

OPERATIONAL ARRANGEMENTS FROM 23 MARCH 2020

DECISION	REASON	DATE MADE
To remove admin office PC to their homes.	When running security checks on personal device and the old office laptop – QIC recommended that all work cease on these devices due to high risk of data security.	24 March 2020
Cemetery work to be carried out from excel spreadsheet After consultation with RBS now able to access cemetery program.	With feeder PC out of the office, unable to remotely access the cemetery package.	24 March 2020 26 March 2020
Ops staff asked to stand down	Following Government announcement to stay at home	24 March 2020
Ops staff asked to come back on rota basis – with guidance to keep 2-meter distance, wash hands, to take staggered breaks and clean machinery.	Further guidance from Government regarding safe working and mimicking arrangements at EBC. Essential maintenance, litter picking and safety/security checks to resume.	25 March 2020
Knowle Park Allotment site – WC to be closed with signage displayed.	As per National Allotment Association guidelines – to prevent spread of disease in communal facilities.	26 March 2020
New Century Park Gym taped off/closed	To prevent spread of virus as per Government advice	27 March 2020
Pine tree identified as ‘dangerous’ following March annual tree survey to be felled on 30 March 2020	To prevent serious injury should the tree fall. Operations Manager acting on advice from two independent Arboriculturists. Monies to be taken from existing tree budget.	27 March 2020
Signage on cemetery access road and gate warning of social distancing measures and not to park unnecessarily in the road	Following complaint from resident regarding large number of cars being parked in the access road.	6 April 2020
Neighborhood Policing Team informed of Operations Staff as ‘key workers’ and staff issued with letter of confirmation to carry whilst on their duties	To keep open dialogue with our local PC/PCSO and to safeguard staff should they get stopped whilst on duty	7 April 2020
Tree Inspection Report – Shawyers asked to quote for the felling of trees identified for removal due to their being dead, dangerous or diseased.	To identify how much of our tree budget will need to be used to ensure public safety. All quotes to be discussed with Chairman/Vice-Chairman.	12 April 2020
Burial Regulations relating to funerals for persons who have died with suspected or confirmed coronavirus (COVID-19)	Following guidance from Public Health England – 1 April 2020.	27 April 2020
Tree Survey Essential Works across all sites.	The annual tree survey highlighted several dead, dying, and dangerous trees on a number of Council owned sites. Quotes were obtained on a site by site basis. All came within budget. Most cost-effective quote instructed to carry out essential works.	7 May 2020

To remove non-compliant fire doors between reception and office at the Parish Office and remove inappropriate threshold between reception and meeting rooms	Following report from building inspection. This will enable more space in the office area	15 May 2020
To halve plot C1 at the Knowle Park Allotments.	Following a request from the tenant who was struggling with a full size plot but wished to keep an allotment. The allotment waiting list is in excess of 50 residents and this will help to reduce this.	24 August 2020

*All decisions are made in consultation with the Clerk and Operations Manager and where appropriate all members are notified.

**Decisions relating to operational arrangements will be notified to all staff/members under separate cover.

For the purposes of transparency this decision list will be published on a weekly basis.