

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM
HELD ON 23rd MARCH, 2020**

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

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

170. MINUTES

The Minutes of the Strategic Crisis Management Team meeting held on 19th March, 2020 were submitted.

AGREED

That the Minutes be approved.

All Strategic Crisis MT

171. CURRENT POSITION WITH SERVICE PROVISION

The Team updated each other on the current position regarding service provision.

Overall there was sufficient service provision with some people covering where there was a gap. Inductions were planned within Environmental Services to ensure the service could respond accordingly. In other service areas a number of staff had already started to work from home.

Unfortunately both Land Charges staff was now off work with no provision to work from home if they were fit and well. Another member of staff was able to provide some cover but not in every aspect. It was felt this would be manageable for a couple of weeks but was an area to monitor.

Howard Culshaw

It was essential that the whereabouts of staff was monitored on a daily basis and this information sent through to HR for them to monitor by way of the daily 'tracker.'

All Strategic Crisis MT

With there being limited attendance it was essential that consideration be given to ensuring there were sufficient Fire Wardens in work in case of an emergency.

Philip Mousdale

172. CURRENT POSITION WITH THE RESPONSE

The response to the current position continued to move along in accordance with Government advice. It was acknowledged this would continue to be the case for some time.

173. PENDLE COMMUNITY SUPPORT HUB

It was reported that a Community Support Hub would be up and running from No. 1 Market Street from Wednesday 25th March. The Hub would be managed by Alison Goode with the support of Management Team and staff from Pendle Leisure Trust would man the Hub.

All Strategic Crisis MT to note

Policy and Localities staff had been tasked with contacting community groups and organisations within the Borough to see what they could provide so that people could be signposted to them.

174. LRF REPRESENTATION

Telephone conferences with the Local Resilience Forum were continuing. A National COVID-19 Multi-Agency Response Structure had been established. A number of Groups/Cells had been set up to deal with certain aspects such as Business Continuity, Vulnerable People and Education and Early Years. Some members of the Team had been nominated to represent the Council on these Groups/Cells.

All Strategic Crisis MT to note

175. IT/HOMEWORKING

An update on the current position with the role out of various licences to accommodate home working was given. A priority list had been drawn up and the first tranche had been enabled. Work would continue with the second and third tranche over the next few days.

It was stressed that it was a top priority that this role out was completed as soon as possible to enable people to home work. It was also acknowledged that there might be other people that needed to be added to the list.

A further piece of work was being trailed which involved the calendar application within O365.

AGREED

(1) That every effort be made to ensure the setting up of SSL's or VPN tokens to enable as many staff as possible to homework be implemented as soon as possible.

Shane Agnew

(2) That a contact be given for staff to ring should they experience any problems setting up remote working as referred to in (1) above.

Shane Agnew

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| (3) | That the priority list for home working be circulated to the Team and any additions/amendments be sent to Shane Agnew. | Dean Langton/
Shane Agnew |
| (4) | That instructions to access Microsoft Teams be circulated as soon as possible. | Shane Agnew |
| (5) | That all staff, which had access to emails, be asked to check Mimecast was accessible from home. | All Strategic Crisis MT |
| (6) | That instructions on how to divert phones be circulated as soon as possible. | Neil Watson |

176. KEY MESSAGE TO STAFF

The Team discussed a number of key messages which needed to be or had recently been sent to staff:

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| <ul style="list-style-type: none"> • The stand down of the dress code, with the exception of PPE; • The Town Hall to close at 5.30 p.m. daily. • Re-iterate staff may be deployed into different roles as appropriate; • LRF to be advised of the conflicting advice between the Government and schools regarding the definition of key workers and the problems staff were experiencing because of this; • Ensure all staff read the guidance circulated; • There may be a time when key workers would be required to come back into work; • Opportunity for PLT staff to be asked to assist with cover or to take on tasks where there were limited resources. | <div style="display: flex; align-items: center;"> <div style="font-size: 3em; margin-right: 10px;">}</div> <div style="text-align: left;"> <p>Jane McDonnell</p> <p>Dean Langton/
Philip Mousdale</p> </div> </div>

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