

**MINUTES OF A MEETING OF MANAGEMENT TEAM
HELD ON 18TH AUGUST, 2020**

PRESENT: D. Langton, P. Mousdale, D. Walker, J. McDonnell, J. Whittaker, V. Green and S. Tisdale.

(Apologies for absence were received from N. Watson, J. Watson and H. Culshaw.)

346. MINUTES

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

Reference was made to the proposed tree planting on Council owned land within the Borough. It was noted that Group Leaders had been asked for their thoughts on the proposals. The matter would be discussed further at Leadership Group.

AGREED

That the Minutes be approved.

All Management Team

347. TIMETABLE OF REPORTS FOR FUTURE MEETINGS

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

348. FUTURE OF HOME WORKING/RETURN TO THE OFFICE

• **Results of the latest staff survey**

The HR and Payroll Manager submitted a report on the 2nd homeworking check-in and the workplace check-in surveys conducted in July/August 2020.

The results of both surveys, together with the results of the homeworking survey carried out in May 2020 were attached as appendices to the report.

With 51 responses for work based and 65 for those working from home, the response rate was pleasing and gave a good representation.

The main themes of the greatest work concerns for homeworkers appeared to be work volume and ICT,

although concerns were documented about returning to the offices and job security.

The functionality of laptops was discussed, as it was noted that some had no audio or camera.

For employees in work, the work concerns were wide ranging, It was difficult to pick up clear themes, but communication and job security, issues around the virus and workload/practices featured.

AGREED

That –

- (1) Teams be implemented to all employees;
- (2) ICT issues be identified and a further roll out of laptops be agreed;
- (3) arrangements be made for monthly whole council Teams meetings, led by the Chief Executive;
- (4) all Service Managers commit to team meetings;
- (5) all Service Managers to ensure line managers are regularly checking in with staff and carrying out 1-1s;
- (6) a return to the office be delayed until 1st October;
- (7) a system be agreed to record who is in the workplace and the current message to register attendance with the caretakers be re-enforced;
- (8) regular front line briefings be continued;
- (9) staff interest in providing flu vaccination vouchers for employees, for those not eligible to receive one via the NHS be gauged.

**All Management
Team/
S. Agnew**

• Agile Working Policy

Management Team considered a draft Agile Working Policy, with a view to this being introduced across the Council. It was recognised that the introduction of Agile Working would not only realise financial gain for the organisation, but provide an enhanced working environment for staff, as well as improving service delivery.

The draft policy provided a matrix which defined 4 workstyles for Council staff (Home, Fixed, Mobile, and Flexible), determined by the percentage of time spent at a fixed or flexible location.

The Flexible workstyle indicated that this applied to people who spent c60% of their time working in Council offices. Following discussions, the HR and Payroll Manager agreed to consider amending this to 40%-60%.

J. McDonnell

Clarification would also be sought on the insurance cover for IT equipment.

V. Green

AGREED

That, subject to the above considerations, the draft Agile Working Policy be submitted to Leadership Group for approval.

J. McDonnell

- **Re-opening of Nelson Town Hall and Number One Market Street**

Management Team discussed plans for the re-opening of Nelson Town Hall and Number One Market Street. This included the possibility of Number One Market Street being permanently closed to the public. Options for this were currently being explored.

Reference was also made to general public attendance at the Fleet Street reception area.

AGREED

- (1) That the re-opening of Nelson Town Hall be delayed until the 1st October, 2020.
- (2) That arrangements be made for notices to be displayed at Fleet Street reception area, advising that the office is not open to the public and providing alternative methods of contacting the Council.

All Management Team

- **Flexitime arrangements**

The HR and Payroll Manager submitted a report on options regarding the flexitime scheme from September onwards. The report included four options for consideration.

Other considerations included reducing the credit limit; reducing the number of flexi days allowed in 12 months; and decreasing the debit limit.

AGREED

- (1) That any changes to the flexitime scheme be implemented in conjunction with the Agile Working Policy and be delayed until 1st October, 2020.
- (2) That all Service Managers be asked to provide any current working examples of where it was proving difficult not to have flexitime, to the HR and Payroll Manager by the end of August, 2020.

J. McDonnell

All Management Team

- (3) That a fifth option, to stick to fixed hours, be added for consideration. **J. McDonnell**

349. PROPOSED ANNUAL LEARNING AND ORGANISATIONAL DEVELOPMENT PLAN FOR 2020/21

The HR and Payroll Manager submitted a report on the proposed Annual Learning and Organisational Development Plan for 2020/21.

A detailed list of the proposed courses to be run and funded from the Central Training Budget, and a list of the bids received so far for funding from the Qualification Training Budget were also provided.

A discussion was held about what needed to be covered, with the following points made –

- A review of learning and development around Agile Working, particular within the Housing, Health and Engineering Services Team, where roles had changed in response to COVID-19
- Consider providing training on MS Teams, currently the main communication device
- Refresh leadership training in view of the remote management taking place
- The re-iteration of General Data Protection Regulations (GDPR) and cyber security issues to be picked up by the Information Governance Working Group
- A new push on commercialisation
- Reminders required on health and safety/manual handling
- Policy reviews to be on a demand basis

AGREED

That the HR and Payroll Manager be asked to undertake a training needs analysis for submission to Management Team in mid-September.

**S. Tisdale/
J. McDonnell**