

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM
HELD ON 26th 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 and
S. Agnew

(Apologies for absence were received from P. Kirby).

268. MINUTES

The Minutes of the Management Team meeting held on 19th May, 2020 were submitted.

AGREED

That the Minutes be approved.

All Strategic Crisis MT

**269. 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. Protocols were being put in place for when home visits were re-introduced and businesses were re-opened in early June.

Work was also re-starting on the Future High Street Fund and a plan was being prepared to be submitted to Members.

The calls to the Hub over the past week had continued to reduce. Work was, however, continuing with contacting the people on the shielded list. It was reported that as from the 13th June the Hub would not be open on weekends.

270. HR ISSUES

There was a discussion around the taking of annual leave. It was possible that on 4th July there would be some relaxations to the restrictions associated with the travel industry. It was felt important that staff be encouraged to plan ahead with their leave requests to avoid too many people wanting leave at the same time.

AGREED

(1) That Management Team be asked to submit their

All Management Team

leave requests to the Corporate Director for him to monitor.

- (2) That all staff be asked to submit their leave requests to their Service Manager for them to monitor in the same way as (1) above. **All Service Heads**

271. RESPONSE ISSUES

(a) IT Update

A further 50 licenses had been ordered to enable Microsoft Office Teams to be rolled out to all office based staff.

A piece of work was being done to enable everyone's mail boxes to be migrated over to Office 365.

AGREED

- (1) That Microsoft Office Teams be rolled out to all office based staff by mid-June, 2020. **Shane Agnew**
- (2) That a list be circulated to Service Managers of staff who were already on Teams and those who weren't to aid with the roll out of the new licences. **Shane Agnew/
Marie Mason**

(b) Property Update

An update would be available at the next meeting.

(c) Update on Remote/Virtual Council Meetings

All five Area Committees held last week had been very well received by Members. As expected there were some 'connection' problems but these were soon rectified.

Discussions were ongoing with Burnley Borough Council with regards to the live streaming of meetings. It was proposed that the Area Committees in June would be live streamed via YouTube.

272. KEY MESSAGES TO STAFF

It was reported that the next staff guidance would be circulated next week and would include information around booking annual leave; risk assessments and the rolling out of Microsoft Office Teams.

Jane McDonnell

273. 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

274. LONE WORKER MONITORING REVIEW

The Environmental Services Manager submitted a report which provided an overview of the current lone worker monitoring system including usage and associated costs.

Comparisons had been made against alternative solutions which was detailed in the report. Five units had been trialled over a four week period within three service areas.

Each unit was evaluated and the preferred choice was the unit provided by Pick Protection. As well as being easy to use, had good signal strength and a long battery life, it was cheaper than the current unit.

AGREED

(1) That the Council enters into a three year agreement with Pick Protection for the monitoring of lone and remote workers.

David Walker

(2) That the number of units required within each service area be sent to Paul Underwood as soon as possible.

All Management Team