

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM
HELD ON 20th APRIL, 2020**

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

(Apologies for absence were received from V. Green).

220. MINUTES

The Minutes of the Management Team meeting held on 16th April, 2020 were submitted.

AGREED

That the Minutes be approved.

All Strategic Crisis MT

221. 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 reported that there would be a member of staff in Land Charges this week with the opportunity to also homework.

Waste Services continued to run as expected. With the increased weight in waste the public were being asked to squash there waste where possible to help ease the problem with capacity. It was reported that there was pressure on the County Council to consider re-opening the waste recycling centres to help address the issue of increased fly tipping.

Six funerals were scheduled over the next two weeks, four of which were COVID-19 related.

Staff at Liberata were continuing to process grant claims in relation to NNDR and Council Tax. Work was continuing with the outstanding enquiries. It was anticipated there may be an increase in calls to the Contact Centre from people chasing their grant claims over the next few weeks.

The Team were advised that there was some capacity within the Business Support Team if anyone needed any help with anything.

Management Team were reminded that the Management Assurance Statements which been circulated were required to be completed and returned to Marie Mason by

All Management Team

30th April. The Team were also asked to update the performance indicators up to the year end. The deadline for the updates would be circulated.

Marie Mason

222. REDEPLOYMENT OF STAFF

The issue of the redeployment of staff was discussed. The suggestion was that consideration be given to staff being redeployed to critical and essential roles as and when appropriate.

AGREED

That the Human Resources Manager contact members of the Strategic Crisis Management Team to discuss the possibility of redeployment of staff as referred to above.

Jane McDonald

223. IT UPDATE

It was reported that the remaining 10 laptops had been delivered and were in the process of being allocated.

Confirmation from Virgin Media regarding the upgrade in the bandwidth had not yet been received.

The priority now was to focus on virtual meetings and how best to go about doing this. There were a number of products available but it was felt that maybe Microsoft Office Teams was the right approach for the Council. A solution was requested by the end of this week.

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**

224. FORWARD PLANNING FOR SERVICES

The revised list of items for future meetings was submitted for information. Management Team were asked to consider if any items scheduled for the May Policy and Resources Committee could be dealt with under the extended scheme of delegation or the Urgent Powers protocol.

The calendar of meetings for 2020/21 had not yet been approved and it was suggested one be prepared for the next four months and submitted to Group Leaders for consideration.

AGREED

All Management Team

That consideration be given to dealing with items scheduled for the May Policy and Resources Committee under the extended scheme of delegation or the Urgent Powers protocol.

225. 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.

226. TESTING FOR COVID-19

It was reported that advice from the Government was that key workers within the NHS and social care system would be the first people to be tested for COVID-19. Further guidance on the testing of others was awaited.

227. 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, the taking of leave and a reminder about the Bank Holiday on 8th May.

Jane McDonnell

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

228. ANY OTHER BUSINESS

Consideration of a Business Recovery Plan was highlighted. The Team were asked to think about how business moves from responding to normal service provision. It was acknowledged that this would be led by the lifting of restrictions by the Government at the appropriate time. It was also an opportunity to consider the benefits of any new ways of working which could be continued going forward.

All Strategic Crisis MT to note.