

COLWICH PARISH COUNCIL



HIGH CONSEQUENCE INFECTIOUS DISEASES POLICY

©This document is the property of Colwich Parish Council
Parish Centre, St. Mary's Road, Little Haywood, Staffordshire, ST18 0TX
Telephone/Fax; 01889-882665.
It must not be copied, or the contents otherwise used, without the consent of the owner.

PD018 HCID POLICY



Media Policy – PD009

Revision history

This document was originally written by:

Name	Position	Date
Michael Lennon	Clerk	

This document version was reviewed by:

Policy Committee

This document version was approved by:

Full Council		
Chairman of Council	W Wells	April 2020

Document Review Schedule:

Next Mandatory Review by: April 2021

Revision History

Version	Issue Date	Document ID	Reason for Change	Section(s) Changed
1		PD009-01	Initial Issue	NA



Contents

1	Introduction	Error! Bookmark not defined.
2	Scope of the policy	Error! Bookmark not defined.
3	Activation of the Policy	Error! Bookmark not defined.
4	Deactivation of the Policy	Error! Bookmark not defined.
5	Definition of High Consequence Infectious Disease	4
6	Matters relating to Staff	5
7	Public Meetings	6
8	Delegated Authority	6
9	Review of the Policy	7

 <p style="text-align: center;">Colwich Parish Council HCID POLICY</p>	Doc. Code	PD018
	Version	1

1. Introduction

- 1.1.** Colwich 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 Council will follow in respect of and HCID outbreak in the United Kingdom with an imminent threat of infection in Staffordshire in general and Colwich parish in particular.

2. Scope of the policy

- 2.1.** The main areas of concern for the Council with respect to HCIDs are:
- 2.1.1** Remaining an effective council; and
- 2.1.2** 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:
- 3.1.1** There is an active outbreak of a HCID in the United Kingdom with an imminent threat of infection in Staffordshire and/or Colwich parish; and
- 3.1.2** 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 Colwich Parish Council.

OR

- 3.1.3** 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
- 4.1.1** The imminent threat of infection in Staffordshire and Colwich parish has passed **and**
- 4.1.2** A minimum of 4 Councillors have requested public meetings be recommenced **and**
- 4.1.3** The government of the United Kingdom has reinstated all public meetings.

5. Definition of High Consequence Infectious Disease (HCID)

- 5.1.** A HCID is defined as
- 5.1.1 acute infectious disease
- 5.1.2 typically has a high case-fatality rate
- 5.1.3 may not have effective prophylaxis or treatment
- 5.1.4 often difficult to recognise and detect rapidly
- 5.1.5 ability to spread in the community and within healthcare settings
- 5.1.6 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 (11/03/2020)



**Colwich Parish Council
HCID POLICY**

Doc. Code

PD018

Version

1

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)

5.3 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

6.1. The Clerks' usual place of work is the Parish Centre, St Marys Road, Little Haywood. The public may only visit the Clerks during office hours Monday and Tuesday 1:00pm – 3:00pm; Wednesday and Thursday 10:00am – noon and 1:00pm – 3:00pm.

6.2. During any active outbreak of a HCID in the UK, the Parish Office will be closed and the Clerks will work from home and no appointments will be permitted. The Clerks will not come into contact with the public during working hours at their usual place of work or at home.

6.3. The Lengthmen's usual place of work is the Jubilee Playing Field, Main Road, Little Haywood together with other outside areas across the parish owned and/or maintained by the Council.

6.4. During and active outbreak of a HCID in the UK, the Jubilee Playing Field will be closed and the Lengthsmen will be sent home on special leave with pay. The Lengthsmen will not come into contact with the public during working hours at their usual place of work or at home.

6.5. 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.

6.6. A summary of the most recent guidance during the COVID-19 outbreak of 2020 is detailed below:

6.6.1. Employees who are sick or unfit for work need to focus on their recovery.

6.6.2. 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. 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



**Colwich Parish Council
HCID POLICY**

Doc. Code

PD018

Version

1

contracted any such HCID, at which point they transfer to sickness absence leave and the usual provisions of the sickness scheme will apply.

6.6.3. In circumstances where an employee decides to self-isolate without instruction from the Council it is not unreasonable for the Council to ask for some evidence. However, it will probably not be possible in all cases for an employee to produce any evidence, so the Council will need to use its discretion when trying to establish the facts behind the employee's decision to self-isolate

6.6.4. If an employee is caring for someone who has or may have a HCID, this period of absence should also be regarded as self-isolation. Given the employee may then have been in direct contact with the HCID we would expect only working from home arrangements to be then considered for the duration of the incubation period. The Clerk, as line manager, will remain in contact with other employees during any extended period of self-isolation. The Clerk will also remain in contact with the Chairman both to share details of the other employees' welfare as well as to facilitate mutual support. Councillors will be encouraged to keep in touch with each other during such periods of isolation to offer support and retain Council cohesiveness.

6.6.5. Following any school closures, the Council will 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 meetings and/or Council Committee meetings shall be held in public with members of the public and press invited.

7.2. Councillors, upon presentation of a written apology with reasons for absence, and other Volunteers can choose to not attend meetings held in public. As officers of the council, the Clerks cannot choose to not attend meetings.

7.3. Due to the nature of local government and considering the 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, meetings in public are suspended during the active period of this policy in line with Coronavirus Act 2020 section 78.

8. Delegated Authority

8.1. To allow the council to operate on a minimum requirement basis, and in line with Standing Order 3.2 and Financial Regulation 5.5, the following items are delegated to the Clerk for the duration of the activation of this policy.

8.2. Planning

8.2.1 The Clerk currently has delegated authority to consider planning applications. However, the Clerk's custom and practice has been to refer all major and/or contentious planning applications to the Planning Committee for consideration. During the period that this policy is active, the Clerk will electronically consult with the Planning Committee and a summary response will be circulated to all Committee

 <p style="text-align: center;">Colwich Parish Council HCID POLICY</p>	Doc. Code	PD018
	Version	1

members prior to submission to Stafford Borough Council and/or Staffordshire County Council by the Clerk.

8.3. Finance

- 8.3.1** all standard recurring payments will be paid by the RFO at the appropriate time such as salaries, printing costs, licences, annual subscriptions and IT services etc in line with FR 5.5.2 with the upper limit temporarily removed.
- 8.3.2** non recurring payments, such as one-off costs relating to community building project or expenses to be authorised by a minimum of 3 Councillors, one of whom will be the Chairman and/or Vice Chairman, by e-mail prior to payment.
- 8.3.3** All payments will be formally authorised by the Full Council at the next full council meeting.
- 8.3.4** Where this policy is activated over the end of the financial year, the Finance Officer and the RFO will prepare the end of year accounts in accordance with normal procedures and circulate to all Councillors as part of a virtual meeting agenda. Unless Ministry of Housing, Communities and Local Government (MHCLG) guidance states otherwise, on the acceptance of a minimum of 5 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.

8.4 Responses to other communications.

- 8.4.1** The Clerk will circulate, at the earliest opportunity, any communication from any 3rd 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 3rd Party.

8.5 Policy activated during a meeting

- 8.5.1** 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 to 8.44, 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 2nd April 2020 and will be reviewed annually

SIGNED	
COUNCILLOR WENDY WELLS, PARISH COUNCIL CHAIRMAN	