

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 14TH FEBRUARY, 2017**

PRESENT: D. Langton, P. Mousdale, P. Atkinson, J. Whittaker, D. Walker, V. Green and L. Ritchie

ALSO IN ATTENDANCE: M. Mason, G. Dixon

ACTION BY

119. MINUTES

The Minutes of the Management Team meeting held on 24th January, 2017 were submitted.

AGREED

That the Minutes be approved.

120. TIMETABLE FOR FUTURE MEETINGS AND 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

121. HORIZON PLANNING

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

122. EMPLOYEE VOLUNTEERING AND SKILL SHARING POLICY

The Strategic Director submitted a report which provided an update on the draft Employee Volunteering & Skill Sharing Policy.

It was reported that employees could request to volunteer during work time if it met development opportunities identified through the PMR progress or other discussions with their line Manager. Volunteering opportunities across Pendle could be accessed through the Volunteer Centre operated by Burnley, Pendle and Rossendale CVS.

It was explained that there was 2 types of volunteering activity available in the scheme:

Group Volunteering where groups of staff can undertake up to a total of 2 days per year **or**
Individual Volunteering where staff may choose to volunteer on a more regular basis than for a one off group projects.

Staff would be able to claim time off in lieu (max 15 hours per annum) for council organised volunteering projects occurring outside usual working hours.

A discussion which took place around individuals insurance while volunteering and the views of members and unions with regards to offering time off in lieu be sought.

AGREED

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| (1) That the Financial Services Manager be asked seek further clarification with regards insurance cover. | Vince Green |
| (2) That the views of the Members/Unison be sought. | Lesley Ritchie |
| (3) That the views of the Councils Leadership be sought. | Dean Langton |
| (4) That the draft policy be brought back to a future meeting. | Lesley Ritchie |

123. STRATEGIC PLAN 2015/18 (INCLUDING ANNUAL REFRESH 2017/18)

The Strategic Director submitted a report on progress made in achieving the Council's strategic priorities.

The draft Strategic Plan 2015 – 2018 retained the Council's Vision and Supporting Values; illustrated the Strategic Objectives and Headline Action.

It was reported that the draft plan would be presented to Leadership group on 3rd March 2017 before being submitted to full Council.

AGREED

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| That the draft plan be approved so far as Management Team is concerned. | Marie Mason |
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124. GREAT BRITISH SPRING CLEAN

The Environmental Services Manager submitted a report regarding details of Keep Britain Tidy's Great British Spring Clean event and provided a summary of the activities taking place over the weekend of the 3rd and 5th March 2017 in Pendle.

AGREED

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| (1) That the report be noted. | |
| (2) That the report be circulated to the Extended Management Team. | David Walker |

- (3) That volunteers from Management Team meet at 12 noon on Friday 3rd March on the canal by Brierfield Mill to participate in an hours litter picking and members of the Extended Management team also be invited; and that the Communications Team arrange for photographs to be taken
- All Management Team**

125. PENSION RE-ENROLMENT 2017

The Human Resources Manager submitted a report on the duties in the Pensions Act 2008 in relation to the re-enrolment of employees.

AGREED

- (1) That the report be noted. **Lesley Ritchie**
- (2) That the employees (3 employees) who opted out of auto enrolment within the previous 12 month be included in the re-enrolment.

126. INVESTORS IN PEOPLE – 18 MONTH ASSESSMENT REPORT

The Human Resources Manager submitted an update on the 18 month IIP Assessment report following the workshop held in December 2016.

AGREED

- (1) That the HR Manager lead a “Task and Finish” group of staff from all parts of the Council to ensure that continuous improvement activities are embedded across the organisation. **Lesley Ritchie**
- (2) That the group has a Council representative from the Management Team to drive implementation and address any barriers to success. **David Walker**
- (3) That the group has representatives from all Service Areas and a variety of levels. **All Management Team**
- (4) That the IIP activities be publicised through Management Team, Extended Management Team, Team Meetings and blogs to increase staff awareness of activities. **Lesley Ritchie**
- (5) That the group acts as a two-way channel of communication on IIP progress between Management Team and staff. **Lesley Ritchie**

127. CSSC SPORTS AND LEISURE SCHEME

The Human Resources Manager submitted a report which sought the approval to give staff the opportunity to become members of the CSSC Sports & Leisure Scheme.

AGREED

- (1) That the promotion of membership of the scheme to staff via, email, posters and lunchtime drop-in sessions be allowed.
- (2) That the scheme be used to improve team working and staff morale by organising team entries to events and competitions.

Lesley Ritchie

128. STORAGE REVIEW

The Strategic Director explained that Bruce Corden, Facilities and Property Care Leader was reviewing the existing storage within the Town Hall with a view to Pendle Leisure Trust being relocated from Colne Town Hall to Nelson Town Hall in August.

Management Team were asked to look at what they stored within their departments and whether it was necessary it was kept.

All Management Team

It was agreed that office space would be cleared by the end of March with a plan to start moving office furniture etc by April/ May.