

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM  
HELD ON 30<sup>th</sup> 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, and P. Kirby

(Apologies for absence from S. Agnew).

**315. MINUTES**

The Minutes of the Management Team meeting held on 16<sup>th</sup> June, 2020 were submitted.

**AGREED**

That the Minutes be approved.

**All Strategic Crisis MT**

**316. CURRENT POSITION WITH SERVICE PROVISION  
(INCLUDING THE PENDLE COMMUNITY SUPPORT HUB)**

It was reported that meetings of the Strategic Crisis Management Team would be stood down after next week's meetings. Management Team meetings would be reconvened from 21<sup>st</sup> July and be held at 10.30 a.m. on a fortnightly basis.

Members of the Group were asked to prepare statements for the next meeting on how the restrictions associated with Covid-19 had implemented on service delivery; what couldn't be done; what was being done and what other ways of working were required going forward with service delivery.

It was noted that shielding was to end by 31<sup>st</sup> July and guidance was being prepared on expectations of staff returning to work and in some areas continuing to work from home (based on business needs).

The relevant policies were being amended to accommodate this.

**AGREED**

(1) That the Strategic Crisis Management Team be stood down after next week's meeting and Management Team meetings be resumed on a fortnightly basis from 21<sup>st</sup> July.

**All Strategic Crisis MT**

(2) That position statements for each service area be submitted to the next meeting on the implications of

**All Strategic Crisis MT**

Covid-19, what can't be done and what needs to be done going forward.

**317. RESPONSE ISSUES**

**(a) IT Update**

It was reported that Teams had been rolled out to all staff on the priority list. This list would be shared with Service Managers. The next stage was to roll out Teams to other staff members who needed it.

**Shane Agnew/  
Marie Mason**

It was proposed that PC's would be replaced with laptops and docking stations to allow home working going forward where business needs permitted.

**Shane Agnew/  
Marie Mason**

**(b) Property Update**

All buildings were now Covid-19 secure.

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

Remote/virtual meetings were continuing with the next round of Area Committees starting on 6<sup>th</sup> July as well as a Full Council meeting on 10<sup>th</sup> July.

**318. RE-OPENING OF THE HIGH STREET**

There was a discussion about the re-opening of the high street and the involvement of Area Committees. Guidance and advice was being provided by Environmental Health Officers to local business. There were also some businesses in the town centres that hadn't reopened and there was a need to understand why.

Guidance was also being prepared to help pubs and clubs which were due to re-open from 4<sup>th</sup> July.

Pavement Licence – this was a new Bill before Government which allowed temporary licences for businesses to set up on the pavement. It was felt that there would be a lesser or greater demand in the different town centres. It was acknowledged that Member involvement was also required.

**319. KEY MESSAGES TO STAFF**

The next staff guidance would include information on the standing down of the Strategic Crisis Management Team; suspension of the flexi time system; working from home assessments and individual risk assessments.

**Jane McDonnell**

**320. 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**

**321. SERVICE PLANS FOR 2020/21**

Each member of Management Team presented an overview of their Service Plans for 2019/20.

It was noted that a lot had 'stood still' following the coronavirus pandemic. There was a need to consider some sort of normality and the Chief Executive would discuss this with each Service Manager.

**322. CORPORATE PERFORMANCE INDICATOR REVIEW AND PROPOSED TARGETS FOR 2020/21**

The Chief Executive submitted a report on the proposed performance management arrangements for 2020/21.

It was proposed that the PI updates timetable for Quarter 1 2020/21 be reinstated. This was to establish a baseline for the first three months of the financial year; establish a deadline for the updating of service plan actions; to reinstate regular performance reporting timetable for the remainder of the year and to introduce the Strategic Monitoring Report into the performance reporting timetable.

**AGREED**

(1) That the proposed Performance Indicator (PI) set and targets and the basket of Key Performance Indicators for 2020/21 be agreed.

**All Management Team**

(2) That, where appropriate, profiled quarterly targets be submitted to the Service Support Assistant (Client and Performance) no later than 24<sup>th</sup> July, 2020, where not already provided.

**All Management Team**

(3) That all new PI's be supported by fully completed PI Guidance Notes and submitted to the Service Support Assistant (Client and Performance) no later than 24<sup>th</sup> July, 2020.

**All Management Team**

- (4) That all existing PI Guidance Notes be reviewed, particularly in light of new systems/processes being utilised (e.g. Jadu) and submitted to the Service Support Assistant (Client and Performance) no later than 24<sup>th</sup> July, 2020. **All Management Team**
- (5) That the Quarter 1 2020/21 PI updates timetable be re-instated (as set out in the Addendum to the report). **All Management Team**

**323. RESERVIST POLICY**

The Human Resources Manager submitted a report on the Council's first Reservist and Mobilisation Policy.

The Council was committed to employ a number of staff who were in the Reserve Forces and who may be subject to call up and mobilisation to areas of conflict. This Policy defined the Council's obligations towards all employees who were members of the Reserve Forces.

**AGREED**

That the Reservist and Mobilisation Policy be approved. **Jane McDonnell**