

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM  
HELD ON 23<sup>rd</sup> 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).*

**229. MINUTES**

The Minutes of the Management Team meeting held on 20<sup>th</sup> April, 2020 were submitted.

**AGREED**

That the Minutes be approved.

**All Strategic Crisis MT**

**230. 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 some risk assessments were being reviewed in the light of the current changes to some working practices. These would be uploaded onto the Intranet as soon as possible.

It was also reported that there was potential for Environmental Health Officers to be used for contact tracing. This was currently being done in Wales. It was felt this situation be monitored.

**Julie Whittaker/  
Jane McDonnell**

**231. RE-DEPLOYMENT OF STAFF**

Discussions were being held with Service Managers to establish skill sets for possible re-deployment of staff if needed.

**Jane McDonnell**

Staff were also being encouraged to continue to take leave in a bid to avoid everyone taking leave later in the year.

**All Strategic Crisis MT**

**232. IT UPDATE**

A number of Helpdesk calls had been made with regards to issues with Microsoft Office Teams. At this stage it wasn't clear what the problems were but these were being looked into.

A meeting was being arranged with Burnley Borough Council to discuss a number of issues regarding virtual

**Shane Agnew/  
Kathryn Halton**

meetings. They had recently held two virtual meetings.

**233. FORWARD PLANNING FOR SERVICES**

The revised list of items for future meetings was submitted for information.

It was reported that the Government Regulations removed the requirement to have an Annual Council meeting in May. However, a provisional date of 18<sup>th</sup> June had been put in the diary if it was felt an Annual Council was needed but this was subject to further review.

Items scheduled for the May Policy and Resources Committee either be pushed back to the June meeting or dealt with under the extended scheme of delegation or the Urgent Powers protocol.

The next round of area committees would be held in early June and these would be limited to dealing with planning applications only.

**AGREED**

That items scheduled for the May Policy and Resources Committee be pushed back to the June meeting or dealt with under the extended scheme of delegation or the Urgent Powers protocol.

**All Management Team**

**234. FUNDING PROGRAMMES**

A template had been prepared of external funded programmes which may be impacted by Covid-19. The document would be circulated for Management Team to populate and for it to be returned to the Housing, Health and Engineering Services Manager by close of play on Wednesday 29<sup>th</sup> April.

**All Management Team**

**235. KEY MESSAGES TO STAFF**

Guidance Note No. 7 would be circulated to all staff tomorrow.

**Jane McDonnell**

**236. ANY OTHER BUSINESS**

A Business Recovery Plan was being prepared which required input from all members of the Team.

**All Strategic Crisis MT to note.**

It was also an opportunity to consider the benefits of any new ways of working which could be continued going forward.