

**MINUTES OF A MEETING OF MANAGEMENT TEAM
HELD ON 26th OCTOBER, 2021**

PRESENT: R. Rouse, P. Mousdale, J. Whittaker, D. Walker, J. McDonnell, S. Miller and G. Cadle

ALSO PRESENT: M. Mason

Apologies for absence were received from H. Culshaw, N. Watson and J. Watson.

62. MINUTES

The Minutes of the Management Team meeting held on 12th October, 2021 were submitted.

AGREED

That the Minutes be approved.

63. TIMETABLE OF REPORTS FOR FUTURE MEETINGS

The timetable for future meetings was submitted for consideration in conjunction with the Policy and Resources Work Programme.

AGREED

That any additions to the timetable be forwarded to Jane Watson.

**All Service Managers/
Jane Watson**

64. COVID 19 UPDATE

It was reported that nationally there was an increasing worry about Covid-19 infection rates; the increase in hospital admissions and deaths; and the slow take-up of the booster vaccination.

In Pendle, the number of positive cases was 389 per 100k, which was lower than the national figure of 496. In Blackpool the figure was 600+ and in Wyre 700+.

There had been three pilot workplace mobile vaccination sites. One of these had been in Pendle, at Woodhead Brothers in Colne. A review of the pilot had taken place and was due to be discussed at a meeting later in the week.

Leaflets had been produced in a number of different languages to aid in the continuing community engagement.

Local and mobile testing sites would continue to be in place until at least the end of November.

It was noted that there had been a few more cases amongst Council staff.

AGREED

That staff be reminded to stay cautious and be encouraged to continue with office rotas, observing social distancing and wearing face masks when moving around buildings.

**Philip Mousdale/
Sarah Lee**

65. MEDIUM TERM FINANCIAL STRATEGY REVIEW AND BUDGET SETTING UPDATE

The Interim Chief Finance Officer reported that, since the last meeting, in working towards addressing next year's £1.4m funding gap, focus had been placed on previous year underspends. This had identified savings of approximately £100k, which was less than hoped.

Initial discussions had taken place with Members, but at present there were not enough options to put to them. Management Team was asked for further ideas.

A number of issues were discussed, including suggestions for making savings and for increasing revenue.

It was agreed that a comparison with other councils would be beneficial. The Chief Executive reported on an upcoming peer review which could provide Members with examples of the situation in other authorities and assist debate.

AGREED

That the Interim Chief Finance Officer hold another round of meetings with Service Managers and the Chief Executive of Pendle Leisure Trust.

Graham Cadle

66. PERFORMANCE INDICATORS 1st APRIL TO 30th SEPTEMBER, 2021

The Chief Finance Officer submitted a report which provided details of performance for the period 1st April to 30th September, 2021.

It was noted that the Covid-19 pandemic had impacted on performance throughout 2020/21, especially face-to-face services, and continued to do so in the first half of 2021/22. Areas that faced particular challenges included Planning, Sickness and Homelessness.

Service Managers' thoughts and views on the current pressures and potential options for support in these areas were submitted for discussion.

AGREED

- (1) That the report be noted.
- (2) That details on the Key Performance Indicators be submitted to the November meeting of the Policy and Resources Committee.

**Marie Mason/
Zoe Wood/
Jane Watson**

67. STRATEGIC PLAN REVIEW 2021/22 (1st APRIL TO 30TH SEPTEMBER, 2021)

The Interim Chief Finance Officer submitted a report which updated Management Team on the progress made in achieving our strategic priorities during 2021/22.

It was noted that good progress was being made against the delivery of the Strategic Plan to date. There were currently nine overdue actions (detailed at appendix 1). All of these were expected to be delivered by 31st March, 2022. Details of all other actions were submitted as appendix 2.

Management Team was asked to consider the requirement for a review of current priorities/activities going forward, particularly with recent changes in senior management roles, namely Chief Executive and Chief Finance Officer. This was to ensure that we continued to focus on the most important things to do for Pendle with the resources available.

Agreement in the way in which we prepared for determining key projects and activities for 2022/23 onwards was also sought.

AGREED

- (1) That the Chief Executive, Corporate Director and Interim Chief Financial Officer meet to consider the suggestions for dropping or modification of performance indicators and service plan actions; and that a review of the strategic planning process be agreed, with a view to any changes taking effect from 1st April, 2022.
- (2) That, in the meantime, focus be placed on the key elements of the Plan.

Marie Mason

68. AUTHORISATION TO RECRUIT

The Human Resources (HR) Manager advised Management Team that, going forward, it was the intention that all vacant posts would be reviewed and authorised by the statutory officers and HR before they progressed to recruitment.

To enable this to be as smooth as possible and have all the relevant information in place, a short form had been created, for managers to complete. This would then give managers chance to recruit quickly if the vacancy was going to lead to service failure.

The draft form was submitted for approval.

AGREED

(1) That, subject to an amendment to the labelling of the authorising officers, the form be adopted.

Jane McDonnell

(2) That the form, as amended, be circulated by email to Extended Management Team and be uploaded to the Council's new Intranet.

Jane McDonnell

69. QUEEN'S PLATINUM JUBILEE BEACONS 2nd JUNE, 2022

The Chief Executive reported on The Queen's Platinum Jubilee Beacons which was part of the Platinum Jubilee Weekend of 2nd – 5th June 2022. Beacon lighting and associated activities would take place on 2nd June, 2022 with communities, individuals and organisations etc. invited to take part.

A guide to taking part was available online to view and download.

AGREED

That the Corporate Director notify all parish and town councils of The Queen's Platinum Jubilee Beacons and other related information.

Philip Mousdale

70. SAFETY OF STAFF

In response to the recent fatal stabbing of Sir David Amess MP and a more local incident at No.1 Market Street, Nelson, a discussion was held about whether staff should be offered some updated advice regarding safety.

An incident report was being prepared regarding the local incident.

AGREED

That the Human Resources Manager arrange a meeting of Extended Management Team and include the safety of staff as a topic for discussion.

Jane McDonnell

71. COMMUNICATIONS

The Chief Executive reported that 'Communications' was to be a standing item on future Management Team agendas.

The item would give Management Team the opportunity to raise topics it felt should be communicated to the wider council.

The Interim Chief Finance Officer suggested that staff be invited to submit ideas for savings/income generation to help with the budget process.

It was agreed that this would be picked up in the Chief Executive's all staff briefing which was due to take place on Wednesday 3rd November.

Rose Rouse

72. ANY OTHER BUSINESS

The Environmental Services Manager reported that he was due to attend a meeting with a number of his staff later in the week, in response to a letter they had sent.

It was acknowledged that the issues raised in the letter required further consideration.

AGREED

That a meeting be arranged between the Corporate Director, Environmental Services Manager, Human Resources Manager and a Financial Services representative to discuss the matter further.

**Philip Mousdale/
Tracy Turner**