

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM  
HELD ON 2<sup>nd</sup> June, 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

**275. MINUTES**

The Minutes of the Management Team meeting held on 26<sup>th</sup> May, 2020 were submitted.

**AGREED**

That the Minutes be approved.

**All Strategic Crisis MT**

**276. 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 there were uncertainties around the role of Environmental Health Officers regarding 'test, track and trace.' It was hoped that the Government Guidance which was soon to be issued would make things clearer.

There was a discussion around re-visiting premises such as shops and residential properties for disabled facilities grants. It was acknowledged that there was some work to do around ensuring staff felt confident to go back to visiting premises.

**277. HR ISSUES**

Staff had recently been sent a message which provided information about the Track and Test Service provided by the NHS. It was felt that this was a little confusing and a guidance note was being prepared to make it easier to understand.

**278. RESPONSE ISSUES**

**(a) IT Update**

Service Managers had recently been asked to identify which members of staff still needed O365. There were 70 licences still available.

Work had started to migrate Councillors mailboxes over to O365 and there was a question raised whether Councillors personal email addresses should no longer be used.

Consideration was being given to generating separate departmental accounts for booking meetings within Teams.

A conference call number had been ordered to assist people logging into remote meetings.

**AGREED**

- (1) That Service Managers notify Marie Mason of staff who still require O365 as soon as possible.
- (2) That discussions be held regarding the use of personal and Pendle email addresses by Councillors.

**All Management Team**

**Philip Mousdale/  
Jane Watson/  
Shane Agnew**

**(b) Property Update**

Plans had been circulated identifying the maximum occupancy levels for when staff would return to the Town Hall, No. 1 and Fleet Street. The message was still that staff should continue to work from home where they could. There was some work to be done around how the public facing side of business would be run in the future.

The outdoor markets in Nelson and Colne would be re-opening this week and all social distancing markings had been put in place. The indoor markets were due to open from 15<sup>th</sup> June.

A mobile testing unit was to be located on Carr Road, Nelson sometime next week.

**All Strategic Crisis MT**

Revised risk assessments had been circulated and any feedback should be sent to the Environmental Services Manager by close of play on Thursday 4<sup>th</sup> June.

**AGREED**

**All Strategic Crisis MT**

That the plans identifying the maximum occupancy levels within the Town Hall, No. 1 and Fleet Street by circulated to all staff.

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

The June round of Area Committees were now scheduled to be held remotely and live streamed via the Council's YouTube channel. Further test meetings would be carried

out prior to the first meeting o 8<sup>th</sup> June, 2020.

**279. BUSINESS CONTINUITY AND STRATEGIC CRISIS MANAGEMENT PLAN**

The Corporate Director submitted the updated Business Continuity Plan for consideration.

Reference to Track, Test and Trace had been added as this was considered a critical risk as it could affect a large number of staff. The Team were asked to consider what 'Plan B' would be should issues around contact tracing arise.

**All Strategic Crisis MT**

Some amendments were suggested such as including a section on PPE. It was acknowledged that this was a 'live' document and would require updating following any Government guidance given.

**AGREED**

That the updated Business Continuity Plan be noted and any further comments be sent to the Corporate Director as soon as possible.

**All Strategic Crisis MT**

**280. BUSINESS RECOVERY PLAN**

The Corporate Director submitted the updated Business Recovery Plan.

Some amendments were suggested and any further amendments should be sent to the Corporate Director as soon as possible.

Reference was made to re-instating parking enforcement and District Enforcement.

**AGREED**

(1) That the updated Business Recovery Plan be noted and that any further amendments be submitted to the Corporate Director as soon as possible.

**All Strategic Crisis MT**

(2) That the decision to decide when to re-instate parking enforcement and District Enforcement be submitted to Group Leaders for consideration.

**Dean Langton**

**291. RE-OPENING HIGH STREETS SAFELY – ACTION PLAN**

The Corporate Director reported that the Government had published guidance on steps to be taken to enable non-essential retail premises to open with effect from 15<sup>th</sup> June.

£50m had been allocated to local authorities to support the reopening of the high streets. Pendle's allocation was £81,195 and was an ERDF grant which needed to be claimed.

It was proposed that £20,000 be allocated for corporate work such as communications and the remainder be distributed between the Area Committees based on population.

This was being reported to the Area Committees next week and they were being asked to take on the role of developing actions plans for their town centres and take on the role of communicating with local businesses.

Work was ongoing to put plans in place to address such things as social distancing within the town centres and additional signage.

**292. KEY MESSAGES TO STAFF**

It was reported that the next staff guidance would be circulated later this week and would include information around annual leave; flexi update; risk assessments; business recovery; Microsoft Office Teams and Test, Track and Trace.

**Jane McDonnell**

**293. STRATEGIC CRISIS MANAGEMENT TEAM – LEAVE**

The Corporate Director circulated details of leave requests for members of the Strategic Crisis Management Team for information.

Service Heads had been asked to establish leave requests within their service areas.

**294. 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**

**295. CORPORATE GOVERNANCE AND STRATEGIC RISK REGISTER – QUARTERLY REVIEW**

The Corporate Governance Working Group submitted a report on the outcome of the most recent review of both the Council's Corporate Governance Framework (incorporating the Action Plan) and the Strategic Risk Register undertaken by the Group.

An integral part of the review had been the impact, response and recovery relating to the Covid-19 outbreak.

**AGREED**

That any additional comments/amendments be fed back to **All Management Team** Marie Mason no later than 12<sup>th</sup> June, 2020.