

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM
HELD ON 7th MAY, 2020**

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

(Apologies for absence were received from A. Simm).

244. MINUTES

The Minutes of the Management Team meeting held on 30th April, 2020 were submitted.

AGREED

That the Minutes be approved.

All Strategic Crisis MT

**245. 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.

It was reported that calls to the Hub had decreased and this seemed to be the same with other Hub's across Lancashire.

246. HR ISSUES

(a) Redeployment of Staff

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

AGREED

That a report be submitted to the next meeting.

**Jane McDonnell/
Jane Watson**

(b) Homeworking Survey

70 responses had been received to date. The deadline for responses was 13th May.

AGREED

That a summary of the responses received be submitted to the Strategic Crisis Management Team meeting on 19th May.

**Jane McDonnell/
Jane Watson**

(c) Annual Leave

The issue of taking leave was discussed and in particular the leave carried over from last year. It was felt that the deadline to take this leave should be extended from the end of June to the end of July.

AGREED

That all leave carried over from 2019/20 to be taken by 31st July, 2020. **All Management Team**

247. IT UPDATE

(a) Any Issues with Staffing

It was reported that there was still an issue with some staff logging onto Teams in different ways. It was suggested that the guidance be revisited and circulated to staff where needed.

There was also a discussion about purchasing headsets and additional laptops.

AGREED

- (1) That guidance on logging on to Microsoft Office Teams be re-issued to staff where needed.
- (2) That 10 further laptops be purchased (in addition to the 20 already on order) and consideration be given to purchasing headsets for use during Teams meetings.

**Shane Agnew/
Marie Mason**

Shane Agnew

(b) Update on Remote/Virtual Council Meetings

An update was given on the trial remote meeting which had been held earlier in the day with officers and Councillors.

It was reported that the meeting went well despite some Councillors experiencing problems logging into Teams. A number of other issues were identified and these were being addressed by both the IT Helpdesk and Committee Services.

It was noted that the sound quality was poor when using a mobile phone. It was suggested that consideration be given to 'loaning' a laptop to Members whose only device to log into the meetings was by way of a mobile phone or otherwise inadequate equipment.

Trial Area Committee meetings were to be scheduled over the next couple of weeks to ensure all Councillors and relevant officers had connectivity to Teams prior to going 'live' in early June.

The next stage was to consider how to live stream the meetings and public participation. It was suggested that speakers be encouraged to submit their comments to Committee Services in writing. The Chairman or an officer would then read out their comments at the meeting.

AGREED

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| (1) That those Councillors who would be logging onto Teams via their mobile phones be given the option of loaning a laptop from the Council as a temporary alternative. | Jane Watson |
| (2) That dates be set for trial remote Area Committee meetings. | Philip Mousdale/
Jane Watson |
| (3) That officers attending the remote meetings ensure they have the required IT kit to participate. | All Area Co-ordinators |
| (4) That the protocol for remote meetings be amended to include clear guidance on what to do when certain problems arise e.g. do's and don'ts. | Jane Watson/
Wendy Doherty |
| (5) That live streaming of meetings be investigated and tested before the June round of Area Committees. | Shane Agnew/
Philip Mousdale/
Jane Watson |

248. FORWARD PLANNING FOR SERVICES

The list of items for future meetings was to be circulated and officers asked to consider which items could be considered at the next meeting or pushed back to future Management Team and Policy and Resources meetings.

The agenda for the June meeting of the Policy and Resources Committee would focus on the Strategic Plan, Finance items and the Business Recovery Plan.

AGREED

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| That all amendments to the list be sent to Jane Watson as soon as possible. | All Management Team |
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249. BUSINESS RECOVERY PLAN

The draft Business Recovery Plan had been circulated prior to the meeting. This would be updated following the

Government's announcement on Sunday about any relaxations to the lockdown.

An assessment on social distancing measures was to be undertaken for the Town Hall, Fleet Street Depot and No. 1 Market Street. Additional signage reminding staff of the social distancing rules would be displayed and there would be floor markings in 'hotspot' areas. Appropriate screening in reception areas was also being sourced.

The Team were reminded that PPE requirements had also been asked for and all requests were to be submitted to the Environmental Services Manager.

There was also a discussion about clearing Elliott House of all files/furniture still stored there as soon as possible. Service Managers were asked to nominate staff to identify what was to be kept and what was to be disposed of.

AGREED

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| (1) | That all PPE requests be sent to the Environmental Services Manager. | All Strategic Crisis MT |
| (2) | That the clearing of Elliott House be co-ordinated by the Head of Democratic Services and the Facilities Services Manager (Liberata). | Jane Watson/
Bruce Corden |

250. KEY MESSAGES TO STAFF

A health and wellbeing update had been circulated and the next guidance to all staff would be circulated by the end of next week. This would include information on the Business Recovery, annual leave, cyber message and any information following the Government's announcement in relation to any relaxation of the lockdown.

Jane McDonnell