

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM  
HELD ON 10<sup>th</sup> NOVEMBER, 2020**

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

(Apologies for absence were received from H. Culshaw).

**PART I**

**410. MINUTES**

The Minutes of the Strategic Crisis Management Team meeting held on 2<sup>nd</sup> November, 2020 were submitted.

**AGREED**

That the Minutes be approved.

**411. SITUATIONAL UPDATE**

The Chief Executive reported that the number of reported positive cases in Pendle was 456.2 per 100,000 population. There had been little change since the introduction of Tier 3 restrictions on 16<sup>th</sup> October and the more recent lockdown. It was noted there had been a reduction in positive cases in Burnley, Lancaster and West Lancs but increases in Blackburn-with-Darwen and Preston.

There had been a reduction in the take up of tests but there was enough capacity for more people to be tested. It was proposed that the availability of testing would be promoted more.

**Communications Team**

**412. LRF UPDATE**

It was reported that the LRF SCG were looking ahead to what would happen at the end of the current lockdown period on 2<sup>nd</sup> December. This would involve conversations with the Government and individual places.

The Government had advised that a vaccine would be available for those people who fell within the priority groups, such as CEV's, NHS workers and care home workers, around the beginning of December.

The LRF Response and Containment Group had been split into two groups. An Enforcement Sub-Group had been formed with just the Police as members and they would focus on unlawful gatherings and any breaches of current Covid regulations. The remainder of the Group would form a Business Compliance Cell.

**413. SERVICE POSITION STATEMENTS**

An update from each service area was given and overall service provision was continuing. Staff were continuing to respond to demand.

There had been a slight increase with calls to the Community Support Hub and it was anticipated this would increase further over coming weeks. Outbound calls were now being made to signpost people to a range of support groups/services.

Additional funding had been received from Government to support the Community Hub and help contain outbreaks.

Although staff were continuing with their own work some services were also responding to Covid 19 related work such as enforcement work and the test and contact tracing. Staff were also finding new ways of working, such as remote video calls within Housing Standards, to maintain service delivery.

The vacant post within Planning for an Enforcement Officer had been filled but it would be three months before this person was in post. In the meantime there was a backlog of enforcement cases which Members, although understanding of the situation, were starting to put pressure on officers for progress.

Plans were being prepared to maintain service delivery within Environmental Services over the Christmas period, including Bereavement Services.

**414. ANNUAL LEAVE**

A list of leave taken and booked since April, 2020 was circulated. Staff had previously been asked to take 30% of leave by the end of October and 50% by Christmas.

Some members of staff had yet to take 30% of their leave or book 50% of their leave. Service Managers were asked to encourage staff to take their leave, as requested, to ensure there wasn't a strain on service delivery if staff wanted to take leave at the same time next year.

**All SCMT**

## **PART 2**

### **415. 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**

### **416. 2021 CENSUS**

The Corporate Director had left the meeting before this item was discussed.

#### **AGREED**

That this item be deferred and discussed at the next meeting.

**Philip Mousdale/  
Jane Watson**

### **417. PC ROLLOUT AND OFFICE 365**

It was reported that new laptops had been ordered but due to the introduction of the second lockdown demand was high so these would not be delivered until mid-December. IT were developing a short survey for staff to complete to establish individual's needs and help develop an implementation plan for the devices.

A limited supply of laptops were available for emergency use prior to the roll out of the new devices.

The roll out of Office 365 was nearing completion with Legal Services going live this week and Pendle Leisure Trust next week. It was reported that there were lots of tutorial videos on YouTube which would help staff familiarise themselves with this software in the interim whilst a training programme was being developed.

Share Point was also to be rolled out to Management Team.

### **418. RE-OPENING HIGH STREETS SAFELY FUND**

The Planning, Economic Development and Regulatory Services Manager submitted a report on the planned expenditure of the Re-opening of High Streets Safely fund (RHSS).

Guidance setting out the stringent constraints placed on spend was set out in Appendix 1 attached to the report.

Details of the ERDF funding and the additional allocation for Area Committee's was set out in the report and in the attached Appendix 3. It was noted that there was currently spare capacity from the ERDF fund and it was suggested that this be top-sliced from the towns where there was underspend by 20<sup>th</sup> December, 2020.

**AGREED**

- (1) That the report be noted.
- (2) That a report be submitted to Area Committees in December followed by a report to Policy and Resources Committee in January, 2021.

**Neil Watson/  
Mike Williams/  
Committee Admin**

**419. REVIEW OF THE PROVISION OF SPORTS PITCHES/COURTS/GREENS**

The Environmental Services Manager submitted a report which provided details of the current position in terms of sports pitch provision across the Borough.

The report also outlined a way forward to ensure the service met the needs of users now and in the future.

There was a lot of content in the report and it was felt a further discussion to rationalise the report would be beneficial.

**AGREED**

That a meeting be arranged with the Chief Executive, the Corporate Director, the Environmental Services Manager and Kieron Roberts be arranged to discuss the report further.

**Tracy Turner**

**420. POLICY AND RESOURCES COMMITTEE**

The agenda and reports scheduled for the Policy and Resources Committee on 26<sup>th</sup> November, 2020 was submitted for consideration.

**AGREED**

That the agenda and reports, as amended, be agreed.

**Jane Watson**