

**MINUTES OF A MEETING OF MANAGEMENT TEAM
HELD ON 14th SEPTEMBER, 2021**

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

ALSO IN ATTENDANCE: K. Halton

43. MINUTES

The Minutes of the Management Team meeting held on 31st August, 2021 were submitted.

AGREED

That the Minutes be approved.

44. 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**

45. COVID 19 UPDATE

The Interim Chief Executive reported that there were currently significant regional differences in the level of infection rates across the Country. The North West was 'creeping' up with a significant increase in Cumbria as well as the coastal areas of Blackpool, Fylde and Wyre. It was reported that Blackpool had the second highest infection rate in the country. Ribble Valley and Hyndburn infections rates were on the increase with the rest of Lancashire around 340 positive cases per 100k.

At the Lancashire Resilience Forum earlier three major risks had been discussed:

- Schools – the DfE Escalation Framework had been triggered as a result of outbreaks in 35 schools in Lancashire recently.
- Care Sector – staff working in this sector were required to get vaccinated to continue working. It was apparent that there was a lot of people not taking up these vaccines and as a result there was a possibility that there would be 500 to 1,000 people asked to leave the sector if they did not have the vaccine.

- Mass gatherings – there had been a number of sporting and music gatherings recently which was a concern that the virus would spread resulting in a further increase in positive cases.

The Prime Minister was to make an announcement later today setting out the Toolkit (no longer called the Roadmap) going forward. It was anticipated that test, trace and isolate would continue along with a push for booster vaccinations. Some of the COVID regulations would remain and some would no longer be needed.

With regards to vaccinations Pendle was at the bottom of the list for hesitancy in taking up the vaccines. Five wards in the Borough had the lowest take up in Lancashire.

Testing stations were under review and this would be discussed at next week's meeting of the Pendle Task Force.

46. BUDGET DEVELOPMENT TIMETABLE

The Interim Chief Finance Officer gave a presentation on budget monitoring and setting for this financial year.

The Council's Financial Strategy was still relevant albeit challenging, notwithstanding the impact of COVID-19. It was still based on the themes of Growing, Charging, Saving and Stopping.

Management Team discussed the draft timetable and they were encouraged to put forward any suggestions which fit in with the Strategy.

Members of the Finance Team would be liaising with Service Managers in line with the timetable, as discussed.

47. INFORMATION GOVERNANCE WORKING GROUP

Minutes of a meeting of the Information Governance Working Group held on 2nd September, 2021 were submitted for information.

Management Team's attention was drawn to minute number 5 MIAA Audit Review Recommendations. Actions highlighted included:

- The need for all Service Managers to check their policies to see if they needed updating with the return to business as usual.
- A spreadsheet had been circulated in the past regarding data processing. This was to be recirculated

and Service Managers would be asked to check their current arrangements for the secure disposal of paper records/confidential waste. Reference was made to automatic alerts which could be activated within Idox and on the move over to One Drive.

It was acknowledged that this work would be ongoing and that reports would be submitted to future Management Team meetings as and when required.

48. RISK MANAGEMENT WORKING GROUP

Minutes of a meeting of the Risk Management Working Group held on 4th September, 2021 were submitted for information.

Reference was made to tree inspections and a particular protected tree which was in a dangerous condition. A report had been submitted to the West Craven Committee where it was resolved that no action be taken. As this tree was on Council owned land the liability was with the Council and therefore it was felt that every effort should be made to eliminate the risk.

A further risk was the shortage in HGV drivers which was a major concern as this could impact on service delivery going forward. There was also an issues with a shortage of temporary drivers which was an issue across Lancashire. There was the opportunity to train people through the Apprenticeship Scheme. There was however, a delay in booking driving tests. It was reported that the earliest test available was February, 2022.

AGREED

That a report be submitted to West Craven Committee setting out the legal implications in relation to the protected tree referred to above.

**David Walker/
Howard Culshaw/
Lee Johnson**