

Draft Action Plan to close down Winkleigh Parish Council Covid 19 Support Service:

What needs to be done	Why?	When/Time Frame	BY whom
Action Plan to July Parish Council Meeting	No August meeting	By 15 th July	AF/WPC
AF to draft letter of acknowledgement and thanks including: ~ Timing of suspension of service ~ Plans to secure information against a second spike ~ How long information will be stored ~ Who will have access to information ~ How long will information be kept ~ How to opt out of information being stored ~ What further support may be available to the vulnerable and how they can access this ~What will happen in the event of a second spike	Although the government is predicting a return to normality at the end of August, the experience of Leicester has shown that we may experience a localized spike as holiday makers return to Devon and retail and hospitality open up	Letter sent out in July	Clerk
Draft letter to WPC to July meeting	No August meeting	By 15 th July	AF/WPC
Suspending the Service			
Notice of suspension	R number and cases reduced/Government advises lock down can be lifted	By 31 st July	Clerk
Date of Suspension	Subject to the above	31 st August	Agreed WPC
Information from Winkleigh and Hollocombe helpers and helped to be stored on encrypted USB (memory stick) in WPC safe. Clerk/Chair only to have access to safe to obtain the code to device. More sensitive information to be further password protected on the device. Clerk to retain second passwords in accordance with risk management policy. Hollocombe information in a notebook to be transferred to safe, by end of August/1 st September	The data base has been nearly five months in the making and the names and addresses of the vulnerable and volunteers will be easily accessed if we endure a second wave of pandemic	1 st September	Clerk

Cllr Mercer and Cllr Findlay to sign declaration that no personal details have been retained in any form on any device/format – Clerk to write declaration	To ensure compliance with Data Protection Regulations	1 st September	Clerk
Information to be kept until 1 st September 2021 unless a vaccination is found, and people inoculated in sufficient numbers or herd immunity develops and we are no longer in danger of a resurgence of the disease	Ease of access to information should it be required	1 st September 21	Clerk
In the letter sent July 20 people will be informed that they can opt out by contacting the Clerk	To enable people to opt out of having their information held if they so wish/or no longer want to be a volunteer or be helped. People to be asked express their wishes by end of September but can opt out anytime on request to AF/MB	Letter sent by end of July 20	Clerk
Letter to detail how the vulnerable can get support and from where, should they need it when the service is ceased. AF can also be contacted for advice whilst service is still functioning and after 31 st August through usual council channels	Certain individuals may need help irrespective of COVID	BY end of August 20	Clerk
Notice to be given that the email address will not be used from 1st September residents to contact council in the usual way	To avoid people using the email address and encourage use of council address systems	By 1 st September	Clerk
Resumption of Service			
Should the service need to restart the email address will again be used	So people can contact the service as required, using familiar information and channels of communication	Time to be determined by events	Clerk/WPC
Information to be retrieved from safe and used to support people and recruit volunteers in the new pandemic/spike/local lockdown	To allow for quick access to stored information as to potential volunteers and to identify the vulnerable	Time to be determined by events	Clerk/Chair
All persons on data base to be emailed/telephoned in the event of a resumption of service. Posters displayed round village and on websites. Key agencies, businesses and charities to be informed of resumption of service	To enable a rapid response in the event of a spike/local lock down	Time to be determined by events	Clerk/COVID coordinator