

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM
HELD ON 2nd MARCH, 2021**

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

PART 1

512. MINUTES

The Minutes of the Strategic Crisis Management Team (SCMT) meeting held on 16th February, 2021 were submitted.

AGREED

That the Minutes be approved.

513. SITUATIONAL UPDATE

The Chief Executive reported that the infection rate continued to reduce with 105 cases per 100k population. However, there was a potential for the number of positive cases to rise when schools re-opened on 8th March. There could also be the possibility of further spikes as legal restrictions were lifted over the coming few months.

Vaccinations were continuing and people would be contacted by age group rather than by occupation etc.

Testing would continue to be promoted and support provided for those shielding via the Pendle Community Support Hub.

Track and trace would also be continuing and it was noted that there could be outbreaks in care homes and some work places as the restrictions were lifted.

514. LRF UPDATE

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

This included discussions on the Death of a Senior National, Elections, PPE and Risk Assessments. On-line guidance was being prepared for when hospitality re-opened and larger events could be held.

It was noted that advice about working from home may change and therefore the Agile Working Policy may need to be reviewed to ensure it was appropriate. Service Managers were asked to look at what implications there

All SCM Team

were should staff return to the office bearing in mind there could still be some social distancing rules in place.

515. SERVICE POSITION STATEMENTS

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

Preparations were being made for the impact the Government's roadmap would have on the re-opening of businesses and sports fixtures over the next few months.

Over the past three weeks there had been an increase in fly-tipping and refuse weights had again increased.

The Health and Safety Executive had visited Fleet Street yesterday and the Town Hall a few weeks ago. To date no issues had been raised.

Preparations were ongoing looking ahead to when the leisure centres could re-open on 12th April. It was noted that this would impact on the number of volunteers at the vaccination centres as those members of PLT staff volunteering would be returning to their original roles.

516. IT UPDATE

IT staff were working through the priority list to roll out the new laptops. A further update would be given at the next meeting.

It was reported that funding had been secured from the Cyber Resilience Fund to enhance IT security arrangements. An Action Plan was being worked up on how risks around security could be mitigated.

If any PC's were to be removed from offices IT were asked to check with Service Managers to ensure they were no longer needed.

PART 2

517. 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 a message be sent to Service Managers asking that they look ahead to future meetings and forward any items

**All Service Managers/
Jane Watson**

to Jane Watson.

518. BUDGET IMPLEMENTATION 2021/22

The Chief Executive submitted a report following the agreement of the Council's budget at last week's Full Council meeting.

A meeting had been arranged for 4th March, 2021 to discuss in more detail.

519. ANNUAL LEAVE – UPDATE

Service Managers were asked to remind staff about taking leave. There were still some members of staff who had a large number of days yet to take. A maximum of ten days could be carried forward into the next leave year but these days were required to be taken by the end of July, 2021.

All Management Team

520. PERFORMANCE MANAGEMENT ARRANGEMENTS 2021/22

The Chief Executive submitted a report to progress with the Strategic Plan 2020/23 on proposed performance management arrangements for 2021/22. This had been produced following discussions at a previous meeting and a list of proposed key projects/actions was attached to the report at Appendix 1.

It was important to acknowledge the impact of Covid-19 on the Council's services, the ongoing response to the pandemic and recovery going forward.

It was proposed that a light touch review of the Strategic Plan be undertaken and Service Plans be streamlined. As well as any carry forward actions from 2020/21 a maximum of 10 high level, top priority actions for 2021/22 was suggested. Milestones would no longer be required but cross-reference with key Council documents would continue.

As part of the Performance Indicator (PI) review it was proposed that the existing PI set be retained for all services along with the current year's annual targets for 2021/22.

AGREED

That the report be noted and a further report be submitted to a future meeting.

All Management Team

521. POLICY AND RESOURCES COMMITTEE

The agenda and reports for the Policy and Resources Committee scheduled for 18th March, 2021 were submitted for consideration.

AGREED

That the agenda and reports for the Policy and Resources Committee on 18th March, 2021 be agreed. **Jane Watson**

522. LAND REGISTRY AND LAND CHARGES – CHANGES TO IDOX

The Planning, Economic Development and Regulatory Services Manager submitted a report on options for rolling out the changes to the Land Charges system.

It was reported that the Government was altering the way Land Charges were accessed in England. This meant that all data that was held at local authority level would be migrated to the land registry who would eventually become the single point of contact for property information.

Data had been held in different formats over the years. The Land Registry was in the process of finalising the precise data transfer requirements – those known so far were set out in the report.

The options available were:

- (a) That the data be held in the TLC module and that the Land Registry have access via an API. This would involve IDOX writing the script.
- (b) That the data be transferred to Uniform. The advantage was that the complete records could be accessed and used by anyone. This work was being paid for by the Land Registry and was therefore recommended as the preferred option.

AGREED

- (1) That the report be noted.
- (2) That a report be submitted to a future meeting once the final data set had been received. **Neil Watson**