

**MINUTES OF A MEETING OF MANAGEMENT TEAM
HELD ON 3rd AUGUST, 2021**

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

Apologies for absence were received from P. Mousdale

24. MINUTES

The Minutes of the Management Team meeting held on 13th July, 2021 were submitted.

Management Team discussed a number of issues relating to staff returning to the office and confirmed that no real changes had been made since the last meeting.

It was raised that during the latest heavy rainfall large wheelie bins had been used to collect water coming in through the roof at No. 1. This had been a problem for some time.

AGREED

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| (1) | That the Minutes be approved. | |
| (2) | That the Town Hall continues to remain closed to the public for the time being. | All Management Team |
| (3) | That a reminder be sent to all staff about Teams meetings; meeting rooms and the need to continue to use the registers and the anti-bac supplies. | Jane Watson |
| (4) | That the flexitime system be re-introduced from 16 th August, 2021. | All Management Team |
| (5) | That the issue of the leaking roof at No. 1 Market Street be raised with Barnfield Construction. | Philip Mousdale/
Bruce Corden |

25. 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
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26. COVID 19 UPDATE

The Interim Chief Executive reported that generally the number of positive Covid cases across Lancashire was stabilising with rates generally lower than last week. The number of positive cases in Pendle was now 273 per 100k of the population which was a decrease from the week before.

There was however, some nervousness about a possible increase in positive cases when schools returned in September.

There was a slight improvement in the number of people receiving vaccinations and the County's Vaccination Bus had been in Brierfield and Nelson last week and was due to be in Nelson and Barnoldswick on Friday and Saturday.

It was reported that hospitals were still busy, particularly in critical care.

The Government had announced that the 'Pingdemic App' was going to be reset so that people would be notified if they had been in contact with a positive case within the last two days and not the last five days which was the current setting.

Meetings of the Pendle Task Force had been reduced from weekly to monthly meetings with the next meeting scheduled for the end of August.

As from 16th August anyone who had been double vaccinated would not need to isolate if they had been in contact with a positive case. To enable the gathering of this data within the workforce it was proposed that a '**voluntary**' survey be undertaken to establish how many staff had received both vaccines.

Jane McDonnell

27. ANNUAL SICKNESS REPORT

The Human Resources and Payroll Manager submitted the annual sickness report for 2021/22.

Last year's target was set at 8 days lost per employee but the actual year-end figure was 8.7.

An analysis of short and long term sickness absences showed that the greatest number of days lost in 2020/21 was again due to stress/depression. However, there were fewer cases during this period compared to the previous year. It was felt that this could be attributed to the

monthly wellbeing newsletter and the Council's Mental Health First Aiders.

It was acknowledged that with the mixture of office/home based working, the mental health of employees needed to remain high on manager's radars as well as their general health and wellbeing.

It was also felt that the referrals to the Colne Osteopath service had been an effective intervention with again a further reduction in the number of muscular skeletal and back and neck related absences in 2020/21 compared to 639 in 2019/20.

In comparison to previous years there was no change in the overall trend of sickness absences.

It was noted that there would be refresher training for the Mental Health First Aiders with communications to promote the First Aiders.

It was acknowledged that the monthly health and wellbeing newsletters took up a great amount of time to produce and provide brilliant content and resources which it was hoped was being used by staff.

AGREED

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| (1) | That the report be noted and absence management be kept under constant review. | All Management Team |
| (2) | That any managers who hadn't attended the attendance policy training should contact Human Resources to organise this and this training be provided to support any new managers going forward. | All Management Team |
| (3) | That the Council's Employee Assistance Programme and Mental Health First Aiders be maintained in supporting the wellbeing of employees. | Jane McDonnell |
| (4) | That the Flue Vaccination Programme be continued subject to their being no 'conflict' with the COVID 19 vaccinations. | Jane McDonnell |
| (5) | That the Colne Osteopath continue to be offered to employees. | Jane McDonnell |
| (6) | That regular and effective communication be maintained with employees in order to identify | All Management Team |

issues before they potentially become a larger problem.

28. ICT AND MOBILE WORKING STRATEGY 2021-2023

The updated ICT and Mobile Working Strategy for 2021/2023 was submitted for information.

Management Team discussed the appendix which provided an update on actions identified in the Plan. This included:

- Notice was to be given to terminate the Mimecast licence. This would no longer be available from December. Guidance would be provided on how to migrate data over to 0365.
- Looking to automate the VPN process.
- Wi-Fi deployment in key areas of the Town Hall and Fleet Street.
- Work was continuing with the replacement of the Intranet.
- Cyber security.

Management Team were also presented with the proposed roll out plan for One Drive. Again guidance would be provided on how to move documents over to One Drive.

AGREED

- (1) That the updated ICT and Mobile Working Strategy 2021/23 be noted.
- (2) That any comments on the roll out of One Drive be submitted to Shane Agnew by Friday 13th August, 2021.

Shane Agnew

**All Management Team/
Shane Agnew**

29. IT PROGRAMME BOARD MEETING

Minutes of a meeting of the IT Programme Board Meeting held on 27th July, 2021 were submitted for information.

30. PERFORMANCE INDICATORS – QUARTER 1 2021/22

The Chief Finance Officer submitted a report which detailed the Council's performance for the period 1st April to 30th June, 2021.

Overall performance was good and it was felt that with the easing of lockdown/restrictions the expectation was that performance would continue to improve. However, it was envisaged that there would still be some impact on

performance as services continued to pick-up work which had been missed/delayed last year.

Management Team were reminded of the need to ensure the reporting deadlines were adhered to so that information was passed on in a timely manner.

AGREED

- (1) That the report be noted.
- (2) That all relevant staff have diarised the future performance reporting deadline dates and appropriate arrangements are in place to meet the deadlines.

All Management Team

31. STRATEGIC PLAN REVIEW – QUARTER 1 2021/22

The Chief Financial Officer submitted a report on progress made in achieving the Council's strategic priorities during 2021/22.

Overall good progress was being made against the delivery of the Plan to date. It was noted that there were few actions with no expected outcomes or progress updates, however these were not due until 31st March, 2022.

AGREED

That the report be noted.

All Management Team

32. BUSINESS CONTINUITY AND STRATEGIC CRISIS MANAGEMENT PLAN

The Business Continuity and Strategic Crisis Management Plan had recently been updated and was submitted for information/comment.

A number of queries highlighted in the Plan were answered.

AGREED

That the amendments be noted and further discussions be held with the Interim Chief Executive and the Environmental Services Manager.

**Philip Mousdale/
David Walker**

33. OMBUDSMAN ANNUAL REPORT

The Interim Chief Executive reported that from April, 2020 to March, 2021 there had been ten complaints submitted

to the Ombudsman. None of these complaints resulted in the finding of any maladministration or failings on behalf of the Council which was an excellent result.

However, in issuing his report the Ombudsman had said he was disappointed with the performance of the Council's and felt they were not taking complaints seriously and therefore had found more cases of maladministration than in previous years.

Sadly, in the last two months the Ombudsman had found three cases of maladministration against the Council.

AGREED

That guidance from the Ombudsman on dealing competently and efficiently with complaints, following procedures and effective record keeping be circulated to all staff.

Philip Mousdale

34. POLICY AND RESOURCES COMMITTEE

Management Team considered the agenda and reports for the Policy and Resources Committee meeting scheduled for 19th August, 2021.

A number of amendments were suggested with some reports being postponed to future meetings.

AGREED

That the agenda and reports scheduled for the Policy and Resources Committee on 19th August, 2021 be agreed, as amended.

Jane Watson