

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 26th JUNE, 2018**

PRESENT: D. Langton, P. Mousdale, D. Walker, S. Guinness, H. Culshaw and L. Ritchie

ALSO ATTENDING: J. Watson, M. Mason and S. Astin

(Apologies for absence were received from P. Atkinson, N. Watson and J. Whittaker).

25. MINUTES

The Minutes of the Management Team meeting held on 12th June, 2018 were submitted.

AGREED

That the Minutes be approved.

26. TIMETABLE FOR FUTURE MEETINGS AND POLICY AND RESOURCES WORK PROGRAMME

The timetable for future meetings was submitted for consideration in conjunction with the Policy and Resources Work Programme.

AGREED

That items for future meetings be forward to Jane Watson.

All Management Team

27. PROPOSED CONSULTATION AND RESEARCH WORK PLAN 2018/19

The Corporate Director submitted a report on the proposed work plan for consultation and research projects for 2018/19.

It was reported that Adam Pearson had set up his own research service called Pearson Insight and the Council had entered into an agreement with him to continue providing the same level of service as with Infusion Research.

Management Team were asked to consider the proposed work plan for consultation and/or research projects for 2018/19.

It was suggested that the Council Tax project be moved to 2019/20.

AGREED

(1) That the content of the consultation and research work plan for 2018/19 (as set out in Appendix 1 attached to

Marie Mason

the report) be agreed.

- (2) That officers consider opportunities for collaboration with other services/council's when undertaking consultations and /or research projects to ensure the necessary requirements of services were fulfilled whilst maximising on the subscription arrangement.

All Management Team

28. SAFEGUARDING UPDATE (INCLUDING S11 RETURN)

Management Team were presented with a report from the Chief Executive on the current position regarding the Council's role in safeguarding children and adults.

The update also outlined the Council's response to the Lancashire Safeguarding Boards All-Age Section 11 and Care Act Compliance Audit Tool 2018. Also attached was the Lancashire Safeguarding Boards collated information which was used to assess member agencies' safeguarding activity over the previous year.

It was reported that the Council's policies "Family Support and Safeguarding Children" and "Safeguarding Adults" were being reviewed to ensure they were fit for purpose. The revised policies would be submitted to a future Management Team meeting.

An update on training was also provided and this would continue to be refreshed and delivered on a three-yearly cycle.

AGREED

That the report be noted.

All Management Team

29. ANNUAL SICKNESS REVIEW AND WORKFORCE STRATEGY REVIEW AND EQUALITIES

The Human Resources Manager submitted a report which analysed the sickness figures for 2017/18.

The annual target set for this period was 6.25 days lost per employee, with an actual year-end figure of 10.515 days being lost. This represented a 7% increase from 2016/17. A breakdown of the absence levels over the previous 8 years did not identify an overall trend.

It was reported that some days had been reported as short term initially however the absence had subsequently become long term. This made year end comparisons difficult.

Management Team discussed the reasons for the absences and compared these with previous years.

It was acknowledged that the Council used all appropriate methods for managing absence with policies that set targets and implemented monitoring and review periods. It was reported that over a three year period a significant proportion of absences had not been taken through the relevant procedures.

The Employee Assistance Programme had been positively received by a number of employees. Specific workshops to address the issue of mental health and stress management had been implemented and would continue to be rolled out. However, the take up from male colleagues has been worryingly low.

AGREED

- (1) That the report be noted and absence management be kept under constant review. **All Management Team**
- (2) That consideration be given to pursuing physiotherapy support to address the musculo-skeletal problems experienced by employees. **Lesley Ritchie**

30. REVIEW OF EMPLOYEE ASSISTANCE PROGRAMME

The Human Resources Manager submitted a report on the first year's usage of the Employee Assistance Programme – Health Assured.

A high level anonymous breakdown of the usage over this period was presented to Management Team. There had been a remarkable uptake from employees and feedback had been very positive.

It was noted that the number of day's absence due to stress was nearly 300 days less than in the previous year so the implementation of this scheme had been successful.

AGREED

- (1) That the report be noted. **All Management Team**
- (2) That the Employee Assistance Scheme be promoted and employees reminded of the availability of support through this scheme. **All Management Team**

31. APPRENTICESHIP LEVY

The Human Resources Manager submitted a report on the

usage of the Apprenticeship Levy.

The Levy account was time limited and would be lost if not used within 24 months. The Levy had been operating since April 2017.

There were limitations on recruiting new apprentices and Management Team were asked to consider whether training requests for existing employees, especially qualification training, could be funded through the Levy. It was acknowledged that care needed to be taken in selecting the right employee for the right course.

Ultimately Management Team was asked to identify gaps in staff development and service provision requirements so that effective succession planning could take place.

AGREED

That this item be deferred for further discussion and considered further at the next meeting.

All Management Team

32. EMPLOYEE SOCIAL MEDIA POLICY

The Human Resources Manager submitted a report on the revised Employee Social Media Policy.

The main change was to the second part of the Policy which related to the personal use of social media by employees and the potential negative impact this could have on both the organisation and employees.

Management Team felt that employees should be 'encouraged not' to name the workplace in social media rather than it not be referred to at all. It was felt, however, that employees should be made aware of the consequences if this was inappropriately used.

AGREED

That the revised Employee Social Media Policy be agreed, subject to the amendment referred to above.

**All Management Team/
Michelle Molloy**

33. IIP UPDATE

It was reported that the second round of Focus Group meetings were being held over the next week and that a report on the responses would be reported to the next meeting.