

**MINUTES OF A MEETING OF MANAGEMENT TEAM  
HELD ON 9<sup>th</sup> NOVEMBER, 2021**

**PRESENT:** R. Rouse, P. Mousdale, J. Whittaker, D. Walker, N. Watson, J. Watson, H. Culshaw, J. McDonnell, S. Miller, G. Cadle and R. Gibson

**ALSO PRESENT:** S. Lee and W. Forrest

**73. MINUTES**

The Minutes of the Management Team meeting held on 26<sup>th</sup> October, 2021 were submitted.

**AGREED**

That the Minutes be approved.

**74. 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**

**75. COVID 19 UPDATE**

The data in relation to current infection rates etc., which was usually passed on to the Council from LCC had not yet been received.

However, it was looking likely that the Government's Plan B would be implemented towards the end of November, beginning of December. This may mean a return to the wearing of face mask, observing social distancing and the possible return to home working. It was hoped more information would be available for the next meeting.

**76. BUDGET UPDATE**

The Interim Chief Finance Officer gave a further presentation on progress with budget proposals for consideration by Members.

Further discussions had been held with Service Managers which had identified some further savings proposals and increases in revenue. Management Team were asked what help they felt they needed internally to progress which these suggestions.

A number of issues were discussed including the proposed Peer Challenge and assistance from the LGA regarding governance of decisions made in relation to planning applications.

A report setting out the initial fee and operational efficiency/savings proposals would be submitted to the Policy and Resources Committee on 25<sup>th</sup> November.

**76. ASSISTING 'CURRY ON THE STREET' AND OTHER LIKE-MINDED ORGANISATIONS IN THEIR WORK**

The Chief Executive submitted a report advising on the work of 'Curry on the Street' and other like-minded organisations operating across Pendle.

Following a resolution passed by Full Council on 30<sup>th</sup> September, 2021 the organisations had been contacted to ascertain, in more detail, the work they were doing and how best the Council may be able to assist them.

They felt that the project could become much larger and had requested that the Council provide an empty building which could be used as a type of community hub. A number of issues needed to be considered such as:

- Availability
- Financial/legal issues
- Location
- Who would manage such a building
- Was there sufficient need for such a service

The report also provided information on current provision such as food provision, community hubs already in existence, homelessness/rough sleeping and support through existing forums/networks/groups.

During discussion Management Team questioned the level of need, particularly with there being 11 other food bank providers in the Borough.

**AGREED**

That a meeting be arranged with the Corporate Director, relevant officers, Councillors and the organiser of 'Curry on the Street' to discuss this initiative further.

**Philip Mousdale/  
Jane Watson**

**77. COMMUNICATIONS: FORWARD PLAN**

The Communications Team submitted, for information, their Forward Plan for the next three month period.

**AGREED**

That this be a standing item of future Management Team agendas and updated on a regular basis with input from Service Managers.

**Alice Barnett/  
Sarah Lee/  
Jane Watson**

**78. STANDARD FORMATTING OF EMAIL SIGNATURES**

The Chief Executive asked that a standard format for email signatures be produced and roll out to all staff. She also asked for a corporate background to be prepared for use during Teams meetings.

**AGREED**

That IT be asked to prepare a standard format for email signatures and a corporate background for Teams meetings.

**Simon Miller/  
Shane Agnew**

**79. POLICY AND RESOURCES COMMITTEE**

Management Team considered the agenda and reports for the Policy and Resources Committee scheduled for 25<sup>th</sup> November, 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 25<sup>th</sup> November, 2021 be agreed, as amended.

**Jane Watson**

**80. COMMUNICATIONS**

**AGREED**

That communications be prepared for some of the reports going to the Policy and Resources Committee.

**Philip Mousdale/  
Sarah Lee**