

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 10th MARCH, 2020**

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

ALSO PRESENT: G. Dickson

153. MINUTES

The Minutes of the Management Team meeting held on 18th February, 2020 were submitted.

AGREED

That the Minutes be approved subject to GDPR action allocated to Susan Guinness being changed to Philip Mousdale.

154. 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

155. CLIMATE EMERGENCY WORKING GROUP – ACTION PLAN

Management Team were presented with the Climate Emergency Working Group's draft Action Plan.

The Plan had been compiled from suggestions made by members of staff, individuals and representatives of local organisations as well as Town and Parish Councils and young people.

Management Team identified some slight amendments which focused mainly on changes to lead names for particular suggestions.

AGREED

That subject to some slight amendments the draft Climate Emergency Working Group Action Plan be agreed and submitted to the next meeting of the Climate Emergency Working Group and the Policy and Resources Committee.

**Gill Dickson/
Jane Watson**

156. CLOSURE OF ACCOUNTS 2019/20

The Financial Services Manager submitted a report advising on the timetable for the closure of the Council's accounts for 2019/2020.

AGREED

- (1) That the timetable and detailed arrangements for the closure of accounts for 2019/20, as shown in Appendix A attached to the report, be noted.
- (2) That all relevant staff within the various service areas are made aware of the timetable and closedown procedures and adhere to the relevant deadlines.
- (3) That compliance with accounting rules in relation to creditors and debtors (as referred to in paragraph 9 in the report) and the application of a £500 minimum threshold be ensured.
- (4) That all adjustments (annual leave, flexi-time, lieu time updates) to the ETARMIS time recording system be input by 31st March, 2020.
- (5) That the comments regarding car mileage claims in paragraph 12 in the report be noted.

All Management Team

157. BUDGET 2020/21 IMPLEMENTATION (REVENUE AND CAPITAL)

The Financial Services Manager submitted a report which provided details of the Council's General Fund Revenue Budget and Capital Programme for 2020/21.

The report also outlined any implementation issues associated with the budgets and allocated responsibilities for dealing with those matters.

Management Team acknowledged all the hard work undertaken by staff which had helped to achieve a balanced budget.

AGREED

- (1) That the respective responsibilities in relation to the implementation of the revenue budget and capital programme for 2020/21 (as highlighted in **bold** in the report) be acknowledged.

All Management Team

(2) That it be noted that progress on implementation issues will be monitored during the year with further reports submitted to Management Team as necessary.

Craig Finn

(3) That the outline Financial Strategy for 2020/21 to 2022/23, as set out in the report, be noted.

All Management Team

(4) That it be noted that further work needs to be undertaken to develop more detailed proposals to achieve a balanced budget from 2021/22 onwards, in particular the level of savings to be achieved to balance the budget over the medium term.

Craig Finn

158. REVISED DRAFT ATTENDANCE POLICY AND ABSENCE REPORTING PROCEDURE

The Human Resources Manager submitted a revised draft Attendance Policy and Absence Reporting Procedure for consideration.

The Policy had been re-written to make it easier to read and the long and short term sickness procedures had been amalgamated into the one Policy.

The trigger points had also been reassessed and the suggested trigger point of a total of 9 days absence in any rolling 12 month period was agreed.

AGREED

That the revised draft Attendance Policy and Absence Reporting Procedure be agreed and submitted to the Unions for comment before implementation.

Jane McDonnell

159. CORONAVIRUS

Management Team discussed, at length, a number of issues relating to Coronavirus.

As well as discussing what advice had already been circulated to employees and managers there was discussion around a number of different scenarios that could present themselves going forward and the Council's response in these situations.

It was acknowledged that the Council would be led by the Government and would respond appropriately. Public Health England and the NHS would step in when needed.

Management Team were asked to assess staff's ability to

work from home should this situation arise. IT capability was a main concern and it was suggested a template be circulated to establish what was currently feasible and what was needed.

It was accepted that there would be some service areas where working from home was not an option and guidance would be sought for the best solutions at the appropriate time.

Information on current travel plans was also to be sought from staff.

The Critical Crisis Team had been stood up and weekly meetings had already begun.

AGREED

- (1) That the current position be noted and monitored closely by the Strategic Crisis Management Team. **Dean Langton**
- (2) That a template be circulated to Management Team on home working arrangements/needs and returned to the Corporate Director by the end of this week. **All Management Team**
- (3) That the Environmental Services Manager be advised of any staff changes to the Business Continuity Plan and the Strategic Crisis Management Plan. **All Management Team**

160. STORAGE – ELLIOT HOUSE AND NELSON TOWN HALL

Management Team were advised that Elliott House was to be cleared of all stored files and furniture by the end of the month. Anything that was to be kept would be stored at a unit on Clayton Street and the remainder would be disposed of.

The two rooms at the rear of the Yates Room in Nelson Town Hall also needed to be emptied. One was to be converted into a shower room and the other was to be used to store confidential waste prior to collection.

AGREED

- That before the end of March all files/furniture etc., be clearly marked to be retained or disposed of and this be co-ordinated by the Head of Democratic Services. **All Management Team**

161. POLICY AND RESOURCES COMMITTEE

Management Team considered the agenda and reports for the Policy and Resources Committee scheduled for 19th March, 2020.

AGREED

That subject to some slight amendments, the agenda and reports for the Policy and Resources Committee on 19th March, 2020 be agreed.

Jane Watson

162. BREXIT

There was nothing further to report.