

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM
HELD ON 16th APRIL, 2020**

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

(Apologies for absence were received from V. Green and J. Whittaker).

212. MINUTES

The Minutes of the Management Team meeting held on 14th April, 2020 were submitted.

AGREED

That the Minutes be approved.

All Strategic Crisis MT

213. CURRENT POSITION WITH SERVICE PROVISION

Again 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.

It was hoped that a member of staff in Land Charges would be back in work next week. It was proposed that training be given to other members of staff to assist and also to act as backup should this situation arise again.

Staggered start and finish times had now been introduced within Environmental Services and an update on the Bereavement Service was given.

There was a brief discussion around recruitment as a couple of posts within a service area would soon become vacant.

The issue of virtual meetings was mentioned and the wider issue of how Councillors, as well as the public, would be involved. It was acknowledged that there were lots of obstacles to be overcome for virtual meetings to take place. Other authorities had not yet decided what route they would be taking. However, it was reported that Burnley Council would be live streaming a virtual Licensing meeting tomorrow which staff in Committee Services would be viewing.

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 the practical implications of how council meetings could be held, including virtual meetings.

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

214. LRF UPDATES

The LRF Daily Bulletins were now circulated to the Team each day so this item would not appear on any future agendas.

215. IT UPDATE

It was reported that all staff requiring new laptops had been issued. There were still a small number of laptops available for issue to those identified as in need of one. Any other IT related requirements should be referred to Marie Mason as soon as possible.

The next priority for IT was to focus on virtual meetings which was referred to in the service provision item above. It was also suggested that as well as Microsoft Office Teams there may be other products available such as Slido which could be used.

AGREED

That consideration be given on how best the Council could involve Councillors and the public in virtual meetings.

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

216. FORWARD PLANNING FOR SERVICES

Management Team were reminded that the deadline for items to be added to the list of items for future meetings was 18th April. This was also to include items which needed to be considered by all Committees.

AGREED

That items for including g on the list of items for future meetings, and any other Committees, be forward to Jane Watson by 18th April.

All Management Team

217. UPDATE ON THE DECISION MAKING PROCESS

The Corporate Director submitted, for information, a note

which provided an update on the decision making process in the current emergency.

Committee Meetings

These had been suspended in the light of the Government's Restrictions Regulations and it was likely these restrictions would be extended by a further three or four weeks which would take us to 6th or 13th May.

The Regulations had also removed the requirement for an Annual Council meeting to be held in May and for existing Council appointments such as the Mayor, Leader, Chairmen and representatives on outside bodies, to continue. However, a meeting for 18th June had been pencilled in but this was subject to review.

It was reported that the Policy and Resources Committee planned for 28th May would remain in the diary at this stage as would the Area Committees in June and July but again these would be subject to further review.

Exercise of Urgent Powers Protocol

This Protocol had been used in the last two weeks to gain approval for the Pay Policy Statement, the Treasury management Statement, a new Business Grants Policy and a new Council Tax Relief Policy. A system was being produced to record these decisions and supporting paperwork which would be published on the website.

Delegation to Officers

The Officer Scheme of Delegation, as set out in the constitution, was still in place.

However, the Exercise of Urgent Power Protocol had been approved to give a blanket delegation of all committee powers which could lawfully be delegated to officers to Directors and Service Managers.

This did not include planning applications. It was reported that there was Member pressure for the holding of remote Area Committee meetings to deal with these.

The blanket delegation was only until the end of May, 2020 and it was expected that this and the Urgent Powers Protocol would be used sparingly.

218. LEAVE

There was a brief discussion around requiring staff to take two days' leave each month starting from May 2020.

AGREED

That this suggestion be deferred for the time being.

219. KEY MESSAGES TO STAFF

A further Guidance Note to staff would be circulated next week. This would include information from the HMRC around making claims for homeworking; expenses incurred; the decision making process; phishing and internet hygiene and a reminder about the Bank Holiday on 8th May.

A health and wellbeing update was to be circulated to all staff this week.