

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

PRESENT: D. Langton, P. Mousdale, N. Watson D. Walker, J. Watson, H. Culshaw,
J. McDonnell and Kelvin Turner

(Apologies were received from J. Whittaker).

21. MINUTES

The Minutes of the Management Team meeting held on 29th June, 2021 were submitted.

AGREED

That the Minutes be approved.

22. 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**

23. COVID-19 UPDATE

The Chief Executive reported that the number of positive Covid cases was now 380 per 100k which was an increase since the last meeting. As a result more people were now being tested and it was anticipated with the relaxing of restrictions planned for 19th July the number of positive Covid cases would increase even further.

However, currently the number of positive cases across Pennine Lancashire appeared to be stabilising.

The number of positive cases within schools was also increasing and whole year groups continued to be affected.

Currently there were no Covid cases in ICU or any recent deaths. It could be said that the vaccination had weakened the link of the virus.

Management Team discussed a number of areas which would need to continue:

- Testing – to get as much capacity as possible. Lateral flow tests would no longer be free as from 19th July.
- Tracing – the Council would continue with its role in this process.
- Promote self-isolation. As from 16th August anyone who had received both vaccinations would not need to isolate if they had been in contact with someone who tested positive.
- Important to encourage everyone to get vaccinated. The number of people getting vaccinated was less than 100 a day in Pendle. There was a need to understand the reason why people weren't getting vaccinated.
- As from 19th July there would not be the need to continue with as many business inspections.

There was a discussion around reviewing risk assessments and circulating the guidance on returning to the office.

Some amendments to the guidance on returning to the office were made and these would be added before it was circulated.

It was noted that there were still a number of outstanding forms which needed to be completed regarding agile working. Service Managers were asked to remind staff to complete these as soon as possible so that any equipment needed to assist them with home working could be ordered and the Agile Working Policy implemented.

AGREED

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| (1) | That the Town Hall continues to remain closed to the public for the time being. | All Service Managers |
| (2) | That staff are reminded to complete the agile working forms along with the DSE modules on SHINE at the same time. | All Service Managers |
| (3) | That the Chief Executive, Corporate Director and the Human Resources Manager discuss progress with the agile working forms. | Dean Langton/
Philip Mousdale/
Jane McDonnell |
| (4) | That current working patterns continue for the time being. | All Service Managers |
| (5) | That the Flexi Time system be reintroduced from 16 th August, 2021. | All Service Managers |

(6) That, subject to some minor amendments the guidance on returning to the office be circulated to all staff.

Jane McDonnell

(7) That it be noted that there would be a gradual return to the office by staff in line with the Agile Working Policy.

All Service Managers