

**MINUTES OF A MEETING OF THE STRATEGIC CRISIS MANAGEMENT TEAM  
HELD ON 30<sup>th</sup> 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 F. Greenway

**PART 1**

**541. MINUTES**

The Minutes of the Strategic Crisis Management Team (SCMT) meeting held on 16<sup>th</sup> March, 2021 were submitted.

**AGREED**

That the Minutes be approved.

**542. SITUATIONAL UPDATE**

The Chief Executive reported that both regionally and nationally the infection rate continued to improve. As of yesterday the number of positive cases per 100k population had been 49.9, the fourth lowest in Lancashire and below the national average in the country.

There had been 400 tests per 100k population with a 2.4% positive test rate.

With regards to the LRF the last meeting of the Strategic Co-ordinating Group had been held and recovery of the pandemic had been handed over to the Recovery Co-ordinating Group.

**543. SERVICE POSITION STATEMENTS**

An update from each service area was given and overall service provision was continuing with no significant issues. Staff were continuing to respond to demand.

It was noted that after 6<sup>th</sup> May there was a possibility of a return to face-to-face meetings. The first meeting would be the Annual Council meeting which would need careful planning followed the Policy and Resource Committee and the Area Committees.

During discussion it was –

**AGREED**

- (1) That all risk assessments are up-to-date for when staff start to return back into the workplace.

**David Walker/  
Paul Underwood**

- (2) That the Town Hall and Fleet Street continue to be COVID secure.

**David Walker/  
Paul Underwood/  
Bruce Corden**

**544. IT UPDATE**

The roll out of the new laptops was progressing well and good progress was being made.

IT were aware that there was an issues with the current bandwidth which had affected some IT solutions.

**PART 2**

**545. 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 any additions to the timetable be forwarded to Jane Watson.

**All Service Managers/  
Jane Watson**

**546. BUSINESS RECOVERY PLAN**

The Environmental Services Manager submitted the Business Recovery Plan for discussion. The Plan had continually been kept up to date but a number of amendments were discussed and the Plan would be amended accordingly.

Any further comments were to be submitted to the Environmental Services Manager by the end of the week.

**All Service Managers**

**547. CORPORATE GOVERNANCE FRAMEWORK AND STRATEGIC RISK REGISTER**

The Corporate Governance Framework and the Strategic Risk Register were submitted for discussion.

There was a discussion around the actions which had been highlighted as overdue in the Corporate Governance Framework and how these could be brought back on track.

Service Managers were also asked to check that the right risks had been included in the Strategic Risk Register and if any new risks needed to be added.

## **AGREED**

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| (1) | That any amendments to both documents be fed back to Marie Mason by 20 <sup>th</sup> April, 2021. | <b>All Service Managers</b>             |
| (2) | That the wording be checked with regard to the Risk Register Owners.                              | <b>All Service Managers</b>             |
| (3) | That the revised documents be submitted to the Corporate Governance Working Group in May, 2021.   | <b>Philip Mousdale/<br/>Marie Mason</b> |

### **548. FORWARD LOOK OF UPCOMING REGULATORY CHANGES 2021**

A revised briefing note on the upcoming changes expected to affect LA regulatory services in 2021 was submitted for information.

This had been updated from the one circulated at the last meeting.

### **549. POLICY AND RESOURCES COMMITTEE – DISCUSSION NOTE**

The Corporate Director submitted a discussion note on the Policy and Resources Committee. With the imminent reduction in the number of Councillors from 49 to 33 at the elections in May it was suggested that the composition of the Committee be changed from 13 to 9. However, it was acknowledged that Members may wish to keep the composition at 13.

Areas of discussion included frequency of the meetings; deadlines for reports and the increased frequency of late reports; submission of reports and the agenda to Management Team; the need for final drafts to be submitted to the Corporate Director and Chief Financial Officer for final approval; venue of meetings and whether, going forward, the meetings would be remote or face-to-face.

## **AGREED**

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| (1) | That the position be noted and the frequency of meetings of the Policy and Resources Committee continues to be on a monthly basis.                        | <b>Jane Watson</b> |
| (2) | That report authors be reminded of the need to send final drafts of their reports to the Corporate Director and Chief Finance Officer for final approval. | <b>Jane Watson</b> |

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| (3) | That the guidance on report writing, including the completion of the implications section in the report be circulated.  | <b>Jane Watson</b>  |
| (4) | That further Risk Assessments be carried out on the meeting rooms to ensure they continued to be Covid-19 secure and to establish the maximum numbers allowed in each room based on any revised Government guidance.          | <b>David Walker/<br/>Paul Underwood/<br/>Bruce Corden</b>   |
| (5) | That the Chief Executive, Corporate Director and Head of Democratic Services meet to discuss voting buttons and the recording/live streaming of Council meetings going forward.   | <b>Dean Langton/<br/>Philip Mousdale/<br/>Jane Watson</b>   |
| (6) | That the Corporate Director, Planning, Economic Development and Regulatory Services Manager and the Head of Legal Services meet to discuss the issue of planning application referrals to the Policy and Resources Committee. | <b>Philip Mousdale/<br/>Neil Watson/<br/>Howard Culshaw</b> |

**550. REVISED HEALTH AND SAFETY POLICIES**

The Human Resources Manager submitted a report on the updated Corporate Health and Safety Policy and the Risk Assessment Procedure. The report provided details of the main changes to the documents and acted as a reminder of responsibilities to ensure health and safety was managed effectively.

The inclusion of handling serious epidemics and pandemics, such as COVID-19, was referred to and it was felt that this needed to be amended to reflect/learn from what has happened.

There was a discussion around stress and the process which should be followed if this was identified/raised. It was felt, in some cases, that these processes weren't being followed.

Management Team considered whether the IOSH Leading Safely training should be online or face-to-face classroom based either externally or in-house.

The Risk Assessment Procedure outlined the Council's process for managing risk assessment across the organisation. It was reported that inconsistencies in assessing risks by the Council's Auditors in relation to risk management had been identified and relevant leads would be contacted about this.

## **AGREED**

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| (1) | That the revised Corporate Health and Safety Policy and the Risk Assessment Procedure be noted and amended as discussed.                                      | <b>Michelle Molloy</b>                 |
| (2) | That Management Team complete the IOSH Leading Safely training online and as a group.   | <b>Jane McDonnell</b>                  |
| (3) | That the Planning, Economic Development and Regulatory Services Manager and the Human Resources Manager meet to discuss issues relation to the Stress Policy. | <b>Jane McDonnell/<br/>Neil Watson</b> |

## **552. IT PROGRAMME BOARD**

Minutes of a meeting of the IT Programme Board, held on 11<sup>th</sup> March, 2021 were submitted for information.

## **553. 2020/2021 VALUE FOR MONEY ASSESSMENT BY EXTERNAL AUDIT**

The Chief Finance Officer submitted a report which provided a new approach to the Value for Money Assessment by External Audit as part of their Audit Opinion on the Council's Statement of Accounts for 2020/21.

The new Code of Audit Practice came into force on 1<sup>st</sup> April, 2020 for audit years 2020/21 onwards. The most significant change was the introduction of an Auditor's Annual Report, which contained a commentary on arrangements to secure value for money and any associated recommendations, if required. It was a tool that required auditors to consider whether the body had put in place 'proper arrangements' for securing value for money.

An initial assessment had been made and this was attached to the report at Appendix A. Further discussions would be needed with members of Management Team on certain aspects of the value for money work. Regular updates would also be submitted to Management Team meetings.

## **AGREED**

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| (1) | That the new, more in-depth approach to the value for money assessment taken by the External Auditor for the 2020/21 financial year (the Auditor's Annual Report) be noted. | <b>All Service Managers</b> |
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- (2) That the management comments submitted as the Council's response to the Stage 1 – Initial Assessment (attached to the report at Appendix A) be noted. **Fiona Greenway**
  
- (c) That members of Management Team provide input and evidence, as and when required, to support the Council's assessment. **All Service Managers**