

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM
HELD ON 19th 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. Simm and S. Agnew

(Apologies for absence were received from A. Goode and P. Kirby).

260. MINUTES

The Minutes of the Management Team meeting held on 12th May, 2020 were submitted.

AGREED

That the Minutes be approved.

All Strategic Crisis MT

**261. 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 noted that there were some areas where workloads were increasing. There was a discussion around possible backlogs of work and the need to address this where needed.

Reference was also made to PPE and possible requests for mutual aid from other local authorities.

262. HR ISSUES

(a) Potential Redeployment

The Human Resources Manager submitted a report which provided a list of people who, due to the impact Covid 19 had on their jobs, could potentially be deployed to assist in areas where there was a need.

AGREED

That the Human Resources Manager be contacted if there was a need for additional resources.

All Strategic Crisis MT

(b) Homeworking Survey

The Human Resources Manager submitted a report which provided details of the results of the recent homeworking survey – 82 surveys had been completed.

Overall the response was positive with 74% of staff happy or very happy with homeworking. The main challenges had been identified as communication and having the right tools for the job. The rolling out of Microsoft Office Teams to all staff was one way of improving communication. Ten people would like to work from home full time and fifty four part of the time.

From the responses received it was apparent that some people were experiencing aches and pains. It was suggested that as staff had been working from home for some time now it would be useful to reissue the DSE module in Praxis 42 to remind staff about workplace settings. It was also felt that staff could take home their office chairs if it was felt this would assist with their workplace settings at home.

AGREED

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| (1) | That the results of the survey be issued to all staff. | Jane McDonnell |
| (2) | That Microsoft Office Teams be rolled out to all staff. | Shane Agnew |
| (3) | That the DSE module in Praxis 42 be reissued to all staff who were homeworking to remind them about workplace settings. | Paul Underwood |
| (4) | That staff be reminded of the mental health support available from the Employee Assistance Programme. | Jane McDonnell |
| (5) | That managers be encouraged to maintain regular contact with their Teams. | All Strategic Crisis MT |

263. IT UPDATE

(a) Any Issues with Staffing

There was nothing further to report. However, there was a reminder that staff who were invited to meetings via Zoom should only log into the meeting using their browser. **All Strategic Crisis MT**

(b) Update on Remote/Virtual Council Meetings

Three trial remote Area Committee meetings had been held and a further two were planned for later in the day. The meetings had been well received by those Councillors who had participated. Some Members did experience problems logging into the meeting but that was quickly resolved.

The proposal was now for the June round of Area Committees to be live streamed using the OBS software. This software would be uploaded onto a laptop which would then link into the Council's social media platforms such as YouTube and Facebook for people to view.

AGREED

That the OBS software be upload onto a laptop to enable live streaming of Council meetings.

**Shane Agnew/
Wendy Doherty**

264. BUSINESS RECOVERY PLAN

The updated Business Recovery Plan was submitted for further consideration.

Risk Assessments were still in the process of being updated in response to the impact of Covid 19 and would be submitted to a future Management Team meeting.

AGREED

(1) That any changes to the deadline dates within the Business Recovery Plan be fed back to the Corporate Director no later than 28th May, 2020.

All Strategic Crisis MT

(2) That the Business Recovery Plan be considered further on 2nd June, 2020.

**Philip Mousdale/
Jane Watson**

(3) That Risk Assessments updated in response to the impact of Covid 19 be submitted to a future Management Team meeting.

**David Walker/
Paul Underwood**

265. KEY MESSAGES TO STAFF

An updated Health and Wellbeing newsletter was to be circulated to all staff. The focus would be on mental wellbeing as it was Mental Health Awareness Week.

Jane McDonnell

266. 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

267. CONSULTATION AND RESEARCH WORK PLAN

The Corporate Director submitted a report on progress with the research and consultation projects contained within the work plan for 2019/20 and to agree the proposed work plan for 2020/21.

It was felt that some amendments were required taking account of the impact of Covid 19.

AGREED

- (1) That the content and progress on the projects set out in the 2019/20 work plan be noted.
- (2) That the content of the consultation and research work plan for 2020/21 as set out in Appendix 1 to the report be noted and any amendments be submitted to Marie Mason by 29th May, 2020.