

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 23rd JULY, 2019**

PRESENT: D. Langton, P. Mousdale, D. Walker, N. Watson, J. Whittaker, S. Guinness, J. McDonnell and J. Watson

ALSO PRESENT: M. Mason, M. Molloy, S. Tisdale and F. Khaliq

(Apologies for absence were received from H. Culshaw)

35. MINUTES

The Minutes of the Management Team meeting held on 9th July, 2019 were submitted.

AGREED

That the Minutes be approved.

36. 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

37. PERFORMANCE INDICATORS 1st APRIL TO 30th JUNE, 2019

The Chief Financial Officer submitted a report which provided details of performance for the period 1st April to 30th March, 2019.

Overall performance was slightly better when compared to the same time last year.

Management Team discussed items listed in Appendix 1 and Appendix 2 which included the underperforming PI's. Management Team acknowledged the good performance to date and the reasons behind the underperformance.

AGREED

That the report be noted.

All Management Team

38. STRATEGIC PLAN REVIEW 2018/20 (1st APRIL, 2018 TO 30th JUNE, 2019)

The Chief Financial Officer submitted a report on progress

made in achieving the Council's strategic priorities during 2018/20.

It was noted that good progress had been made and only 8 actions had been identified as being overdue but all were expected to be delivered by 31st March, 2020.

AGREED

That the report be noted.

All Management Team

LIMITED ASSURANCE AUDIT REPORT

The Chief Financial Officer submitted a report which provided an update on the auditable subject areas that had been reviewed by Internal Audit and as a consequence, been assigned an option of "Limited Assurance":-

Sundry Debtors
EU General Data Protection Regulations
Critical Application Review – Uniform (IDOX)

A synopsis of each review was included in the report and Management Team discussed these in detail..

The Accounts and Audit Committee would be advised of these reviews at its next meeting on 30th July.

AGREED

(1) That the report be noted.

(2) That a report be submitted to Management Team on 3rd September regarding progress with the recovery of outstanding Sundry Debtors.

**Susan Guinness/
Jane Watson**

(3) That with regards to GDPR the updated action plan be submitted to the next meeting of Management Team.

**Susan Guinness/
Jane Watson**

(4) That the Data Processing Activities Data Base along with the Retention Policy be circulated to staff asap.

Susan Guinness

40. CORPORATE HEALTH AND SAFETY POLICY AND ARRANGEMENTS

The Human Resources Manager submitted a report on changes to the Corporate Health and Safety Policy and the Corporate Health and Safety Arrangements.

The Policy was last revised in 2015 and it outlined the roles and responsibilities in place throughout the organisation to ensure that health and safety was managed effectively. Partnership arrangements were also identified with

Liberata and QHS Solutions.

The main changes reflected:

The new organisation structure.

The extended health and safety responsibilities of the Environmental Services Manager.

The Council's decision to reinstate the Health and Safety Officer post.

It was proposed that the Policy and Arrangements be reviewed on an annual basis.

AGREED

(1) That the revised Corporate Health and Safety Policy and the Corporate Health and Safety Arrangements be approved.

**Jane McDonnell/
Michelle Molloy**

(2) That all Management Team be requested to complete the IOSH Safety for Executive and Directors.

**Jane McDonnell/
Simon Tisdale**

(3) That the Corporate Health and Safety Policy be reviewed on an annual basis.

Michelle Molloy

41. EMPLOYEE HEALTH AND WELLBEING STRATEGY

The Human Resources Manager submitted a report on changes to the Employee Health and Wellbeing Strategy.

The main change was the proposal to move from with-cause drug and alcohol testing to pre-employment testing, probationary period testing and random testing for safety critical posts and with-cause testing retained for non-safety critical staff. It was explained that this had been based on issues highlighted in other East Lancashire authorities and private companies who delivered waste for local authorities who had random testing in place.

Following discussion it was agreed that all staff be randomly tested for drugs and alcohol.

Other changes included:

- (a) To include information on the Employee Assistance Programme which had been introduced since the last review.
- (b) To reflect changes to the pre-employment medical process from a paper-based to online process.
- (c) To advise staff that failure or refusal to attend meeting and OH referrals of the possibility of occupational sick pay being withdrawn.
- (d) To make reference to relevant organisation changes

- e.g., the reintroduction of the Health and Safety Officer post.
- (e) To delete the HIV/AIDS Policy.

AGREED

- (1) That the proposed changes in the Employee Health and Wellbeing Strategy be referred to in (a) – (e) above be agreed. **Jane McDonnell/
Michelle Molloy**
- (2) That subject to agreement with the unions the random testing for drugs and alcohol for all staff be introduced. **Jane McDonnell/
Michelle Molloy**

42. ANNUAL SICKNESS REPORT

The Human Resources Manager submitted an analysis of attendance data for 2018/19.

It was noted that the annual target set for 2018/19 was 7 days lost per employee with an actual year-end figure of 9.76. This was an improvement on the previous year which ended at 10.515 but still significantly over target.

It was acknowledged that with a small Council a small number of sickness cases could make a significant impact on the attendance figures.

The Policy was up for review this year and it was intended that managers be consulted to establish what worked well and what caused issues and frustrations.

AGREED

- (1) That the report be noted. **All Management Team**
- (2) That a physio assessment and three sessions of physio be agreed for a temporary period of 12 months. **Jane McDonnell/
Michelle Molloy**
- (3) That flu vaccinations not be introduced.

43. UPGRADE OF FINANCIAL MANAGEMENT SYSTEM (WEB)

The Chief Financial Officer submitted a report on the timetable for the roll-out of the upgrade to the Civic Financial Management System.

Management Team were asked to nominate candidates to take part in the 'train the trainer' approach which would commence on Monday 9th September.

It was proposed the system would 'go live' week commencing 23rd September, 2019.

AGREED

- (1) That the report and timetable for the roll out of the upgrade to the Civica Financial Management System be noted.
- (2) That Management Team be requested to nominate officers for inclusion in the initial training of the new system to the Systems Accountant.

All Management Team

**All Management Team/
Gemma-Louise Wells**

44. DRAFT STRATEGIC RISK REGISTER UPDATE

The Chief Financial Officer submitted a report on the Council's Strategic Risk Register and Risk Management Strategy.

It was noted that three new risk had been added:

Climate Change
Lomeshaye Industrial Estate Extension
Commercial Strategy

Management Team were asked to feedback to Susan Guinness any amendment/additions to the register. At the meeting it was suggested that reference be made to the problems associated with the ability to recruit and retain suitably skilled staff.

AGREED

That subject to any further amendments suggested by Management Team the Draft Strategic Risk Register be approved.

All Management Team