matter which in their opinion does not admit of delay. This delegated authority shall be exercised in consultation with the Chair and Vice-Chair of the parish council.

9 PRACTICAL CONSIDERATIONS

BMKPC Council shall ensure that:

- 9.1 Staff have access to computer equipment and if not, take measures to remedy the situation with the provision of laptops.
- 9.2 Staff will be reimbursed for any reasonable costs associated with working from home.
- 9.3 Parish Council telephone calls shall be transferred to a Mobile Phone held by the Parish Clerk.
- 9.4 Parish Clerk will hold daily conference calls with staff members.
- 9.5 Parish Clerk will hold conference calls with Chair and Vice Chair of the parish council as required.

10 OFFICE CONTINUITY

- 10.1 Parish Clerk will be responsible for overall control of assets, services and functions.
- 10.2 Parish Clerk shall operate in consultation with the Chair of each Committee, together with Chair and vice-Chair of the parish council. Regular reports will be circulated to full council and ratified at the next fully convened meeting of full council and committees.

11 SALARIES, SICK LEAVE AND ANNUAL LEAVE

Staff will continue to receive their salaries subject to the Model Contract and Green Book for: Self-isolation; Illness; Working from home.

12 SICK LEAVE

Staff will receive salary payments for sickness absence in accordance with their Contract.

13 HOLIDAYS

Any annual leave booked over any period of self-isolation, illness or working from home will carry over in accordance with Green Book and ACAS guidance.

14 RE-OPENING OF PARISH OFFICE

Parish Clerk, together with Chair and Vice-Chair of the parish council shall hold a briefing meeting to determine when it is appropriate to re-open the parish office.

Adopted: 20/03/20 FC19/20-160 COVID 19