

**MINUTES OF A MEETING OF MANAGEMENT TEAM
HELD ON 12th OCTOBER, 2021**

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

ALSO PRESENT: A. Simm

Apologies for absence were received from J. Whittaker and S. Miller.

56. MINUTES

The Minutes of the Management Team meeting held on 28th September, 2021 were submitted.

AGREED

That the Minutes be approved.

57. 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**

58. COVID 19 UPDATE

It was reported that the number of positive Covid cases in Pendle had risen to 316 from 263 over the last 7 day period. Blackpool and Wyre had 400+ positive cases with Chorley the highest at 543.

Meetings of the Pendle Task Force were now to be held monthly in line with the LRF meetings.

There continued to be some hesitancy in the take up of vaccines. The NHS were looking at having testing sites in local businesses such as Woodhead Brothers in Colne which was a move away from the testing stations in car parks and at the ACE Centre.

Communications would continue to be issued encouraging people to take up the vaccines and new leaflets were being prepared in a number of different languages to get this message across. The roll out of the vaccines in schools had started but there was no information with regards to the take up as yet.

It was reported that all information in relation to the shielded persons list was now to be removed in line with the General Data Protection Regulations. All service areas who had been involved in this work had been notified of this.

Management Team were reminded that HR should still be informed if any members of staff tested positive and the relevant form completed.

59. MEDIUM TERM FINANCIAL STRATEGY REVIEW AND BUDGET SETTING UPDATE

Management Team discussed further the budget proposals which were to be submitted to the Budget Working Group for consideration and discussion.

A number of issues were discussed including vacant posts, underspend and reserves.

AGREED

(1) That a further budget update be submitted to the next Management Team meeting.

Graham Cadel

(2) That the Interim Chief Finance Officer meet with Service Managers to discuss budgets further.

Graham Cadel

60. GAMBLING ACT 2005 – DRAFT POLICY 2022-2025

The Planning, Economic Development and Regulatory Services Manager submitted a report on the updated Gambling Policy which was required to be re-looked at every three years.

There had been no major changes in the Gambling Act 2005 or any accompanying guidance and only minor changes had been made.

AGREED

That the draft Gambling Policy be subject to a public consultation with the results reported to a future Policy and Resources Committee.

**Neil Watson/
Wajed Iqbal**

61. AGILE WORKING POLICY

Management Team were advised that there was still some gaps of uncompleted paperwork in relation to the Agile Working Policy and outstanding assessments in SHINE.

All relevant forms needed to be completed even if posts were identified as being fixed. All staff should be consulted on the work patterns and what was expected whether the post was fixed or flexible.

AGREED

- (1) That staff be advised that all outstanding agile working forms and outstanding SHINE courses be completed as soon as possible. **Jane McDonnell**

- (2) That Service Managers be issued with an updated list identifying gaps where forms/courses still needed to be completed. **Jane McDonnell**