

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM
HELD ON 1st DECEMBER, 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 IN ATTENDANCE: W. Forrest

PART I

436. MINUTES

The Minutes of the Strategic Crisis Management Team meeting held on 24th November, 2020 were submitted.

AGREED

That the Minutes be approved.

438. SITUATIONAL UPDATE

The current lockdown would end at 00.01 am on 2nd December. Pendle would fall into Tier 3 – High Risk. The level of tiering was based on five parameters:

- The rate of infection
- The rate of infection in people over 60
- The rate of positive tests
- The current demands on the NHS
- The future demands on the NHS

The rate of infection continued to be high within Pendle with 283 positive cases per 100,000 population. Overall the rate of infection was coming down across the country but in some areas at a greater rate than others. As a result it was felt that lockdown worked.

Access to testing was still available. Lancashire had put forward a case to be included in a targeted community testing programme.

An update on the progress with a vaccine was given. It was anticipated that vaccines would be available sometime next week for the most vulnerable people and NHS/care home staff. Yarnspinners and Colne Health Centre had been identified as vaccination sites. Discussion were ongoing to provide additional sites such as community pharmacies.

The Council's strategy remained the same:

- To focus on protecting the vulnerable by contacting the CEV people and signposting people to services via the Community Hub.
- To continue with tracking and tracing; engaging with local business and following up with any enforcement.
- Continuing with human interest stories via social media and keeping the public up to date with Government guidance.
- To engage with local businesses around the availability of business grants.

439. LRF UPDATE

Within the Business Compliance Group there had been discussions around the re-opening of businesses such as gyms, beauty parlours etc. It was noted that there was an increase in the number of people visiting garden centres.

The Group had also requested information on the number of businesses that had been required to close for not following Government guidance.

It was reported that details on enforcement powers was still awaited.

440. SERVICE POSITION STATEMENTS

An update from each service area was given and overall service provision was continuing. Staff were continuing to respond to demand although there was an increase in demand in some service areas.

The major IT outage experienced last week was mentioned. Work had continued over the weekend to restore the data and make applications available again. SCMT acknowledged the work undertaken by staff in IT in responding to this incident and the timely restoration of applications.

SCMT were advised that any problems still being experienced in relation to this outage should be reported to Wendy Doherty who would respond. Any other IT related issues should be logged via Sysaid in the usual way.

All SCMT

441. WINTER RESILIENCE PLAN

The Chief Executive submitted the draft Pendle Winter Resilience Plan for 2020/21. In light of the ongoing Covid-19 pandemic and the particular issues that winter could

bring, it was felt that a Winter Resilience Plan was necessary.

The Plan highlighted arrangements in place to manage and deliver services during the winter period, assumed to be no later than 31st March, 2021.

AGREED

That the Pendle Winter Resilience Plan for 2020/21 be agreed.

**All SCMT
Wayne Forrest**

442. CHRISTMAS AND NEW YEAR WORKING ARRANGEMENTS

SCMT discussed service provision over the Christmas and New Year period.

443. IT UPDATE

SCMT were reminded that an email had been circulated last week asking Managers to contact Marie Mason if they required any laptops prior to the delivery expected in January, 2020.

All SCMT

PART 2

444. 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**

445. UPDATED POLICIES

The following policies had been updated and had recently been submitted to the Accounts and Audit Committee:

- Anti-Fraud, Theft and Corruption Policy
- Anti-Money Laundering Policy
- Anti-Bribery Policy
- Whistleblowing Policy
- Gifts and Hospitality Policy

SCMT discussed how best to cascade this information to staff.

AGREED

That the usual annual reminder be circulated to all staff; that the updated policies be uploaded onto the staff Intranet and the website and that they be picked up as part of the staff training programme.

**Jane McDonnell/
Marie Mason/
Kathryn Halton**

446. POLICY AND RESOURCES COMMITTEE

The agenda and reports scheduled for the Policy and Resources Committee on 17th December, 2020 was submitted for consideration.

AGREED

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

Jane Watson