

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM
HELD ON 6th October, 2020**

PRESENT: D. Langton, P. Mousdale, D. Walker, N. Watson, H. Culshaw, J. Watson, J. Whittaker, M. Mason, A. Goode and S. Miller

(Apologies for absence were received from J. McDonnell).

PART I

369. SITUATIONAL UPDATE

The Chief Executive provided an update on the current situation with the Covid pandemic.

There had been a spike in the number of positive cases reported. For Pendle this was now 296.5 per 100,000 population. There had also been an increase in positive cases across the whole of Lancashire. The average number of positive cases in England was 80 per 100,000 population.

It was noted that the return of students to schools and universities had also contributed to an increase in the number of positive cases.

The number of Covid related hospital admissions had also increased and it was the view of the NHS that numbers would increase further over the winter months. This was not only Covid related admissions but also the usual hospital admissions.

Two mobile testing stations were still based in Nelson and Barnoldswick, a local testing station at the ACE Centre and up until Sunday a community testing station at Sacred Heart Church in Colne. All tests had to be booked on-line.

There was a discussion around problems with the contact tracing scheme. It was reported that there were a number of issues which had been identified recently and it was proving difficult to manage both locally and nationally.

The Council would continue to promote testing and assist with contact tracing where possible. Staff in Environmental Health were currently assisting with contact tracing.

To avoid another national lockdown the Government were proposing to implement a 'traffic light' system for different levels of restrictions. These would be broken down into categories of high, medium and low risk areas.

370. LANCASHIRE RESILIENCE FORUM (LRF) UPDATE

Strategic Crisis Management Team reviewed the LRF structure. The structure had been changed in August to 'recovery' stage although with recent developments this had not reverted back to the 'response stage'.

AGREED

That the LRF be advised of this Council's representatives on the following Groups:

Dean Langton

- Transition and Recovery Advisory Group – David Walker
- Community Recovery – Neil Watson
- Faith and Community Cohesion Group – Philip Mousdale
- Regional Co-ordination Group – Julie Whittaker

371. CORONAVIRUS BUSINESS CONTINUITY AND STRATEGIC CRISIS PLAN

As a result of the recent spike in infections the Plan had been updated. The objective of the Plan was to identify resources and actions required for the continuation and recovery of Council services and in particular, critical services. The categorisation of these services had been reviewed.

The Plan would remain in place until 31st December, 2020 but would be under continuous review and amended and extended in the light of any developments.

A number of additions to the Plan were identified. It was noted that the Plan would be submitted to this meeting fortnightly.

**Philip Mousdale/
Jane Watson**

It was raised that consideration should be given to the number of staff required to run services should Covid infections affect staff. The generic Business Continuity Plan detailed this information but it was thought it worthwhile reviewing this.

David Walker

It was felt that a reminder should be included in the next staff update for staff to follow Covid safety procedures whilst working in Council buildings.

Jane McDonnell

The Covid Shielding Framework and proposed Action Plan were submitted for information. Since the Plan had been circulated some amendments were required. The revised Plan would be submitted to a future meeting.

**Neil Watson/
Jane Watson**

372. SERVICE POSITION STATEMENTS

An update was given for each service area on the work currently being undertaken, areas of concern such as training and recruitment and areas where service provision had been revised to reflect available resources due to staff absences.

Overall service provision was continuing with staff either continuing to work from home or working from the office.

Staff had proved to be very adaptable and examples were given where staff had undertaken additional duties/training to provide cover if/when needed.

The rollout of laptops and associated IT kit, MS Teams and O365 was touched upon. An update on the roll out of MS Teams and O365 would be circulated to the Team.

Marie Mason

A refresh of IT kit was proposed and Service Managers were reminded to respond to an email from the Corporate Client and Performance Manager by 9th October, 2020.

All members of SCMT

373. HORIZON SCANNING

The Chief Executive reported that looking ahead over the next 3 months his main focus would be on:

- Balancing the Budget for 2020/21
- Submission of the Nelson Town Deal Investment Plan
- COVID response
- Brexit

PART 2

374. MINUTES

The Minutes of the Management Team meeting held on 29th September, 2020 were submitted.

AGREED

That the Minutes be approved.

375. 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/
Jane Watson**