

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 16th AUGUST, 2016**

PRESENT: D. Langton, P. Mousdale, P. Atkinson, R. Townson, J. Whittaker, N. Watson,
V. Green and L. Ritchie

IN ATTENDANCE: J. Halton, J. Dicken and M. Molloy

(Apologies for absence were received from R. Townson and D. Walker).

ACTION BY

39. MINUTES

The Minutes of the Management Team meeting held on 2nd August, 2016 were submitted.

AGREED

That the Minutes be approved.

40. TIMETABLE FOR FUTURE MEETINGS

The timetable for future meetings was submitted for consideration.

AGREED

That items for all future meetings be forwarded to Jane Watson.

**All Management Team/
J. Watson**

41. CORPORATE EQUALITIES MONITORING REPORT FOR 2015/16

The Human Resources Manager submitted a report on the results of monitoring recruitment and selection activity in 2015/16 across all six equality strands, including religion and belief and sexual orientation.

In addition Management Team were presented with information relating to staff turnover, training provision and use of the main HR procedures by ethnicity, gender, disability and age.

RESOLVED

(1) That the Council continues to encourage unrepresented groups to apply for all relevant vacancies. **L. Ritchie**

(2) That the Council continues to encourage women and men to apply for non-traditional jobs, particularly for scale 1-5 jobs, by including the following statement in all adverts: "Pendle Borough Council is an equal opportunities employer and we welcome applications from all sections of the community." **L. Ritchie**

42. SICKNESS REPORT

The Human Resources Manager provided Management Team with an analysis of the sickness figures for 2015-16 to ensure that any emerging issues were appropriately addressed so as to better support employees in their day to day work.

It was noted that the annual target set for 2015/16 was 6.5 days lost per employee, and the actual year-end figure was 6.1055. This was a significant improvement from the previous year.

RESOLVED

That the report be noted and absence management be kept under constant review.

All Management Team

43. REVIEW OF WORK LIFE BALANCE GUIDANCE

The Human Resources Manager submitted a report which highlighted a number of changes to the current Work Life Balance Guidance document. It was proposed that the Guidance be split into two documents. The first was the Flexible Working Policy Guidance which covered all aspects of flexible working available to employees. The second was the Leave Policy Guidance which covered all the different circumstance (with the exception of sickness) that an employee may require time away from work.

Management Team the discussed the proposed changes which were set out in the report.

RESOLVED

- (1) That the amendments referred to in the report, with the exception of those referred to in (3) below be agreed and the Flexible Working Policy and Leave Policy be approved.
- (2) That with effect from 1st September, 2016 the flexitime credit limit be reduced to 30 hours and a lead-in period of 6 months be introduced to enable the reduction in maximum flexi credit limit and the introduction of loss of credit above the limit.
- (3) That a report on an alternative system for recording TOIL and the legal right to request flexible working for such things as voluntary work and governor duties be submitted to Management Team on 6th September, 2016.

**Lesley Ritchie/
Michelle Molloy**

**All Service Managers/
Lesley/Ritchie/
Michelle Molloy**

**Lesley Ritchie/
Michelle Molloy**

44. WORK RELATED ABSENCE

The Human Resources Manager presented Management Team with the statistics for work related injury and ill health during 2015/16.

It was reported that the number of days lost due to work related absence had risen by 112 days in the year, and the total work related absences represented 21.14% of all sickness absence,

which was above the target of 7.5%.

Management Team were asked to consider if there was a need to change the recording of work related absence to identify where absences were only partly attributable to work. It was acknowledged that for the second year running, all work related absence has occurred within frontline services. It was suggested that the reporting procedure be amended slightly to enable the recording of work related absences to be more 'realistic'.

RESOLVED

(1) That the report be noted.

(2) That the Corporate Director meet with the Environmental Services Manager and Human Resources to discuss possible changes to the recording of work related absences.

**Philip Mousdale/
David Walker/
Michelle Molloy**

45. PENDLE LOCAL PLAN

The Planning, Building Control and Licensing Services Manager along with the Local Plans Team gave a presentation on the Pendle Local Plan.

The Core Strategy had been adopted on 17th December, 2015. Work was now underway preparing the evidence base for the Plan which included:

Green Infrastructure Strategy
Green Belt Assessment
Development of a Viability Study (including affordable housing)
Sustainability Appraisal
Strategic Flood Risk Assessment

The initial draft would be ready around March/April 2017 with preferred options identified by June/July 2017.

46. IDOX

The Planning, Building, Control and Licensing Services Manager reported that unfortunately the go live date of 7th September, 2016 had been moved back to mid-October/November, 2016.

Staff had been advised of the change and it was proposed that a testing period would begin from 29th August, 2016.