

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM  
HELD ON 3<sup>rd</sup> NOVEMBER, 2020**

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

**ALSO PRESENT:** K. Halton

**PART I**

**404. MINUTES**

The Minutes of the Strategic Crisis Management Team meeting held on 27<sup>th</sup> October, 2020 were submitted.

**AGREED**

That the Minutes be approved.

**405. SITUATIONAL UPDATE**

The Chief Executive reported that, as at yesterday, the number of reported positive cases in Pendle was 428 per 100,000 population. Over the past few days there had been a reduction in positive cases across the whole of Lancashire. It was not know why this was but there had been a reduction in the number of tests taken and schools had been on holiday last week. It was acknowledged that this may not be sustainable. Hospital admissions were, however, still on the increase.

The roll out of a vaccine had been given as 1<sup>st</sup> December, 2020. Priority would be given to health care and care home staff.

**406. LRF UPDATE**

The LRF SCG advised that with the recent announcement the strategy would remain unchanged. The view of the NHS was that as many places as possible should be closed to restrict people from mixing.

A request to Government to close schools a week early at Christmas was also a possibility although the Government had said this would not happen.

The TCG had requested information on services that would be closing but the full guidance on this had not yet been received.

**407. SERVICE POSITION STATEMENTS**

An update from each service area was given and overall service provision was continuing. Staff were continuing to respond to demand but it was becoming apparent in some areas there was an issue with capacity and a feeling of inefficiency. The use of personal PC's had slowed down the process in one service area but it was thought this would improve once laptops had been issued.

The imminent closure of non-essential businesses from 5<sup>th</sup> November, 2020 would impact on Environmental Health staff. It was anticipated this would involve more reactive rather than pro-active work.

It was noted that there was a possibility that sporting fixtures would be suspended.

Home visits would continue with regards to DFG's but these would be limited where possible. It was anticipated that this funding would be spent by the end of the financial year.

Leisure Centres would also be closing from 5<sup>th</sup> November and PLT staff would be furloughed or half furloughed. There was again the opportunity for PLT staff to assist within Council Service Areas where needed. The Corporate Director would co-ordinate this.

Although the elections weren't until May 2021 work had begun to ensure polling stations and the count venue were available and COVID safe. There was a concern that more staff would be needed to assist with the smooth running of the elections.

**PART 2**

**408. 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**

- (1) That items for future meetings be forwarded to Jane Watson.
- (2) That reports on the following be submitted to the next meeting:

**All Service Managers/  
Jane Watson**

- Current position with the rollout of PC's and O365
- Annual Leave

**Shane Agnew/  
Marie Mason  
Jane McDonald**

**409. WEBSITE ACCESSIBILITY REGULATIONS UPDATE**

The Chief Executive submitted a report on the Council's website in relation to the introduction of the Public Sector Bodies (Website and Mobile Applications) (No. 2) Accessibility Regulations 2018.

It was acknowledged that a lot of hard work had already been done which was evidenced by the Excellent rating the Silktide Index of Accessibility of Local Council websites had rated us – a score of 91/100. This placed the Council just outside the top 30 of the most accessible Local Authority website sin the Country.

The report also outlined the next steps need to continue to comply with the legislation and to improve the accessibility of the council's website for its customers. This included ensuring that all PDF documents were accessible. A PDF Usage Policy had been written and was attached to the report at Appendix A. Guidance around Creating Accessible Word Documents was also attached at Appendix B.

**AGREED**

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| (1) | That the work done so far be noted.  | <b>All Service Managers</b> |
| (2) | That the PDF Usage Policy be approved and circulated to staff, along with the additional guidance document Creating Accessible Word Documents. | <b>Kathryn Halton</b>       |
| (3) | That any training needs around the creation of Word/PDF documents be identified.   | <b>All Service Managers</b> |