



HOVETON PARISH COUNCIL

Coronavirus Contingency & Action Plan

The following plan sets out the contingency measures Hoveton Parish Council will bring into effect as a result of the Coronavirus pandemic. The plan aims to ensure the Council will be able to operate its business to the best of its abilities throughout this public health emergency while protecting, as far as is reasonably possible, its members, employees, and volunteers. This plan will be continuously reviewed and updated to take account of the changing status of the pandemic.

No.	Item	Comments	Risk	Actions	Consequences	Updates
1	Parish Council Meetings	Meetings take place in a small room with 10-30 people present. No scope for implementing 'social distancing' measures.	High	Cancel monthly Parish Council meetings until further notice.	Impact on 'democratic decision-making' as Council decisions will have to be delegated or made via email consultation with members of the Council (see table below).	Meetings cancelled until further notice. Hoveton Village Hall (meeting venue) closed from 17 th March to 20 th June.
2	Annual Parish Council Meeting	Meetings take place in a small room with 10-30 people present. No scope for implementing 'social distancing' measures.	High	Postpone Annual Parish Council Meeting scheduled for 4 th May 2020.	Statutory requirement for meeting to be held in May. However, Government considering bringing forward legislation to amend this statutory requirement.	Meeting postponed. Hoveton Village Hall (meeting venue) closed from 17 th March to 20 th June.
3	Annual Parish Meeting	Meeting takes place in a small room with 10-30 people present. No scope for implementing 'social distancing' measures.	High	Postpone Annual Parish Meeting scheduled for 4 th May 2020.	Statutory requirement for meeting to be held between 1 st March and 1 st June each year. However, Government considering bringing forward legislation to amend this statutory requirement.	Meeting postponed. Hoveton Village Hall (meeting venue) closed from 17 th March to 20 th June.
4	Networking Meetings & Forums	Face-to-face meetings, sometimes involving large groups of people.	High/ Med	Members and employees to avoid attending non-essential meetings.	Should not impact on Parish Council business. Networking can be done via email, telephone or by holding virtual meetings.	Guidance emailed to all members of the Council on 25 th March.

5	Parish Clerk's Work	Works from home. Attends meetings. Runs errands (post office/bank/shop/parish noticeboard, etc).	Med	Cancel meetings. Minimise errands by purchasing stamps/stationery in advance.	Parish Clerk works primarily from home, so the situation should not impact greatly on her ability to do her work.	Stationery purchased 10 th & 11 th March. Stamps/phone credit purchased 17 th March.
6	Litter Picker's Work	Works outdoors. Unable to work from home due to the nature of the work involved.	Med	Review health and safety risk assessment. Provide advice, re: social distancing.	Providing the employee follows all measures outlined in the risk assessment and advice given, risk level should reduce to 'low' risk.	Litter Picker asked to stop work as of 24 th March due to evolving Government guidance.
7	Employee Appraisal Meetings (April 2020)	Difficult to implement 'social distancing' measures as meetings held in a small room or social setting.	Med	Postpone meetings or hold virtual meetings if situation doesn't improve by summer.	Will have little impact, providing employees are encouraged to raise any concerns/urgent matters to be discussed in the meantime.	Meetings postponed. Employees encouraged to raise any concerns or urgent matters.
8	Member Sickness Absence	Possibility of members being unable to carry out normal Council duties due to illness or self-isolation.	Med	Promote Government advice on staying safe and healthy during the pandemic.	Absence of individual members would not impact on Council business, but multiple absences may leave Council inquorate.	Guidance emailed to all members of the Council on 25 th March.
9	Employee Sickness Absence (Clerk)	Possibility of Parish Clerk being unable to carry out normal Council work due to illness or self-isolation.	Low	Ensure employee is aware of sickness absence procedures/Coronavirus advice.	Works from home (self-isolation not a problem). Short-term absence due to illness would not impact greatly on PC business.	Employee provided with appropriate advice and guidance.
10	Employee Sickness Absence (Litter Picker)	Possibility of Litter Picker being unable to carry out normal Council work due to illness or self-isolation.	Low	Ensure employee is aware of sickness absence procedures/Coronavirus advice.	Absence due to illness or self-isolation would not impact on general Parish Council business.	Employee provided with appropriate advice and guidance.
11	Internal Audit	Possibility of Internal Auditor being unable to carry out audit due to illness or self-isolation.	Med	Consider if audit could be delivered via post/email/filessharing and teleconferencing.	Council's accounts due to be examined/audited in May. This must be done before accounts are approved by the Council.	
12	External Audit (Approving The AGAR)	Accounts must be approved at a meeting of the Council by no later than 29 th June and submitted to auditor by 1 st July. May not be possible for a quorate meeting of the Council to be held by the statutory deadlines.	High	If required, contact external auditor (PKF Littlejohn) to arrange extension of time for submission of the AGAR.	A statutory recommendation will be issued to all authorities that fail to submit their documents by 15 th September. These are charged at the standard fee rate depending on the authority's expenditure banding, giving rise to a minimum additional fee of £200 plus VAT.	NALC and SAAA in discussions regarding council audit deadlines. PKF Littlejohn awaiting news of any changes to the reporting timetable/statutory requirements for smaller authorities.

Democratic & Lawful Decision-Making

Local authorities are required to hold meetings to make decisions. Given that these are exceptional times (a declared ‘pandemic’ should meet the test for this), most Parish Councils will cancel their usual meetings and these need to be replaced with alternative decision-making processes. The lawful way to do this is that a decision that would otherwise have been on the agenda for a committee or Council is now made by an Officer. The law permits a Council to delegate decision-making and discharge of statutory powers/functions (including “power to spend”) to a Council Officer such as a Parish Clerk/RFO. In such cases, the Officer performs these functions on the Council’s behalf but 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 meeting whilst still enabling essential functions to be undertaken lawfully.

At all times, the Officer must comply with Standing Orders and Financial Regulations, though these may be amended or suspended by a decision of Full Council. To ensure the decision-making process remains inclusive of Council members, the Officer is advised to seek the views of all members of the Council where appropriate.

No.	Item	Comments	Current Arrangements	Amended Arrangements
1	Payments	It is essential that the Council continues to pay its staff, suppliers and contractors throughout the pandemic as far as is reasonably possible, but cheques cannot be signed if councillors/the Clerk are ill or self-isolating and payments cannot be approved as normal if meetings are cancelled.	All payments are made by cheque, signed by two members of the Council. The RFO prepares a schedule of payments requiring authorisation and presents this schedule (together with the relevant invoices) to the Council alongside the agenda for the next Council meeting. Payments are authorised by a resolution of the Council at a meeting of the Full Council.	RFO to draw up a list of payments known to be due for the next three months (April, May, June), primarily payments arising as the result of a continuing contract, statutory duty, or obligation (see item 5.6 of the Financial Regulations). List to include, as a minimum, payee details and reasons for payment. The amounts due will be added to the list as soon as they are known (staff wages, pension and tax payments, for example, vary from month to month). List to be circulated by email to all members of the Council for approval. Cheques for all payments on this list to be pre-prepared by the RFO as far as is possible (amounts due may need to be added at a later date) and signed by two members of the Council asap. Payments to be authorised and posted by the RFO once checked against invoices and determined to be correct, and the final list of payments made together with any relevant invoices will be submitted to the next available meeting of the Council (see item 5.5 of Financial Regulations, which explains the RFO’s delegated authority).
2	Planning Applications	The consultation period for planning applications is 21 days, meaning not all applications can be considered at meetings of the Full Council.	Planning Protocol in place, which sets out how the Parish Council considers planning matters on which it is consulted by a Planning Authority.	All planning applications to be decided in accordance with Option 2 of the Council’s Planning Protocol, whereby the Council’s response will be delegated to the Parish Clerk acting on the outcome of an email consultation with Parish Councillors (with the exception that it will not be possible for an extraordinary meeting to be requested to further discuss the application, unless this is an informal virtual meeting).

3	Annual Budget	Draft HPC budget for 2020/2021 due to be reviewed and amended based on the 2019/2020 year-end position.	RFO would normally review and revise the draft budget based on the year-end position and present the amended budget for approval at a meeting of the Full Council.	RFO to review and revise the draft budget based on the year-end position. RFO to circulate the amended budget to all members of the Council and to ask the Council to approve the amended budget via an email consultation. Final approved budget to be published on the Council's website and Council's decision to be noted at the next available meeting of the Council.
4	Election Of Chairman	Annual Parish Council Meeting due to be postponed.	Would normally take place at Annual Parish Council Meeting.	Chairman to continue in office until such time as the Annual Parish Council Meeting may be held and his successor elected.
5	Election Of Vice-Chairman	Annual Parish Council Meeting due to be postponed.	Would normally take place at Annual Parish Council Meeting.	Vice-Chairman to continue in office until such time as the Annual Parish Council Meeting may be held and his successor elected.
6	Items To Be Approved Or Signed	Could include letters, draft contracts, bank reconciliations, etc.	Would normally be approved and/or signed at a meeting of the Council.	Clerk to circulate items to all members of the Council and to ask the Council to approve items via an email consultation. Items to be signed electronically or via the post where original signature is needed.
7	Items For Decision Or Response	Could include quotes, consultations, or general correspondence.	Would normally be discussed/response agreed at meeting of the Council.	Clerk to circulate items to all members of the Council and to ask the Council to make a decision about the items via an email consultation.
8	Updates & Information	Could include monthly budget monitoring, VAT reclaims, planning decisions, councillor and clerk updates.	Would normally be presented for information, noted and/or discussed at a meeting of the Council.	Clerk to circulate relevant items to all members of the Council via email. Councillors to provide email updates.

For all items listed in the table above, should Hoveton Parish Council become inquorate due to member illness and so unable to make a decision within the necessary timeframe, then the Parish Council agrees to delegate the decision-making described above and any relevant discharge of statutory powers and functions (including "power to spend") to the Parish Clerk/RFO. Such delegation will be limited to any period of restricted activity declared by the Government in respect of the Coronavirus pandemic, and this delegation will be undertaken only as an emergency measure, to enable the Parish Council to operate its business and fulfil its responsibilities to the residents of Hoveton.

Adopted by Hoveton Parish Council on 23rd March 2020
Updated on 25th March 2020