

**MINUTES OF A MEETING OF MANAGEMENT TEAM
HELD ON 31st AUGUST, 2021**

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

ALSO PRESENT: A. Goode, A. Simm, V. Russell and S. Tisdale

Apologies for absence were received from S. Miller

35. MINUTES

The Minutes of the Management Team meeting held on 3rd August, 2021 were submitted.

AGREED

That the Minutes be approved.

36. 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**

37. COVID 19 UPDATE

The Interim Chief Executive reported that the number of positive cases was now below the national average. There had been an increase in positive cases in Blackpool and Wyre and it was felt that this was due to people visiting the area during the school holidays.

Covid related hospital admissions were very low with very few deaths reported in East Lancashire.

It was reported that the vaccination bus had recently visited the area. However, Pendle had the lowest take up of vaccinations although it was felt that the communications were good and provide the right information.

The NHS were looking at administering booster vaccinations and flu vaccinations starting next week but Government guidance had not yet been issued on this.

There were concerns that there would be another surge once the schools started again. The furlough scheme

was coming to an end and it was felt that the outlook was gloomy over the coming months.

A further road map from the Government was expected sometime in September.

Currently the public could still access the testing stations at the ACE Centre for a further 6 months and in Colne and Barnoldswick for a further month.

38. LIBERATA EMAILS

Management Team were advised that the Liberata generic Benefits and Revenues emails were to be disabled from 20th September.

This was to encourage customers to use the self-serve Citizen Access Portal. Following a pilot scheme in Hounslow it showed that customers would email any email address they had associated with the local Council/Liberata to try and avoid using this Portal.

A way to get round this was that Liberata and Pendle staff give out the same message to these emails and point the customers in the direction of the Citizen Access Portal. It was requested that emails should not be forwarded onto the Benefits/Revenues Teams.

Discussions were scheduled this week around how this was to be communicated to both the public, staff and members.

AGREED

(1) That the position be noted.

All Management Team

(2) That a communication be sent out to the public, staff and members advising of this change.

**Angela Simm/
Alice Barnett**

39. GRIEVANCE POLICY – UPDATE TO ISSUES RESOLUTION POLICY

The Human Resources and Payroll Manager submitted a report on a proposed update to the Grievance Policy with a proposal to change it to the Issues Resolution Policy.

The purpose of the change was to bring disputes, complaints, grievances and conflicts to a satisfactorily and constructive resolution, both informally and formally.

It was suggested that who should instigate process should be made clearer and any further comments be submitted to Human Resources no later than 13th September, 2021.

It was noted that training on the updated Policy would be given.

AGREED

That the Issues Resolution Policy be agreed in principle subject to agreement with the Unions and any further comments from Management Team.

**Jane McDonnell/
Victoria Russell/
All Management Team**

40. PROPOSED ANNUAL LEARNING AND ORGANISATIONAL DEVELOPMENT PLAN FOR 2021/22

The Human Resources and Pay Roll Manager submitted a report on the proposed Annual Learning and Organisation Development Plan for 2021/22.

Appended to the report was a list of the proposed courses to be run and funded from the Central Training Budget. This included approximate numbers of attendees and estimated costs where they had been provided.

Also provided was a list of the bids received for funding from the Qualification Training Budget.

AGREED

That the Plan be agreed in principle subject to further consideration by the Interim Chief Executive.

**Philip Mousdale/
Simon Tisdale**

41. ELECTRIC VEHICLE CHARGE POINTS IN PENDLE

The Housing, Health and Engineering Services Manager submitted a report on electric vehicle charge point provision in Pendle and the opportunities available to the council to develop its own vehicle charging infrastructure.

The report provided information from two suppliers and were significantly different in both infrastructure type and financial model.

Funding of £30k had been allocated from the council's Emergency Climate Fund towards this project.

During discussion it was felt that technology in this field was still developing and with the differences identified in the report from the two suppliers it was felt further information was needed to make an informed decision.

Some issues to consider was the need to provide quick charging points, details of the cost per charge for residents and the need for no maintenance liabilities for the Council.

AGREED

That the Climate Emergency Working Group be asked for their views on the provision of Electric Vehicle Charging Points in the Borough before a tender exercise is implemented.

**Neil Yates/
Gill Dickson**

42. POLICY AND RESOURCES COMMITTEE

Management Team considered the agenda and reports for the Policy and Resources Committee meeting scheduled for 16th September, 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 16th September, 2021 be agreed, as amended.

Jane Watson