

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM  
HELD ON 12<sup>th</sup> 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, A. Simm, S. Agnew and P. Kirby

**251. MINUTES**

The Minutes of the Management Team meeting held on 7<sup>th</sup> May, 2020 were submitted.

**AGREED**

That the Minutes be approved.

**All Strategic Crisis MT**

**252. 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.

Management Team were asked to consider if there were any areas of backlog within their service area. It was acknowledged that this was something that could arise as and when restrictions to the lockdown were relaxed.

Consideration was being given to how officers would carry out home visits/inspections going forward and risk assessments were being revised to take account of social distancing rules.

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

**253. HR ISSUES**

There was a discussion around the remote recruitment of staff and in particular how induction and training would be carried out remotely.

**AGREED**

That guidance be prepared on how best to deliver remote induction/training for new members of staff.

**Jane McDonnell**

**254. IT UPDATE**

**(a) Any Issues with Staffing**

The additional 30 laptops were due to be delivered tomorrow.

The guidance for logging on to Microsoft Office Teams had not yet been re-issued to staff.

**AGREED**

That guidance on logging on to Microsoft Office Teams be re-issued to staff where needed.

**Marie Mason**

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

Work was ongoing to set up trial Area Committees via Teams next week with a view to going 'live' in early June.

Live streaming of the meetings was being investigated.

The loaning of laptops to Councillors who would normally access remote meetings using their mobile phones was discussed. It was apparent that the sound quality wasn't as good when using a mobile phone.

Members of Committee Services were to attend a trial Development Control Committee meeting, via Teams, at Burnley Council as observers to see how they conduct remote meetings.

**AGREED**

(1) That the 30 new laptops be reserved for use by Councillors.

**Shane Agnew/  
Marie Mason**

(2) That Councillors who would be logging onto remote meetings via Microsoft Office Teams with their mobile phones be given the option of loaning a laptop from the Council.

**Philip Mousdale/  
Jane Watson/  
Marie Mason**

**255. BUSINESS RECOVERY PLAN**

The updated Business Recovery Plan was submitted for consideration. It had been updated following comments from Service Managers and the Government's recent relaxations to the lockdown.

It was acknowledged that the Plan would be reviewed on a regular basis by Management Team. The Plan would also be submitted to the next Policy and Resources Committee

in June.

It was felt that a further review of risk assessments was needed to reflect the impact of Covid 19 on services.

**AGREED**

(1) That the revised Business Recovery Plan be approved subject to the inclusion of some late comments from Service Managers. **Philip Mousdale**

(2) That a further review of risk assessments be undertaken taking into account the impact of Covid 19 and these be completed by 31<sup>st</sup> May, 2020. **Philip Mousdale/  
David Walker/  
Paul Underwood**

**256. KEY MESSAGES TO STAFF**

Staff guidance number 8 was to be circulated to staff this week. **Jane McDonnell**

**257. TIMETABLE OF REPORTS FOR FUTURE MEETINGS**

The timetable for future meetings was submitted for consideration in conjunction with the Policy and Resources Work Programme and amended.

**AGREED**

That items for future meetings be forwarded to Jane Watson. **All Management Team**

**258. SERVICE PLANNING 2020/21**

Management Team were informed service planning would be resumed and would include how the council was responding to the Covid 19 pandemic.

Timescales would be set out in a timetable that would be presented to the next meeting. **Marie Mason/  
Jane Watson**

**259. ELECTRIC VEHICLE CHARGING POINTS**

The Housing, Health and Engineering Services Manager submitted a report on the provision of electric vehicle charging points in Pendle and the opportunities available to the Council to develop its own vehicle charging infrastructure.

Contact had been made with a number of suppliers and details of cost implications, where known, was included in the report. Reference was also made to funding available from the Government's Office for Low Emission Vehicles

(OLEV).

Management Team discussed the three options set out in the report, each with different implications. E.ON's offer was the most detailed whilst BP Chagemaster offered a similar solution, the capital costs would not be known until quotations were obtained from the utility companies.

A procurement exercise could also be undertaken in order to seek better value.

It was acknowledged that this issue was also being considered by the Climate Emergency Working Group and a budget of £30k had been set aside for such a project. It was also felt that further information was required with regards to the procurement process with OLEV and quotations from the utility companies.

**AGREED**

That this report be deferred for further information.

**Julie Whittaker/  
Neil Yates**