

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM  
HELD ON 30<sup>th</sup> APRIL, 2020**

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

*(Apologies for absence were received from C. Finn, V. Green, P. Kirby and A. Simm).*

**237. MINUTES**

The Minutes of the Management Team meeting held on 23<sup>rd</sup> April, 2020 were submitted.

**AGREED**

That the Minutes be approved.

**All Strategic Crisis MT**

**238. CURRENT POSITION WITH SERVICE PROVISION  
(INCLUDING THE PENDLE COMMUNITY SUPPORT  
HUB)**

Overall service provision was continuing and staff continued to homework where possible with a small number of staff working in the Town Hall to deal with issues as they arose.

Some issues had arisen over the past week within Environmental Services with some disruption to service provision. With the help of agency staff, members of the landscaping team and the Environmental Action Group the service was now being maintained. Additional vehicles had also been hired to assist the teams with the collection of the increased volume of refuse waste.

It was noted that potentially the household waste recycling centres may be re-opened from 11<sup>th</sup> May.

There was a discussion around the need to start to think about reintroducing areas of work such as taxi testing and moving forward with projects such as Nelson Town Deal and other regeneration works.

Consideration was also being given to conducting interviews remotely to fill some vacant posts.

It was reported that calls to the Hub had increased with more Covid-19 related issues. These were being assessed and referred to the relevant agencies.

**239. HR ISSUES**

**(a) Redeployment of Staff**

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

**Jane McDonnell**

**(b) Homeworking Survey**

A draft homeworking survey was submitted for consideration. With the number of people now homeworking it was felt it was important to find out how staff were finding this and whether there were any issues which needed addressing.

**AGREED**

That the homeworking survey be circulated to all staff.

**Jane McDonnell**

**240. IT UPDATE**

**(a) Any Issues with Staffing**

It was reported that Helpdesk calls were being resolved as soon as possible. Connectivity seemed to be an issue in some areas at the moment.

There were also issues with Teams, particularly logging on and setting up meetings. It was apparent that staff were logging on in different ways this was being investigated.

**(b) Update on Remote/Virtual Council Meetings**

Work was ongoing to enable Councillors to take part in remote meetings. Some Members were already on Office 365 and it was thought there were enough licences available for the others.

A list had been prepared which provided information on the IT kit Members had. It was felt that the majority of Members had sufficient access to devices and the internet to enable remote meetings.

A trial meeting with Group Leaders, the Area Committee Chairmen and one other representative from each Group was being arranged for 7<sup>th</sup> May.

**AGREED**

(1) That a further 20 laptops be purchased.

**Shane Agnew**

(2) That the logging on issues experienced by staff with Teams and the setting up of meetings be investigated and resolved as soon as possible.

**Shane Agnew**

(3) That Microsoft Office Teams be rolled out to the relevant Councillors to enable the trial meeting to take place on 7<sup>th</sup> May.

**Shane Agnew**

**241. FORWARD PLANNING FOR SERVICES**

A revised list of items for future meetings was submitted for information. The list included items for Management Team, Policy and Resources Committee, the Area Committees, Accounts and Audit Committee and the Taxi Licensing Sub Committee up until the end of September, 2020.

Management Team were asked to consider if the items needed to go to the scheduled Committees or whether any could be delayed or dealt with under the Urgent Powers protocol.

**AGREED**

That all amendments to the list be sent to Jane Watson as soon as possible.

**All Management Team**

**242. BUSINESS RECOVERY PLAN**

The Corporate Director was preparing a draft Business Recovery Plan which required input from all members of the Team.

There was a brief discussion about some of the things that it was felt should be included in the Plan. The draft would be submitted to the SCMT meeting on 7<sup>th</sup> May, 2020.

**Philip Mousdale/  
Jane Watson**

**243. KEY MESSAGES TO STAFF**

A health and wellbeing update was being prepared and would be circulated next week along with a manager's update.

**Jane McDonnell**