

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM
HELD ON 27th OCTOBER, 2020**

PRESENT: D. Langton, P. Mousdale, D. Walker, J. Whittaker, M. Mason, J. McDonnell, A. Goode, C. Barnes and S. Miller

(Apologies for absence were received from H. Culshaw, N. Watson and J. Watson.)

PART I

393. MINUTES

The Minutes of the Strategic Crisis Management Team meeting held on 20th October, 2020 were submitted.

Further to the decision at the last meeting to introduce the wearing of face coverings in all Council buildings when staff were moving around the buildings, the HR and Payroll Manager advised that the Union had given its support to the proposal and guidance had been produced. There was a sufficient stock of face masks for staff use and more were on order.

AGREED

- (1) That the Minutes be approved.
- (2) That the wearing of face coverings in all Council buildings when in common areas e.g. corridors, toilets, kitchens etc.be introduced with immediate effect.

J. McDonnell

394. SITUATIONAL UPDATE

The Chief Executive reported that, as at yesterday, the number of reported positive cases in Pendle was 485 per 100,000 population. Pendle had the sixth highest number of positive cases out of the 14 districts in Lancashire. Blackburn-with-Darwen had the highest number at 760 cases per 100,000. There was now no place in Lancashire with the number of cases below 300.

He advised of a strategy to contain the spread, consisting of three main areas –

- **Protecting the vulnerable** – to ensure they got the support they required (e.g. through the Community Hub)
- **Disrupting the transmission through an effective Track and Trace Programme** – The national system of Track and Trace continued to be supplemented by the Council with local Track and Trace.

There continued to be a Mobile Testing Unit alternating between Colne and Barnoldswick. This was in addition to the Local Testing Station at the Ace Centre, Nelson. Pendle was currently lobbying for an additional local testing station, but had been notified that this would not be an option until all areas of Lancashire had their own station.

There was also the self-isolation payment scheme, which provided a one-off payment of £500, subject to qualifying conditions.

The self-isolation period was currently 14 days from the time at which a person had been in close contact with somebody that had developed symptoms. However, consideration was being given to reducing this to 10 days.

- **Engagement and Enforcement** – Lancashire was currently in Tier 3, the highest level of Local Covid Alert. With this came an extra layer of restrictions which had a direct impact on businesses. These restrictions came into effect on 16th October 2020 for a period of 28 days, at which point they would be reviewed.

The Council continued to engage with the business community. An additional member of staff had been employed to help with visits to premises. This had allowed for visits to be carried out more frequently.

Where businesses were found to be non-compliant, enforcement activity took place. The Police were responsible for enforcement against individuals.

Information on the current restrictions was available on the Council's website.

With regard to Council staff, a discussion was held about whether to introduce a Contact Tracing Form. The HR and Payroll Manager advised that an example form, in use by other Councils, had been circulated on the LRF. The form would provide a format for collecting details from staff members that had tested positive for Covid, to help determine what course of action needed to be taken (if any) e.g. deep clean of room/building.

AGREED

That a Contact Tracing Form be introduced to record details from staff members that had tested positive for Covid.

J. McDonnell

395. LRF UPDATE

The Environmental Services Manager provided an update on the Local Authority Sub Group meeting.

He advised that the Fire and Rescue Service had reported three moorland fires in the area for which a number of units had been deployed.

A request had been made for Public Spaces Protection Orders (PSPOs) to be put on moorlands to prevent barbecues. Despite not having the staff to police this, there was a wish to push ahead with this suggestion.

The Response and Containment Group had discussed the possibility of introducing a Covid Safe Scheme for businesses, which would be similar to the Food Hygiene Scheme.

Lancaster had introduced such a scheme, but most other Councils did not have the resource to take this on. Therefore there was no support for the proposal.

Lancashire County Council (LCC) had been considering a tendering process for Covid Marshalls. However this had now been withdrawn as individual areas had chosen to do their own thing.

A number of online videos and communications had been shared by the Fire and Rescue Service for use in the lead up to bonfire night. It was acknowledged that there was the potential for an increase in hospital admissions. It was felt that the Council could help share any messages. An update from the Government bulletin had already been passed to the Communications Team. A further conversation would take place.

**D. Walker/
P. Mousdale/
A. Barnett**

The Chief Executive advised that there was to be a visit from the Cabinet Office today to get a briefing on what was happening in Pendle. They planned to visit areas of Lancashire to get information on the local response to Covid, in order to feedback to Government. An update would be provided to next week's meeting.

D. Langton

396. BUSINESS CONTINUITY AND STRATEGIC CRISIS MANAGEMENT PLAN

Members considered the updated Business Continuity and Strategic Crisis Management Plan to deal with Coronavirus (Covid -19) Pandemic.

Examples of plans from Pendle Leisure Trust and Liberata were also submitted.

It was noted that the number of staff cases had increased but that people had been able to work from home. It was acknowledged that this would not be the case within Environmental Services and that an individual case would affect an entire team.

AGREED

That the Business Continuity and Strategic Crisis Management Plan be considered by Strategic Crisis Management Team once a month.

All SCMT Members.

397. SERVICE POSITION STATEMENTS

An update from each service area was given. Overall service provision was continuing and staff continued to respond to increases in demand.

A letter of thanks had been received from Lord Shuttleworth in continuing recognition of the work of Pendle Council during the pandemic. This had been circulated to all staff.

It was noted that, in response to interest from district councils regarding the day to day position of schools, LCC had offered to send weekly data to a named contact at the Council. They would also invite an officer colleague to attend a weekly education LRF cell meeting if wanted.

AGREED

(1) That the Corporate Director be nominated as the named contact for receipt of weekly data and meeting invitations.

P. Mousdale

(2) That the Corporate Director share this information with elected Members as appropriate.

P. Mousdale

PART 2

398. 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 Service Managers/
Jane Watson**

399. AIR QUALITY MANAGEMENT

The Housing, Health and Engineering Services Manager submitted a copy of the 2020 Air Quality Annual Status Report (ASR). This provided an update on the Air Quality monitoring undertaken in the borough and the progress made against the Air Quality Action Plan.

AGREED

That the 2020 Annual Air Quality Status Report be submitted to the November meeting of Policy and Resources Committee and the next meeting of the Climate Emergency Working Group.

**M. Duck/
J. Whittaker**

400. PERFORMANCE INDICATORS – 1ST APRIL TO 30TH SEPTEMBER 2020

The Chief Executive submitted a report on performance for the period 1st April to 30th September, 2020.

It was noted that performance had improved on Quarter 1 and that, overall, we were performing well. The Coronavirus emergency had impacted on delivery of all services delivered by and on behalf of the Council. The impact had been varied with some services being unable to be delivered and others seeing performance increase.

In response to a request from Management Team there had been a review of targets. Seven had been changed, details of which were provided in the report.

Details of the Key Performance Indicators (KPIs) were provided as an appendix to the report. These were to be considered at the Policy and Resources Committee meeting on 28th October.

Although there were a number of PIs under-performing, it was agreed that the results were better than anticipated, with no particular areas of concern.

401. STRATEGIC PLAN REVIEW 1ST APRIL TO 30TH SEPTEMBER, 2020

The Chief Executive submitted a report which updated Management Team on the current progress in achieving our strategic priorities.

It was noted that good progress was being made against the delivery of the Strategic Plan to date. There were currently nine overdue actions (detailed at appendix 1). It was anticipated that one of these would not be achievable, due to planning permission being refused on the site.

It was understood that two of the actions (PEDR – 20 08 (Nelson Masterplan) and LP-20 03 (employment projects)) were more advanced than suggested in the report.

A further 32 were at Amber status (appendix 2).

AGREED

(1) That Service Managers be requested to look at the overdue actions within their service area.

All SCMT Members.

(2) That the Housing, Health and Engineering Services Manager be asked to seek clarification from LCC on what would happen should any of the Disabled Facilities Grant (DFG) allocation remain unspent.

**J. Whittaker/
P. Lloyd**

(3) That consideration be given to amalgamating actions PEDR – 20 02 and PEDR – 20 03.

N. Watson

(4) That it be acknowledged that the positive progress made is a credit to all staff, and that this be fed back to all involved.

All SCMT Members.

402. LOCAL PLAN PART 2 EVIDENCE BASE: LOCAL PLAN VIABILITY ASSESSMENT

The Planning, Economic Development and Regulatory Services Manager submitted a report on the Pendle Local Plan Part 2 Site Allocations and Development Policies. The report included two evidence base documents that had been commissioned since the end of 2019.

The Plan had taken on the recommendations of the Housing Needs Assessment and as a result, the housing requirement had been reduced from 298 to 240 dwellings per annum.

The plans proposed 16 housing site allocations and one employment site.

If agreed, the Local Plan Part 2 (Preferred Options Report); Pendle Housing Needs Assessment; and Development Viability would be made available for an eight week public consultation.

AGREED

That a meeting be arranged with the Chief Executive and Planning, Economic Development and Regulatory Services Manager to discuss the best way to proceed.

**D. Langton/
N. Watson/
C. Barnes.**