

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM
HELD ON 19th JANUARY, 2021**

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

Apologies for absence were received from H. Culshaw.

PART 1

481. MINUTES

The Minutes of the Strategic Crisis Management Team meeting held on 12th January, 2021 were submitted.

AGREED

That the Minutes be approved.

482. SITUATIONAL UPDATE

It was reported that the rate of infection had reduced from 892 on 8th January to 689.4 per 100 thousand population. There was a considerable reduction across the whole of Lancashire and so it appeared that the latest lockdown restrictions were working.

However, there was still a considerable amount of pressure on hospital admissions and it was felt this would continue over the following few weeks. It was noted that the rate of infection was highest in the younger and middle age groups 20 to 44.

There was no indication from Government as to when lockdown would end but it was felt it could go on until the end of March. This would also be dependent on progress with the roll out of the vaccination programme.

The Council was currently working in the following areas of support:

- Pendle Community Support Hub;
- Local track and trace work and the £500 tracking payment;
- Local and Mobile Testing Stations;
- Extensive Business Support Grant Payments;
- Various Communication and Human Interest stories relating to COVID;
- Community Based Lateral Flow Testing;
- Vaccination Programme – identification of sites and Covid Marshalls.

483. LRF UPDATE

An update on discussions at the various LRF Groups was given.

The Business Compliance Group had asked representatives to provide an update on actions and examples of good practice. The Group discussed issues around face coverings; non-essential businesses opening up; Covid Marshals in supermarkets; and the support of the Army.

It was reported that some authorities were providing webinars for local business on cleaning and social distancing requirements.

The Environment Agency had classed the collection of waste in relation to the administering of vaccinations as non-hazardous.

484. BUSINESS CONTINUITY PLAN

The Corporate Director submitted a revised Business Continuity Plan following the Government's announcement of a third lockdown and 'Plan B' options.

The Plan would be kept under review and would be submitted to SCMT once a date had been given for the end of lockdown.

Philip Mousdale

485. 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.

Preparations were underway within Environmental Services following the announcement of a weather warning with the risk of flooding over the next few days. Agency staff were infilling posts within the section as well due to staff absences.

Due to a Covid case bubbles within Housing Health and Engineering Services had been reduced. Also, with staff working on contact tracing colleagues within Pendle Leisure Trust were helping out in the General Office.

All vacancies within Planning, Economic Development and Regulatory Services had now been filled.

It was reported that the structure of Financial Services had been redesigned due to changes within the section and three vacant posts. The Chief Executive asked for everyone's patience with the Finance function until the accounts had been closed and until these posts had been filled.

An interim Elections Manager had recently joined the Council and a brief update on preparations for the forthcoming elections in May, 2021 was given.

486. IT UPDATE AND ROLL OUT PLAN FOR LAPTOPS

The proposed roll out of laptops had been circulated prior to the meeting. There had been an increase in demand across the country for laptops but a specific delivery date could not be given. It was estimated, however, that delivery would be sometime in March.

Staff had been promised the move to laptops and therefore, it was important that everything was in place to ensure a smooth roll out of the kit once delivery had been received.

Shane Agnew

AGREED

That SCMT feedback to Marie Mason any issues with the proposed roll out of laptops.

All SCMT

487. HR ISSUES

(a) Annual Leave

SCMT were asked to encourage staff to take any outstanding leave before the end of March. It was confirmed that 10 days could be carried forward into the next leave period but this would need to be taken before 31st July, 2021.

All SCMT

(b) Staff Survey – Feedback

The HR and Payroll Manager submitted a report on the result of the recent staff survey. This was the third homeworking check in and second workplace check in survey and had concluded in December, 2020.

The return rate of the surveys was around 50%, which although this was a lower return rate than the August survey, it was still considered to be a good response.

Overall, the responses were positive however, there were still some issues which were of concern to some staff. For

those homeworking staying motivated was becoming an increased challenge. It was felt that the added pressures of home schooling impacted on this.

It was reported that the majority of staff felt safe working within the Town Hall. Further work was being done to look at additional measures within frontline services to keep employees safe and avoid complacency.

AGREED

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| (1) | That a communications plan be prepared to feed back the results of the survey to staff. | Alice Barnett/
Sarah Lee |
| (2) | That managers speak to staff on a regular basis, at least every six weeks. | All SCMT |
| (3) | That all staff be encouraged to take advantage of any health and wellbeing sessions offered. | All SCMT |
| (4) | That a guidance be prepared for Service Managers and Line Managers on a protocol for contacting staff out of hours. | Jane McDonnell |
| (5) | That the next survey be conducted around April/May, 2021. | Jane McDonnell |

PART 2

488. 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
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489. CORE STRATEGY REVIEW

The Planning, Economic Development and Regulatory Services Manager submitted a report on the findings of the review of adopted planning policies, as set out in Local Plan Part 1: Core Strategy.

The report concluded that 17 policies were in full conformity with the NPPF and supporting evidence (green); 9 policies showed some limitation in terms of their effectiveness (amber); and 2 policies were no longer consistent with the NPPF (red).

AGREED

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| (1) That conclusions of the Core Strategy Review be noted. | Neil Watson/
Craig Barnes |
| (2) That the Core Strategy Review be published on the Council's website. | Neil Watson/
Craig Barnes |