

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM
HELD ON 17th 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

PART I

421. MINUTES

The Minutes of the Strategic Crisis Management Team meeting held on 10th November, 2020 were submitted.

AGREED

That the Minutes be approved.

422. SITUATIONAL UPDATE

The Chief Executive reported that the number of reported positive cases in Pendle was 435.4 per 100,000 population. Pendle was now third in the league table within Lancashire of the highest number of positive cases.

However, it was apparent that since the introduction of the tiering system and the more recent lockdown restrictions, the number of positive cases was reducing across East Lancashire as a whole.

The rate of testing had also reduced to 428. It was proposed that the public be reminded via the Council's website and social media to continue to book a test if they had symptoms.

It was reported that the Government were working on plans for the lifting of lockdown on 2nd December. A revised tiering system could possibly be introduced but whatever was proposed would need to be agreed by Parliament.

A date of 1st December, 2020 had been given for the initial roll out of a vaccine. This would be managed by the NHS. The roll out of the vaccine would be phased and would focus on NHS and care home staff initially. Locations for the administering of the vaccine were being discussed and once decided these locations would be published.

423. LRF UPDATE

The Response and Containment Group were focusing on the retail sector and how Covid regulations (whatever they would be from 2nd December) would be policed and enforced. They were also looking at Christmas and New

Year working arrangements with a focus on business inspections.

There were still concerns that social distancing around schools and school transport was not being followed.

The Government had allocated funding for Covid Marshalls but not all LA's had appointed them. The Group were going to investigate the use of these Marshalls. Therefore, a questionnaire was to be circulated to each LA to establish this.

It was reported that the Health and Safety Executive were making spot checks by calling and visiting workplaces often unannounced, to make sure they were following government guidelines on being Covid secure.

AGREED

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| (1) | That the Business Inspection Strategy be refreshed to ensure it continued to be Covid compliant. | Julie Whittaker |
| (2) | That checks be made to ensure all Council buildings continued to be Covid secure. | Simon Miller/
David Walker |
| (3) | That reference to the Health and Safety Executive's spot checks be included in the next Staff Guidance note. | Jane McDonnell |

424. SERVICE POSITION STATEMENTS

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

Covered areas were being erected outside cluster points at Fleet Street. Consideration was also being given to the installation of dividers in the cabs of the refuse fleet.

425. IT UPDATE

The order for new laptops had been placed but due to demand mid-January, 2021 was now the expected delivery date. There were, however, still a few devices available for emergencies.

The roll out of O365 was now complete for all Council teams. A training programme was being prepared by IT. As access to calendars was now available Service Managers were asked to consider whether the 'meetings' emails used to invite people to Teams meetings were still necessary.

All SCMT

PART 2

426. 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**

427. 2021 CENSUS

The Corporate Director advised that the 2021 Census would be held on 21st March, 2021. The Office of National Statistics had appointed around 200 Census Engagement Managers and they were currently recruiting Community Advisors.

The Corporate Director was the Council's Census Liaison Manager. An information pack would be sent to households at the beginning of March with an access code to complete the Census on line. It was expected 90% of households would complete the form this way and the remaining 10% would be sent paper copies of the form as well as anyone who requested it.

Publicity on the upcoming Census was expected in the next couple of weeks. Regular updates would be submitted to Management Team.

**Philip Mousdale/
Jane Watson**