

**MINUTES OF A MEETING OF MANAGEMENT TEAM
HELD ON 15th SEPTEMBER, 2020**

PRESENT: P. Mousdale, D. Walker, N. Watson, J. Whittaker, H. Culshaw, V. Green and J. Watson

ALSO PRESENT: M. Mason

(Apologies for absence were received from D. Langton.)

357. MINUTES

The Minutes of the Management Team meeting held on 2nd September, 2020 were submitted.

AGREED

That the Minutes be approved.

All Management Team

358. 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

359. POSITION STATEMENT – COVID-19

The Corporate Director gave an update on the current position regarding Covid-19.

It was clear that the positive infection rate in East Lancashire had significantly increased over the past week although there had been a slight decrease in Pendle.

There was a discussion about testing and the problems being experienced both locally and nationally. It was reported that community testing stations were to reduce the number of days they were open from 7 down to 5. Nationally there was a lack of capacity at the labs to process the tests. It was also felt that there was also inconsistencies with who could be tested and where as well as a lack of clarity.

HR had received more queries regarding Covid related cases over the past two weeks and there was concern that service delivery could be affected in some areas. There had also been an impact with the schools reopening.

There was also a discussion about people's expectations and feelings of anxiety around returning to the office which was currently set at 1st October. It was felt that guidance should be provided as soon as possible if this date was to be adhered to or moved. It was acknowledged that any

return to the office would have to follow the latest Government guidance.

AGREED

Philip Mousdale

That discussions be held with the Chief Executive about the potential date for a return to the office and further information be circulated to all staff.

360. PENDLE OPPORTUNITIES REGISTER

The Chief Executive submitted a report on suggested opportunities to generate savings/income for the Council. Initial discussions had been held with Liberata on alternative ways to mitigate the impacts on the Council's funding that may not have already been considered.

Following these discussions the Pendle Opportunities Register was drawn up with initial proposals for consideration.

Liberata and Pendle owners had been identified. The intention was to consider the opportunities identified in the register to see which could be progressed further and feed into the budget making process.

AGREED

(1) That the report be noted.

All Management Team

(2) That the proposals in the Pendle Opportunities Register be explored further and timescales be reviewed.

**All Management Team/
Marie Mason**

(3) That feasible proposals be reported to the Policy and Resources Committee in November, 2020 and January, 2021 as part of the budget making process.

Dean Langton

361. EMPLOYEE GUIDANCE NO. 14

The latest employee guidance note was submitted for consideration. The note included information on the latest Government guidance on local restrictions; a reminder on when to self-isolate; what to do if staff had a negative test result; guidance for parents if their child could not attend school due to Covid and a reminder about travelling abroad.

The note also included information on buying leave. This had been suspended in April but had now been reviewed and staff would have the opportunity to buy leave in October to use in the remainder of the leave year.

AGREED

That the Employee Guidance No. 14 be circulated to staff this week.

Jane McDonnell

362. RISK MANAGEMENT WORKING GROUP

Minutes of a meeting of Risk Management Working Group held on 3rd September, 2020 was submitted for information.

363. PROVISION OF SPECIALIST SERVICES TO FROWTH LANCASHIRE LTD.

The Planning, Economic Development and Regulatory Services Manager submitted details of special services available for the Council to tap into. The services provided may be supplied on behalf of Growth Lancashire to both public and private sector clients.

Management Team were reminded of the need to consider the procurement rules which might apply if using any of these services.