

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM
HELD ON 7th July, 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).

324. MINUTES

The Minutes of the Management Team meeting held on 30th June, 2020 were submitted.

AGREED

That the Minutes be approved.

All Strategic Crisis MT

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

Individual position statements for each service area was submitted for information.

Individual one-to-one meetings would take place between Service Managers and the Chief Executive.

326. AGILE WORKING POLICY

The Human Resources Manager submitted a report on a proposed Agile Working Policy for the Council.

A number of amendments were suggested and it was acknowledged that this Policy should work side-by-side with the IT Strategy.

There was also a discussion around office space within the Town Hall and how space could be utilised. This may include the re-designing of the Council Chamber and the Members Room.

AGREED

- (1) That the draft Agile Working Policy be reviewed based on the suggestions made and shared with Members.
- (2) That the draft Agile Working Policy be shared with the insurers for comment.

**Dean Langton/
Jane McDonnell**

Vince Green

327. RESPONSE ISSUES

(a) IT Update

Additional licences for Office 365 were on order. 140 licenses had been allocated with a further 45 still to do. Training and guidance notes were now available on the Intranet for easy access.

There was also a need to understand what IT kit people had and what was needed going forward.

AGREED

That a list be circulated to Service Managers of staff who have been allocated an Office 365 licence.

**Shane Agnew/
Marie Mason**

(b) Property Update

There was nothing further to report.

(c) Update on Remote/Virtual Council Meetings

Council meetings were continuing to be held remotely and live streamed on the Council's YouTube channel. The situation would be reviewed following any change to Government guidance.

328. RE-OPENING OF THE HIGH STREET

It was reported that there had been no major issues over the past weekend with the re-opening of pubs and clubs. However, officers were providing advice and guidance with regards to barber's shops not operating an appointment system and the lack of PPE.

329. KEY MESSAGES TO STAFF

A live Teams meeting for all staff with the Chief Executive was proposed for the following week. This would be an interactive way of providing a staff update.

**Dean Langton/
Jane McDonnell**

330. 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

331. RISK MANAGEMENT WORKING GROUP

Minutes of a meeting of the Risk Management Working Group held on 17th June, 2020 were submitted for information.

332. IT PROGRAMME BOARD

Minutes of a meeting of the IT Programme Board held on 17th June, 2020 were submitted for information.

333. POLICY AND RESOURCES COMMITTEE

Management Team considered the agenda and reports scheduled for the Policy and Resources Committee on 23rd July, 2020.

AGREED

Subject to a few amendments the agenda and reports for the Policy and Resources Committee scheduled for 23rd July, 2020 be agreed.

Jane Watson