

**MINUTES OF A MEETING OF MANAGEMENT TEAM
HELD ON 27th APRIL, 2021**

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

ALSO PRESENT: M. Mason

Apologies for absence were received from P. Mousdale and N. Watson

563. MINUTES

The Minutes of the Strategic Crisis Management Team (SCMT) meeting held on 13th April, 2021 were submitted.

In relation to the Agile Working Policy and staff returning to the workplace from 1st July it was reported that concerns had been raised about hot-desking and what the Councils policy on this was.

AGREED

- (1) That the Minutes be approved.
- (2) That the Environmental Services Manager and the Human Resources Manager meet to discuss the issues around hot-desking and to ensure the Council was following Government guidance on this.

**David Walker/
Jane McDonnell**

564. SITUATIONAL UPDATE

The Chief Executive reported that the number of positive Covid cases per 100k was currently 25. This figure seemed to fluctuate between 20 and 30. This was, however, above the Lancashire average.

It was acknowledged that with schools returning and the re-opening of non-essential shops there had not been an increase in the number of positive cases, which had been expected. It was also noted that the current figures were the same as this time last year.

It was reported that the take up of the vaccinations was much lower in Pendle than in other areas of Lancashire. It was not known why this was but this was being looked into.

Vaccinations were continuing with the cohort 1-9 but there was no plan for the delivery to cohort 10-12 at this stage.

Testing capabilities were still in place and lateral flow testing was now available to all staff if they wanted to take up this option.

565. 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**

566. PERFORMANCE INDICATORS 1st APRIL, 2020 TO 31st MARCH, 2021

The Chief Finance Officer submitted a report which provided details of performance for the period 1st April, 2020 to 31st March, 2021.

Overall performance was similar to the previous quarter. The key issue affecting performance across the delivery of all services had been the Coronavirus emergency. However, it was felt that performance had been good in spite of the challenges faced throughout the year.

AGREED

- (1) That the report be noted.
- (2) That all staff be commended on the performance levels achieved over the past year.

**All Management Team
Dean Langton**

567. STRATEGIC PLAN REVIEW 2020/21 (1st APRIL, 2020 TO 31st MARCH, 2021)

The Chief Finance Manager submitted a report on progress made in achieving the Council's strategic priorities during 2020/21.

Performance was again similar to the last quarter and the impact of Covid on progress was noted. As a result of this a number of actions would be carried forward and these were identified in the report.

Management Team were reminded that the service planning process for 2021/22 was underway. The service plans would be presented to Management Team on 25th May by the relevant Service Manager.

AGREED

- (1) That the report be noted. **All Management Team**
- (2) That the first drafts of the service plans be submitted to Marie Mason and Zoe Wood as soon as possible. **All Management Team**

568. WORKFORCE STRATEGY

The Human Resources Manager submitted the draft Workforce Strategy for 2021/22 for consideration.

Management Team discussed at length the priorities for the strategy and the key challenges. The impact of Covid was again referred to and it was felt that this was underplayed in the Strategy. Issues were also raised in relation to training, retention of staff, the aging workforce and recruitment. A number of amendments were discussed.

AGREED

- (1) That the draft Workforce Strategy be noted. **All Management Team**
- (2) That the Chief Executive and the Human Resources Manager meet to discuss amendments to the Strategy and that it be submitted to the next meeting for further consideration. **Dean Langton/
Jane McDonnell**