

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM
HELD ON 9th June, 2020**

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

(Apologies for absence were received from C. Finn).

296. MINUTES

The Minutes of the Management Team meeting held on 2nd June, 2020 were submitted.

AGREED

That the Minutes be approved.

All Strategic Crisis MT

**297. 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

More clarity was still needed with regards to the test, track and trace and the implications this would have on Environmental Health Officers. Information was being prepared regarding the opening of non-essential shops and businesses next week. Social distancing signs had been ordered for display in public realm areas and Council car parks.

There was a discussion around staff vacancies and the increase in workloads in some service areas and the impact this was having on staff.

The Hub had quietened down considerably with very few calls over the weekend. Preparations were ongoing with a view to the reopening of the Leisure Trust services from July. Further Government guidance was to be issued shortly.

General waste and recycling weights continued to be high and this was being monitored. Communications were being prepared to direct people to the Household Waste Recycling Centres which had now re-opened.

298. HR ISSUES

Remote Induction

The Human Resources Manager submitted a report on the creation on a combined virtual and face-to-face induction programme.

This had been prepared taking account of the increase in remote working which had arisen following the impact of the coronavirus pandemic.

It was acknowledged that a tour of the building(s) was still a requirement.

AGREED

That the induction programme be approved and timescales be added where appropriate.

**Jane McDonnell/
Simon Tisdale**

299. RESPONSE ISSUES

(a) IT Update

It was reported that the generic Team accounts for booking meetings had been generated but licences had not yet been issued.

With regards to the rolling out of O365 priority lists had not yet been sent to Marie Mason. Once this had been done work could be started on the roll out. It was noted that more licences would be needed when numbers were known.

AGREED

That Service Managers notify Marie Mason of staff who still required O365 as soon as possible.

(b) Property Update

An update was given on the signage and social distancing measures required in the Town Hall, No. 1 and Fleet Street. More signs were to be erected and screens in reception areas. It was acknowledged that the buildings would be Covid-10 compliant by early next week.

(c) Update on Remote/Virtual Council Meetings

It was reported that Nelson Area Committee's June meeting had successfully been held remotely and live streamed on YouTube.

Meetings of the other Area Committees were also to be held using this platform this week.

As expected there were a couple of ‘teething’ problems but these were addressed prior to going ‘live.’

300. KEY MESSAGES TO STAFF

It was reported that the next staff guidance would be circulated next week and would include information around health and wellbeing, mental health and the wearing of face masks.

Jane McDonnell

301. 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

302. PENDLE WALKING FESTIVAL 2020

The Planning, Economic Development and Regulatory Services Manager submitted a report on the effect of the Covid pandemic on the organisation of this year’s Pendle Walking Festival.

The report highlighted issues around the Government’s lockdown rules around social gatherings and the impact this would have on the event; the need for a range of risk assessments and financial implications.

AGREED

That this year’s Pendle Walking Festival be cancelled.

**Neil Watson/
Mike Williams**

**303. FINANCIAL STRATEGY AND MEDIUM TERM
FINANCIAL PLAN 2021-2024**

The Chief Executive submitted a briefing note on the Council’s Financial Strategy and Medium Term Financial Plan for 2021-2024.

This had been prepared in the midst of the Covid-19 pandemic where there was a great deal of uncertainty.

The report included information on the funding outlook to 2021-2024; the draft revenue outturn 2019/20; reserves; the 2020/21 budget; the medium term financial plan for

2021-2024; the financial strategy 2021-2024 and the strategy for budget savings 2020-2021 to 2023-2024.

The report would be submitted to the next Policy and Resources Committee on 25th June.