



# LEDBURY TOWN COUNCIL

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15 March 2020

Dear Councillor

You are summoned to attend an **Extraordinary Meeting** of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 19 March 2020 at 6.30 pm** in the **Council Offices, Church Street, Ledbury**, for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Councillor Phillip Howells  
Town Mayor

## FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.

## A G E N D A

1. **Apologies**
2. **Declarations of Interests**

To receive any declarations of interest and written requests for dispensations.

*Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.*

*(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)*

3. **To approve and sign the minutes of the Meeting of Council held on 5 March 2020 as a correct record**  
**(To Follow)**

4. To adopt the Model Draft Pandemic Contingency Policy as provided by SLCC  
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5. To set up a Pandemic Crisis Management Team in accordance with the Draft Pandemic Contingency Policy
5. Date of next meeting

To note that the next meeting of Full Council is scheduled for 2 April 2020 at 7.30 pm.

**Distribution: - Full agenda reports to all Councillors (10)**

**Agenda reports excluding Confidential items to Local Press (2)**



## **Ledbury Town Council**

### **DRAFT PANDEMIC CONTINGENCY PLAN POLICY**

This applies to parish, town and community councils in England and Wales.

In addition to the Council's disaster contingency policy, the Council recognises the need to have a separate pandemic recovery plan and procedure. The reason for this is that a general continuity recovery plan focuses 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.

The following procedure sets out the contingency measures that the Council will bring into effect in the event of a pandemic.

The procedure aims to ensure that the Council will be able to operate its business to the best of its abilities in such an event while protecting, as far as is reasonably possible, its employees.

#### **Procedure**

The Clerk and Councillors are responsible for ensuring that employees understand the Council's pandemic recovery plan policy and procedure. Employees are responsible for familiarising themselves with the procedure and should speak to the Clerk should they have any questions.

The Council will identify a Pandemic Crisis Management Team. The team will consist of the Clerk, Chairman/Leader of Council and other appropriate councillors and staff.

Members of the Pandemic Crisis Management Team will be trained in how to respond to a pandemic. In the event of a pandemic, members of the team will be expected to exercise leadership and make operational and business decisions in accordance with delegated authority.

As a contingency measure, employees will be trained in various functions to ensure that adequate cover is provided in different roles.

A pandemic communications strategy will be developed to ensure that employees are provided with up-to-date and accurate information on the status of the pandemic.