

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 3rd DECEMBER, 2019**

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

ALSO PRESENT: M. Molloy

107. MINUTES

The Minutes of the Management Team meeting held on 19th November, 2019 were submitted.

AGREED

That the Minutes be approved.

108. 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 and amended.

AGREED

That items for future meetings be forward to Jane Watson. **All Management Team**

109. IT PROGRAMME BOARD

Minutes of a meeting of the IT Programme Board held on 21st November, 2019 were submitted for information.

110. REVIEW OF FLEXIBLE WORKING POLICY

The Human Resources and Payroll Manager submitted for discussion a report on possible changes to the Flexible Working Policy. It was noted that the Trade Unions would need to be consulted on any proposed changes.

Management Team were asked to consider if the current scheme was still suitable taking account of the reduction in staff and changes to some working patterns. They discussed the credit and debit limits, flexi leave, disciplinary triggers not being actioned, minimum working day and the Homeworking Policy.

The section within the Policy which related to job sharing was to be deleted as it was no longer relevant.

AGREED

That subject to agreement with the Trade Unions the Policy **Jane McDonnell**

be amended –

- Credit limit to remain at +30 hours but any hours over this maximum to be automatically deleted at the end of each accounting period (4 weeks);
- Debit limit to remain at -10 hours;
- Flexi Leave to remain at 2 in each accounting period (4 weeks) (pro rata for part timers) but flexi leave to be booked no more than one accounting period in advance;
- Managers to adopt a more consistent approach when dealing with disciplinary triggers e.g. in excess of the debit limit for more than 2 out of 6 consecutive periods; arriving after 10.00a.m. without permission and incorrect adjustments etc.;
- Minimum working day not be introduced;
- Staff be reminded of the homeworking policy and arrangements be regularly reviewed.

111. EMPLOYEE CODE OF CONDUCT

The Human Resources and Payroll Manager submitted the updated Employee Code of Conduct for consideration.

Feedback had been sought from Management Team and Audit prior to the review and had been incorporated in the updated Policy. Other changes included the new Pendle Values, an update on social media in line with the Policy and some basic guidance on dress code.

AGREED

(1) That the revised Employee Code of Conduct be approved.

Jane McDonnell

(2) That the revised Code be presented at a future Extended Management Team meeting along with individual Team Meetings.

**Jane McDonnell/
Service Managers**

112. CLIMATE EMERGENCY SUGGESTIONS

A briefing note on the results of the Climate Emergency Staff Survey and other suggestions from Service Areas was submitted for consideration.

Thirty eight responses had been received with the priority areas for action identified as:

- Improvement to the transport fleet
- Waste and recycling
- Procurement
- Staff travel/building stock/single use plastics

AGREED

That the suggestions put forward be noted and these be submitted to the Climate Emergency Working Group for consideration.

Jane Watson

113. ELECTRIC VEHICLE CHARGE POINTS IN PENDLE

The Housing, Health and Engineering Services Manager submitted a report on the provision of electric vehicle charge points in the Borough.

It was explained that there were several types of charge points available with varying rates of charge. The number of charge points in the Borough had increased from 2 to 13 in the last year (a list of these sites was included in the report). This was primarily due to a project undertaken by the County Council to install on-street charge points throughout the County.

It was reported that five car parks within the Borough had been identified as potential sites for charge points. The estimated cost of maintaining a charge point was £4,800 per annum.

However, E.ON had provided a survey of each of these sites and had indicated that they would provide 50% investment into the initial installation with 6 charging bays at each car park. The Council would need to provide the remaining 50% but there would be no further outlay beyond this initial investment. E.ON would be fully responsible for the charge points for the duration of the agreement. Management Team were advised that the total contribution from the Council would be £55,415.

They discussed other options such as reducing the number of charge points; contributions from the Town Councils and other suppliers. It was felt that further information was required including information on provision of electric charge points in other Local Authorities.

AGREED

(1) That the report be noted.

(2) That further research be undertaken including information from other suppliers to ascertain if better value for money could be obtained and submitted to a future meeting.

Mark Yates

114. EMERGENCY PLANNING EXERCISE LEARNING POINTS

The Environmental Services Manager submitted a report which provided a summary of responses given to scenarios within the emergency planning exercise that was carried out on 7th November, 2019. The learning points identified from those in attendance was included in the report.

During discussion it was suggested that members of Management Team be provided with access to Resilience Direct where the Council's Emergency Plan was currently located.

AGREED

(1) That the report be noted.

All Management Team

(2) That Management Team be provided with access to Resilience Direct.

David Walker

115. CLEAR DESK POLICY

The Chief Financial Officer submitted a report on the draft Clear Desk Policy.

Management Team were asked to consider the comments listed in the report which had arisen following consideration of this Policy at an earlier meeting.

It was suggested that staff, Human Resources and the Trade Unions be consulted on the draft Policy and each Service Area be asked to complete a secure storage audit and it be returned to the Chief Financial Officer by 11th January, 2020.

A timetable for implementation was included in the report. It was proposed that the Policy would become effective from 1st April, 2020.

AGREED

That the report be noted and the timetable for implementation of the Clear Desk Policy be approved.

**Susan Guinness/
All Management Team**

116. STAFF SURVEY 2019

Management Team discussed the results of the recent Staff Survey. Discussions had been held within each Service Area and comments reported back to Management Team.

Any outstanding comments were to be fed back to Human Resources as soon as possible to help with the preparation of the Action Plan.

All Management Team

A summary of the results of the Survey was to be circulated to all staff by the Chief Executive.

Dean Langton

117. BREXIT

Due to the forthcoming General Election there was nothing further to report with regards to Brexit.