

**MINUTES OF A MEETING OF MANAGEMENT TEAM
HELD ON 13th APRIL, 2021**

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

554. MINUTES

The Minutes of the Strategic Crisis Management Team (SCMT) meeting held on 16th March, 2021 were submitted.

AGREED

That the Minutes be approved.

555. SITUATIONAL UPDATE

The Chief Executive confirmed that the LRF had been stood down and replaced by the Recovery Co-ordination Group (RCG) which would be meeting on a fortnightly basis.

The number of positive cases in Pendle per 100k population was now 20 and was the fourth lowest in Lancashire. Preston and Blackburn-with-Darwen were currently reporting 60 positive cases per 100k population and the Lancashire average was 34.

Mobile and local testing stations were still available. With the introduction of lateral flow testing being available more widely the community based testing at Colne Municipal Hall would end on 30th April.

Track and tracing was continuing, although cases were low due to the reduction in positive cases.

The vaccination programme was continuing and cohorts 10-12 were now being invited to take up the vaccine. These vaccines would be rolled out via community pharmacies to this group by the end of April beginning of May.

With the move to Stage 2 of the Government's Roadmap and the re-opening of non-essential businesses on 12th April Environmental Health Teams were continuing to provide advice to businesses to ensure they were Covid secure.

Business Grants were continuing to be paid with £5.2m available for re-start grants (400 applications last week)

and £1.7m of other funding for businesses that didn't fit the criteria for the re-start grants.

Communications were also continuing to provide information on the current rules and regulations regarding Covid and to ensure the message 'hands, face, space and fresh air' was still promoted.

There was a possibility of new variants which may result in an increase in infection rates. It was acknowledged that infection rates were low at this time last year, the difference now was that a vaccine was available. There was still the possibility of a third wave later in the year and therefore there was a need not to be complacent.

556. 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 any additions to the timetable be forwarded to Jane Watson.

**All Service Managers/
Jane Watson**

557. STRATEGIC CRISIS MANAGEMENT PLAN

The Environmental Services Manager submitted the Strategic Crisis Management Plan for discussion. The Plan was revised on an annual basis and a number of minor amendments were suggested.

AGREED

That the Strategic Crisis Management Plan be agreed, subject to the inclusion of the amendments, as discussed.

David Walker

558. MEMBER TRAINING

A draft Member Training Programme was submitted for consideration.

Four sessions were proposed with the first one being an Induction session for new Councillors, however all Councillors would be encouraged to attend each session.

The sessions would also be presented via Microsoft Office Teams. It was important that all new Councillors were set up with their Pendle email address, O365 account and Teams account as soon as possible after the elections.

Three additional sessions were suggested:

- Regeneration and Economic Development
- Finance
- Waste Services

AGREED

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| (1) | That subject to the inclusion of three additional training sessions referred to above, the Member Training Programme for 2021/22 be agreed. | Jane Watson |
| (2) | That information relating to the Payroll self-serve IT package be included in the new Member Packs. | Jane McDonnell/
Jane Watson |
| (3) | That resources be made available in IT to ensure new Councillors are set up with their Pendle email address, O365 account and Teams account as soon as possible after the elections. | Shane Agnew/
Wendy Doherty
Jane Watson |

559. RETURN TO WORK PLAN

The Human Resources Manager submitted a note to discuss various issues relevant to staff returning to work from 21st June, 2021.

This included discussions around the re-instatement of the flexi-time system from 1st July; the Agile Working Policy; dress code; annual leave; lateral flow tests for staff; Council meetings and meeting rooms; the possible re-opening of the front doors to the Town Hall and travelling abroad.

AGREED

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| That a revised 'Return to Work Plan' be developed, based on the discussions at the meeting and circulated to all staff. | Jane McDonnell |
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560. INFORMATION GOVERNANCE

The Corporate Director submitted a report on progress in implementing and overseeing the council's Information Governance Framework and on the outcome of a recent audit report.

The terms of reference of the Information Governance Working Group had been revised and there was a discussion around widening the membership of the Group. The Chief Finance Officer agreed to be a member of the Group.

An audit review of the Council's readiness to comply with GDPR was undertaken by MIAA Assurance in March, 2019. A follow up review undertaken in March this year raised the assurance level to moderate and revised the recommendations down to six. These were summarised in the report. Some good progress had been made but there was still work to do and this would have implications for all service areas.

AGREED

- (1) That the amended terms of reference of the Information Governance Working Group be agreed. **Philip Mousdale**

- (2) That the composition of the Group be reviewed and representatives from Environmental Health, Housing, Health and Engineering and Planning, Economic Development and Regulatory Services be sought. **David Walker/
Neil Watson/
Julie Whittaker**

- (3) That the recommendations contained in the follow up audit review undertaken by MIAA Assurance be noted and further reports on the implementation of the recommendations would be brought forward to the Group. **Philip Mousdale**

561. REVIEW OF EXEMPTIONS GRANTED FROM THE CONTRACT PROCEDURE RULES

The Corporate Director submitted the Exemptions Granted for the Contract Procedure Rules for discussion.

Management Team were reminded that approval should be sought from the Corporate Director and the Chief Finance Officer in the first instance. It was noted that over the past 12 months there had been an increase in requests for these exemptions. It was acknowledged that it had been a difficult year and there had been pressure from external agencies to progress projects.

AGREED

That the Exemptions Granted from the Contract Procedure Rules be noted and that every effort be made to only use these Rules where necessary. **All Management Team**

562. IT PROGRAMME BOARD

Minutes of a meeting of the Pendle IT Programme Board held on 7th April, 2021 were submitted for information.

The IT Strategy for 2020-2023 was also presented and discussed.

AGREED

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| (1) That the minutes of a meeting of the Pendle IT Programme Board held on 7 th April, 2021 be noted. | Shane Agnew |
| (2) That the IT Strategy for 2020-2023 be noted and submitted to Management Team on a quarterly basis. | Shane Agnew/
Jane Watson |