

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 18th FEBRUARY, 2020**

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

ALSO PRESENT: M. Mason and M. Molloy

(Apologies for absence were received from N. Watson, J. Watson and C. Finn.)

143. MINUTES

The Minutes of the Management Team meeting held on 4th February, 2020 were submitted.

AGREED

That the Minutes be approved subject to J. Whittaker being removed from the attendance and her apologies being recorded. **J. Watson**

144. 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 forwarded to Jane Watson. **All Management Team**

145. DRAFT STRATEGIC PLAN 2020-2023

The Chief Executive submitted the draft Strategic Plan 2020-2023 for consideration and comment. The Plan retained the Council's vision and detailed the supporting values; illustrated the Strategic Objectives and Headline Actions and Key Priorities which would help to deliver the key projects identified.

Management Team was reminded of the 2015 Corporate Peer Challenge during which the Council received feedback on the Strategic Plan, which was subsequently taken on board. The Team was therefore asked to consider whether to seek some external challenge on the current draft plan.

The Plan was due to be submitted to the Council meeting in June 2020.

AGREED

That the draft Strategic Plan 2020-2023 be circulated to Management Team via email, inviting comments/feedback.

M. Mason

146. DOJO: SECURITY AWARENESS TRAINING UPDATE

The Chief Executive submitted a report which reminded Management Team of the mandatory requirement for all staff to undertake security awareness training. An update on compliance was included in the report. Details on compliance in each service area would be circulated to the appropriate Service Manager.

The programme of training was due to end mid June 2020

AGREED

That Management Team –

- (1) agree to ensure staff members sign up to join Dojo if they have not done so already;
- (2) regularly complete the course/module that they are enrolled onto in a timely manner.

All Management Team

147. DEMAND MANAGEMENT PROJECT UPDATE QUARTER 3

The Chief Executive submitted a report which provided an update on progress on the Demand Management Project.

Of the milestones due for completion in Quarter 3 (Nov – Jan), 13 were either in progress or completed. Eight actions were overdue and seven required their progress checking. The review of the Pest Control Function had been completed since the report had been written.

Work on reducing the numbers of customers accessing the Town Hall instead of Number One and on the complaints process had been delayed due to staff sickness.

It was noted that the Communications Team was currently looking at improving the signage in the Town Hall. It was suggested that directional signage to the correct counter be included in this review.

AGREED

That the Environmental Services Manager be asked to consult with the Communications Team regarding Town Hall signage.

**D. Walker/
S. Lee**

148. INTERNAL AUDIT STRATEGY 2020/21 TO 2022/23

The Chief Financial Officer submitted a report which provided an update on the Internal Audit Strategy 2020/21 to 2023/24 refresh.

Management Team was asked to review all their business areas, critical process and systems, areas of risk and consider what updates should be applied to update the Audit Universe (where areas that are fundamental to delivering the organisation’s Strategic Plan are identified).

Significance Analysis Questionnaires would need to be completed by Service Managers and it was proposed that this take place over the next few weeks.

AGREED

That the contents of the report be noted.

All Management Team

149. SUNDRY DEBTORS AND OUTSTANDING DEBT

The Chief Financial Officer submitted a report which provided an update on Sundry Debtors outstanding debt and potential service improvement. This included a proposal to in-source the Sundry Debtors function which was currently being provided by Liberata by way of 1.0 FTE staffing resource located in Barrow.

AGREED

- (1) That the contents of the report, in particular the policy where the Sundry Debtors process should only be used in exceptional circumstances where no other method is available to collect income, be noted.
- (2) That all current income collected via the Sundry Debtors system be reviewed and converted to on-line payment, cash upfront where possible or direct debit payments in advance or alternatively mandatory 1st day of the month as a minimum where possible.
- (3) To continue to undertake Budget Holder’s budget monitoring procedures applying a risk based approach.
- (4) To undertake a cost/benefit review on the option to in-source the Sundry Debtors function.
- (5) To cease the practice of raising external invoices for internal recharges with immediate effect.

S. Guinness

150. GDPR MONTHLY UPDATE REPORT

Management Team considered a report from the Information Governance Working Group (IGWG) on GDPR and progress against the IGWG Action Plan with any resulting actions as required.

It was noted that the Information Asset Register (IAR) was being reviewed and needed to be updated by each service area, together with a Data Flow Template for each entry. A training session on how to complete the information was scheduled for 6th March, 2020.

Included in the report was details of an auto-delete functionality for the Council's key systems and the estimated cost for implementing it. Management Team was asked to consider whether this was an option to be pursued.

A draft Employee Privacy Notice was submitted for information as an appendix to the report. It was noted that an update with regard to CCTV was required in relation to Council vehicles.

AGREED

- (1) That the contents of the report and appendices be noted. **S. Guinness**
- (2) That the auto-delete function within key systems not be introduced as a standard requirement of system management. **S. Guinness**

151. REVIEW OF LEAVE POLICY

The Human Resources Manager submitted for discussion a report on possible changes to the Leave Policy as part of a three-yearly review.

Management Team was asked to consider any issues with the individual procedures within the Policy and suggestions for possible changes which would then go out to consultation with Trade Unions. A number of additions to the Policy were also considered.

It was noted that certain sections of the Policy were not being applied consistently throughout the organisation. It was therefore proposed that reminders be sent out to staff/managers as appropriate, particularly in relation to the leave request process; carry forward of leave; timebank; and compassionate and bereavement leave.

AGREED

- (1) That the buying of Annual Leave be made pro-rata for part time employees.
- (2) That the TOIL section of the Policy be updated to allow the number of days to be carried forward into the next financial year to be considered on a case by case basis, with a guidance of 2 days.
- (3) That the Human Resources Manager be asked to explore the option of upgrading to a newer version of Earmis to enable TOIL to be recorded when both accrued and taken.
- (4) That adjustments be made to the current version of Earmis to include new correction types for medical appointments and a requirement to include notes where felt necessary.
- (5) That the following changes be made to the Bereavement Leave section of the Policy –

- **For the death of a current spouse/partner or son/daughter* (of any age)**

*this includes biological/adopted/step

Up to 10 days paid leave (pro-rata for part-time employees) which can be taken within 56 weeks of the death.

- **For the death of a child (up to age 18)* for any other person identified in accordance with the 'bereaved parent' regulations**

Up to 10 days paid leave (pro-rata for part-time employees).

1 week at full pay and one week at Parental Bereavement Leave (PBL) Pay.

- **For the death of a mother, father, sibling, grandchild (including step/half)**

Up to 10 days paid leave (pro-rata for part-time employees).

- **For the death of a grandparent, parent-in-law**

Up to 5 days paid leave (pro-rata for part time employees).

- **For the death of an aunt/uncle**

1 day to attend the funeral (2 days if the funeral is more than 100 miles from employee's home).

All Management
Team

and this be reviewed in 12 months' time.

(6) That time off for medical appointments be agreed at 15 hours in any rolling 12 month period for all employees. Any extra required for employees with a disability will be considered on a case by case basis to be agreed with the Service Manager.

(7) That Volunteering/Skill Sharing be added to the Leave Policy, with particular emphasis placed on climate work in the Pendle area.

This section to also include time off (a maximum of 15 hours per year) for Governor duties.

(8) That the option of adding 'Carers Leave/Domestic Abuse Leave' to the Leave Policy be considered further at a future meeting of Management Team.

**All Management
Team**

152. BREXIT

There was nothing further to report.