

**MINUTES OF A MEETING OF MANAGEMENT TEAM
HELD ON 8th JUNE, 2021**

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

ALSO PRESENT: M. Mason and P. Kirby

6. MINUTES

The Minutes of the Management Team meeting held on 11th May, 2021 were submitted.

AGREED

That the Minutes be approved.

7. 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**

8. COVID-19 UPDATE

The Chief Executive reported that the number of positive Covid cases was 132.4 per 100k which was a marked increase since the last meeting. It seemed that the cases were mainly within the 5-24 year olds which was an age group that wasn't eligible for any vaccines.

The Government was to announce that Lancashire and Blackburn-with-Darwen would be named an enhanced response area due to the increase in the number of positive cases.

The Prime Minister was to make some announcements on 14th June prior to the proposed relaxation in Covid related guidance/laws from 21st June.

In the meantime it was felt that everyone should be encouraged to get vaccinated which would help protect themselves and their families.

9. PRESENTATION OF SERVICE PLANS 2021/22

Management Team received presentations from Service Managers on their Service Plans for 2021/22.

It was acknowledged that there were three cross cutting themes across each Service Area: - climate change; COVID and budget efficiencies.

10. CORPORATE PERFORMANCE INDICATOR REVIEW AND PROPOSED TARGETS FOR 2021/22

The Chief Executive submitted a report on the proposed performance management arrangements for 2021/22.

All of the PI's were listed in Appendix 1 with 16 proposed changes highlighted. It was noted that HS5 should remain even though there was no longer an Empty Homes Officer, it was felt the measure was still required.

AGREED

- (1) That the proposed PI set and targets and Basket of Key PIs for 2021/22 be agreed.
- (2) That, where appropriate, profiled quarterly targets be submitted to the Service Support Assistant (Client and Performance) no later than 9th June, 2021, where not already provided.
- (3) That all new PIs (if applicable) be supported by fully completed PI Guidance Notes and submitted to the Service Support Assistant (Client and Performance) no later than 5th July, 2021.
- (4) That all existing PI Guidance Notes be submitted to a light touch review, particularly in light of staff resources/changes and submitted to the Service Support Assistant (Client and Performance) no later than 23rd July, 2021.

All Management Team

10. DOJO: CYBER SECURITY AND GDPR AWARENESS TRAINING UPDATE

It was reported completion of the modules had increased from 66% to 87%.

The Dojo subscription had come to an end and details of an alternative provider would be submitted to a future meeting. The Information Governance Working Group would assist with this.

Marie Mason

11. WORKFORCE STRATEGY

The revised Workforce Strategy was resubmitted for further comments following a number of changes which had been suggested at a previous meeting.

A report would be submitted to a future meeting on proposals for a new Employee Forum.

AGREED

That the Workforce Strategy be agreed.

Jane McDonnell

12. POLICY AND RESOURCES COMMITTEE

Management Team considered the agenda and reports for the Policy and Resources Committee scheduled for 24th June, 2020.

A couple of amendments were made.

AGREED

That the agenda and reports, as amended, be agreed.

Jane Watson

13. COMMEMORATING VICTIMS OF COVID

The Corporate Director submitted a discussion paper on proposals for commemorating victims of COVID. Council had passed a resolution at its meeting on 25th March asking the P&R Committee to look at appropriate ways in which the Council could commemorate Pendle people who had died from COVID.

It was proposed that a report be submitted to the P&R Committee in June, however, it was felt it should be discussed by the Leadership Group first.

AGREED

That the note be submitted to the Leadership meeting on 11th June, 2021

Dean Langton