

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM  
HELD ON 19<sup>th</sup> MARCH, 2020**

**PRESENT:** D. Langton, P. Mousdale, D. Walker, J. Whittaker, N. Watson, H. Culshaw, C. Finn, J. McDonnell, J. Watson, M. Mason, A. Goode and S. Agnew

*(Apologies for absence were received from J. Whittaker).*

**163. MINUTES**

The Minutes of the Management Team meeting held on 17<sup>th</sup> March, 2020 were submitted.

**AGREED**

That the Minutes be approved.

**164. CURRENT POSITION ON ABSENCES**

Management Team were updated on the current position regarding absences connected with COVID-19.

**165. CURRENT POSITION WITH SERVICE PROVISION**

Service provision was currently being maintained across most service areas but at a reduced level. Council meetings had all been cancelled, with the exception of the next round of Area Committees (where planning applications were to be determined) as well as the local and PCC elections in May, 2020. Pest Control visits had also been suspended to homes and businesses and all sports fixtures had been called off for the foreseeable future.

Management Team were informed that some contractors were willing to continue with the DFG work in cases where assessments had already been carried out. There was a discussion around the element of and mitigation of risk associated with DFG work at this critical time.

**AGREED**

That work in relation to DFG's be considered on a case-by-case basis and every effort be made to mitigate any risks.

**Julie Whittaker**

**166. BUSINESS CONTINUITY AND STRATEGIC CRISIS MANAGEMENT PLAN TO DEAL WITH CORONAVIRUS (COVID-19) PANDEMIC**

Management Team considered the draft Coronavirus Business Continuity and Strategic Crisis Management Plan.

The Plan defined the responsibilities of staff and the actions to be taken in maintaining the delivery of the Council's services and in particular those services considered to be critical during the coronavirus national emergency.

**AGREED**

That subject to a number of slight amendments, the Business Continuity and Strategic Crisis Management Plan to deal with Coronavirus (COVID-19) Pandemic be agreed and circulated to the Strategic Crisis Management Team.

**Philip Mousdale**

**167. CLOSURE OF SCHOOLS**

Management Team considered the implications on the Council the recent Government announcement on the closure of schools and nurseries as from Monday 23<sup>rd</sup> March, 2020.

The Coronavirus (COVID-19) – Guidance for Employees had been updated in response to this announcement.

Management Team discussed the updated guidance and made some slight amendments.

**AGREED**

That subject to some slight amendments, the updated Coronavirus (COVID-19) - Guidance for Employees be agreed and circulated to all staff.

**Jane McDonnell**

**168. HOMEWORKING**

Management Team acknowledged that there would be an increase in the number of people homeworking due to either the closure of the schools or self-isolation from the virus.

It was acknowledged that home working would be an option for some people but every effort should be made to encourage people to come into work where possible. It was also noted that regular contact should be maintained with people home working and at some point they may be asked to come back into work. The possibility of redeploying people into other roles where there was a gap in service provision was also discussed.

It was suggested that landline numbers be re-directed to work mobiles where people were working from home.

An interim Guidance for Home Working was circulated

prior to the meeting. This Guidance summarised the main points of the Council's IT Policies which related to Home Working.

**AGREED**

- (1) That instructions for re-directing land lines to mobile or other phones be circulated. **Shane Agnew**
- (2) That the Interim Guidance for Home Working be agreed and circulated to all staff. **Dean Langton/  
Jane McDonnell**

**169. UPDATE ON IT PROVISION**

Management Team received an update on IT provision and progress with the relevant licences to enable more people to work from home.

A list of those who would benefit from home working for reasons set out in the latest guidance issued had been prepared and relevant IT provision identified.

One hundred VPN licences had been received and the RSS licenses that would enable remote working had been ordered but had not yet arrived. The remote working could be done by people using their own devices at home i.e. laptop/PC and remotely accessing their work PC. Four people were currently testing access via this method and a protocol was being produced.

Microsoft Teams software was also being trialled by the Chief Executive and Group Leaders.

**AGREED**

- That the current position be noted and every effort be made to role out the required IT equipment as soon as possible. **Shane Agnew**