

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 15th NOVEMBER, 2016**

PRESENT: D. Langton, P. Mousdale, P. Atkinson, J. Whittaker, D. Walker, N. Watson and L. Ritchie

IN ATTENDANCE: G. Dickson and M. Mason

(Apologies for absence were received from V. Green).

ACTION BY

85. MINUTES

The Minutes of the Management Team meeting held on 1st November, 2016 were submitted.

AGREED

That the Minutes be approved.

86. TIMETABLE FOR FUTURE MEETINGS & FORWARD PLAN

The timetable for future meetings was submitted for consideration in conjunction with the Forward Plan and amended.

AGREED

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

**All Management Team/
J. Watson**

87. EMERGING POLICY ISSUES

The Strategic Director submitted a report which outlined relevant emerging national policies and funding opportunities for the Council.

88. PENDLE'S HEALTH PROFILE

The Strategic Director submitted a report on Pendle's health profile for 2016 which outlined the emerging trends. Although there had been some health improvements the findings given were still below the national average.

During discussion it was identified that the priorities for this Council were to increase physical activity levels; improve mental wellbeing and reduce the under 18 conception rates.

It was noted that the Council was engaged in the Pennine Lancashire Transformation Programme to influence commissioning and encouraging a preventative approach to tackling these health challenges.

AGREED

That the emerging trends and the 2016 health challenges for Pendle be noted.

All Management Team

89. CORPORATE PEER CHALLENGE REVIEW

The Strategic Director submitted a report on progress made in addressing the key recommendations and findings from the original Corporate Peer Challenge undertaken in November, 2015. A draft timetable for the review to be held on 25th November, 2016 was also presented.

Progress against the action plan was also presented along with a summary of how each of the key recommendations had been addressed. It was acknowledged that a great deal of work had already been undertaken but work was still ongoing to address all of the recommendations.

AGREED

(1) That progress made to date, as detailed in Appendices 1 and 2 attached to the report, be noted.

All Management Team

(2) That the draft timetable for the Corporate Peer Challenge Review on 25th November, 2016 be noted.

All Management Team

90. HR AND PENSION ISSUES

Management Team were presented with a report informing them of the current Government policy, development and thinking on various human resources and pension issues which would inform the Council's strategy on Workforce Development.

There was a lengthy discussion on:

Salary sacrifice for the provision of benefits-in-kind
National minimum wage increases for some age bands
Trade Union Act 2016 (May 2016)
Shared (Grant Parental Leave)
Public sector exit payment cap and recovery of exit payments
Gender pay gap reporting – public sector
Taxing termination payments – pay in lieu of notice

RESOLVED

That the report be noted.

All Management Team

91. APPRENTICESHIP LEVY UPDATE

The Human Resources Manager submitted a report on the latest position regarding the introduction of the Apprenticeship Levy in 2017.

It was reported that the rules and guidance released in October, 2016 were only in draft but the levy would come into force from April, 2017.

The discussion centred on what was known so far. There was a duty on all public bodies “to have due regard” to employing a minimum target of 2.3% of the headcount as apprentices on an annual basis. This would be 6 apprentices each year for 3 years.

Details of how the levy funding could be used were included in the report. The latest guidance caused concern in relation to the requirement that there must be a genuine job at the end of the apprenticeship. The funds could not be used to fund training either.

It was acknowledged that an approach to setting an apprenticeship strategy would be to build on existing programmes, identify opportunities for roles at entry level, focus on specific target groups or those not in education, employment or training. Other approaches were also discussed.

AGREED

That the report be noted and considered further when more information was available.

Lesley Ritchie

92. UPDATE ON WORK PLACEMENTS

The Human Resources Manager submitted a report on activity undertaken to facilitate skills improvement for young people through work placements.

Up to September 2016 there had been 7 placements from 7 different schools/colleges. These had been in Environmental Crime, Human Resources, Neighbourhood Services (Engineering) and Property.

All placements had been positive and it was reported that there was regular interest from local schools and colleges as well as the Job Centre throughout the year.

AGREED

(1) That the report be noted.

(2) That the Council continues to support work placement opportunities for students and job seekers.

Lesley Ritchie

93. SICKNESS PERFORMANCE

The Human Resources Manager submitted a report which analysed the sickness figures for the first half of 2016/17 to ensure

that any emerging issues were appropriately addressed.

The Council's target for 2016/17 was 6.2 days lost per employee which was 3.1 for the half year. The current half year figure was 3.009 and the projected figure for the year was 7.8.

There was a lengthy discussion around the figures presented and reasons for absences. The need for improvements in the review meetings being timelier was also raised.

There was a suggestion that the Council offer an Employee Assistance Scheme which would provide access to confidential counselling. The aim of this would be to reduce the number of absences as employees would be able to access support that either prevented the absence or significantly reduced it. This would enable them to return to work sooner.

AGREED

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| (1) That the report be noted and absence management be kept under constant review. | Lesley Ritchie |
| (2) That Service Managers ensure that absence review meetings are arranged in a more timely way. | All Service Managers |
| (3) That the introduction of an Employee Assistance Programme be agreed for a temporary 12 month period. | Lesley Ritchie |

94. UPDATE ON ANNUAL LEARNING AND DEVELOPMENT

The Human Resources Manager submitted an update on learning and development following the submission of the remaining PMR forms.

Management Team were asked to consider which funding commitments should be approved in order for the training to take place. The revised list of training requests was attached to the report and categorised in relation to the main priorities.

With regards to digital skills an audit was to be undertaken to identify the current level of general digital skills and also to identify any skills gap.

Further development of commercial skills was also proposed and this would be done by extending the Leadership Development programme.

Management Team were advised that the Investors in People Assessor was due to visit again in 18 months' time.

AGREED

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| (1) That further discussions be held between the Human | Lesley Ritchie/ |
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Resources Manager and the Financial Services Manager regarding an agreed programme of learning and development activities supported with funding in 2016/17.

Vince Green

(2) That the digital skills audit questionnaire be amended to focus more on skills and not applications.

Lesley Ritchie

(3) That the revised PMR framework and competencies, to incorporate behaviours to support digital skills, be agreed.

**Lesley Ritchie/
Simon Tisdale**

95. IDOX

The Planning, Building Control and Licensing Services Manager provided an update on progress to date. There had been a number of setbacks and problems had arisen which included issues with the data test upload and problems with housing data.

Regular updates were being made and any continuing problems were being logged. A full issues log along with timescales and who had been assigned to rectify the problem had been requested but not received.

The go live date was now 5th December, 2016 but there was also the possibility that the Flare contract would need to be extended.