

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 10th MARCH, 2020**

PRESENT: D. Langton, P. Mousdale, D. Walker, J. Whittaker, N. Watson, H. Culshaw, C. Finn, J. McDonnell and J. Watson

ALSO PRESENT: S. Astin-Wood, M. Mason, A. Goode and S. Agnew

162. CORONAVIRUS COVID 19

Management Team discussed at length current advice from Government regarding COVID 19 and the implications this would have on all aspects of business. The latest advice was also circulated at the meeting.

Discussions were held on the following:

1. Some HR policies needed updating:

- Flexible Working Policy
- Annual Leave and Flexitime – leave requests to be managed more; the buying of additional leave be suspended and any outstanding leave/flexi time balances be managed more closely

**Jane McDonnell
All Management Team**

2. Homeworking

- To be considered based on the following priorities:
 - (a) Those who have been told they have the virus from their GP/ health service provider;
 - (b) Those who have symptoms and choose to self-isolate for 14 days;
 - (c) Those who have a family member who has presented themselves with the symptoms;
 - (d) Those who have been identified as potentially vulnerable (pregnancy and respiratory problems) will be given the choice to work from home (if their job allows);
 - (e) Other staff who could work from home as it is not essential for them to attend the workplace to carry out their duties.

All Management Team

It was emphasised there would not be a 'blanket' homeworking policy at the moment. Management Team members were asked to continue to attend work if at all possible.

3. IT

- An additional 100 licences had been ordered to provide full access to One Drive;
- A further 100 VPN connections had also been ordered;
- Some staff might be able to work from home using their

Shane Agnew

**Shane Agnew
Shane Agnew**

own laptop/PC by accessing the SSL Portal (instructions on how to access this Portal to be circulated);

- Office 365 – Microsoft Teams – this software had replaced Skype and could be used for tele conferencing/meetings;
- Staff to be encouraged log onto their emails from home using Mimecast and were contactable;
- Staff to be asked to be patient until the additional capability was in place;
- Details of staff who can access their work using their own equipment at home and those who had Pendle laptops to be sent to the Corporate Director;
- Vulnerable time – cyber-attack could happen so all staff to be made aware of the risks and the need to be vigilant at all times;
- Information regarding DSE, Flexible Working Policy, Homeworking and relevant IT Policies to be circulated to those identified as homeworking.

Shane Agnew

All Management Team

**Shane Agnew/
Jane McDonnell/
Marie Mason**

4. Service Delivery Issues

- Acknowledged needed to continue to provide a service but consideration should be given to whether some areas of work could be done differently;
- Staff to take care when going out on visits – ensure only essential visits made and precautions taken appropriately particularly with regards to interaction with people;
- Face to face meetings to be discouraged and any issues to be reported to the Corporate Director;
- Need for staff to be reassigned to other areas of work and impact of reducing services or changing them in any way be notified to the Corporate Director once identified for consideration by Management Team, if appropriate;
- Discussions to be had with the Unions regarding flexibility of staff.

All Management Team

Jane McDonnell

5. Mobile Phones

- Any requirements for additional mobile phones to assist with homeworking to be submitted to Jessica Doyle;
- Details on how to re-direct work landline numbers to mobile phones to be circulated.

**All Management Team/
Jessica Doyle
Shane Agnew**

6. Meetings

- Consideration should be given to:-

(a) Continuing to operate and provide a service;

- (b) Ensure comply with statutory requirements e.g., planning applications turn around;
- (c) April Area Committees only be held if there are any planning applications to determine;
- (d) This week's Policy and Resources Committee likely to go ahead;
- (e) March Council meeting to be cancelled;
- (f) Other meetings scheduled for May onwards and how decisions might be taken without convening a meeting;
- (g) Officer level and multi-agency meetings to be avoided if possible.

**All Management Team/
Committee Services**

7. Consideration of Time Limits

- Any statutory time limits that might be relaxed;
- Other deadlines which might need moving e.g., to ensure outputs were delivered or the Council wasn't penalised for not delivering on time;
- Identification of court cases and anything else which may have a financial implication to the Council if the process was stopped/amended.

All Management Team

8. Other information

- Briefings to be circulated to all staff;
- External communications to be put on the website;
- Meeting with Group Leaders to discuss various aspects of the above scheduled for later today;
- Further direction and guidance from the Government to be expected on a daily basis;
- Will continue to be uncertainties but there needs to be understanding, preparation, planning and awareness of how the Council responds to the situation.
- Weekly Management Team meetings to be held or more regularly if required.

**Alice Barnett/
Sarah Lee
Dean Langton/
Philip Mousdale**

Dean Langton

All Management Team

All Management Team