

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM  
HELD ON 14<sup>th</sup> APRIL, 2020**

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

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

**205. MINUTES**

The Minutes of the Management Team meeting held on 9<sup>th</sup> April, 2020 were submitted.

**AGREED**

That the Minutes be approved.

**All Strategic Crisis MT**

**206. CURRENT POSITION WITH SERVICE PROVISION**

Service provision was continuing with no real issues identified. Homeworking was also continuing where possible and there continued to be a skeleton staff in the Town Hall who were dealing with issues as they arose.

The two members of staff in Land Charges were still off sick and may not be back in work next week. It was felt that contingencies be put in place to provide this service as soon as possible.

Calls and emails to the Community Support Hub had increased and staff was continuing to respond well and deal with the enquiries. A number of calls had been referred to the NHS Volunteer Programme.

It was reported that additional capacity would soon be available for a further team to operate from No. 1 to assist with the Hub.

It was reported that of the 1750 calls made to people on the NHS shielding list and the County Council's vulnerable list 770 were outstanding. A separate discussion was to be held about how these outstanding calls should be dealt with.

The issue of virtual meetings was mentioned and the wider issue of how Councillors, as well as the public, would be involved.

**AGREED**

- (1) That the current situation with service provision be noted and staff be thanked for their contributions to date.

**All Strategic Crisis MT**

(2) That contingencies be put in place to ensure the Land Charges service was back up and running as soon as possible.

**Philip Mousdale/  
Howard Culshaw**

(3) That consideration be given to setting up virtual council meetings.

**Philip Mousdale/  
Jane Watson/  
Shane Agnew**

## **207. LRF UPDATES**

It was reported that, currently, the biggest issue for the LRF was the sourcing of PPE. There had been a massive surge in demand as staff in care homes were now required to wear PPE whilst dealing with any resident. As a result there was a shortage in supplies.

### **AGREED**

That the LRF Daily Bulletin be circulated to the Team daily.

**David Walker**

## **208. IT UPDATE**

A total of thirty new laptops had been ordered. Any other IT related requirements should be referred to Marie Mason as soon as possible.

Tests were continuing with Microsoft Office Teams and it was proposed that the next meeting of this group be conducted through Teams. Tests were also continuing with the meetings calendar functionality of Teams.

### **AGREED**

That the next meeting be conducted through Microsoft Office Teams.

**All Strategic Crisis MT**

## **209. FORWARD PLANNING FOR SERVICES**

It was suggested that members of Management Team be sent the list of items for future meetings to update, particularly for May, June and July to establish what business needed to go to which Committees.

### **AGREED**

That the list of items for future meetings be circulated to Management Team along with any other items which had a legal or other deadline for a decision. This information was to be sent to the Corporate Director by 18<sup>th</sup> April.

**All Management Team**

**210. FINANCIAL IMPACT OF COVID-19**

Reference was made to the high level assessment of possible financial effects of the current pandemic across all service areas which had been produced.

Members of the Team were reminded that the deadline to provide any comments/information to Vince Green was close of play today. The information would then be submitted to Government tomorrow.

**All Strategic Crisis MT**

**211. KEY MESSAGES TO STAFF**

A further Guidance Note to staff would be circulated next week. This would include the issue around requesting reimbursement if costs were incurred when phones were diverted to private mobiles.

To avoid problems later in the year with staff wanting to take leave at the same time the issue of mandating the taking of leave was discussed. It was reported that Pendle Leisure Trust staff had already been informed that they were required to take three days in April and in May bearing in mind that there were two bank holidays in each month.

**AGREED**

That the possibility of requiring staff to take two days' leave each month starting from May, 2020 be considered further at the next meeting.

**Jane McDonnell**