

**MINUTES OF A MEETING OF MANAGEMENT TEAM  
HELD ON 23<sup>rd</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. Tisdale and J. Morrissy (LCC)

**81. MINUTES**

The Minutes of the Management Team meeting held on 9<sup>th</sup> November, 2021 were submitted.

**AGREED**

That the Minutes be approved.

**82. 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**

**83. PERFORMANCE MANAGEMENT**

John Morrissy, Director of Organisational Development and Change at Lancashire County Council gave a presentation on the Council's performance management arrangements. This had been commissioned prior to the COVID pandemic and as a result it had taken some time to report to Management Team.

A cross-section of staff had participated in a series of workshops and the overall feedback was that the current system did not work with the lack of take up, lack of consistency and the lack of time to dedicate to the process.

It was felt that a more flexible approach should be taken which could be adapted to the different service areas. There was support for a simple, online process but it was acknowledged that this would not work for front line staff. It was acknowledged that the pilot performance management tool used in Housing, Health and Engineering Services prior to the pandemic had worked well and been well received. The positives from this pilot

should be taken on board when considering a new process.

The County Council had some resources which the Council could tap into.

### **AGREED**

That a report be submitted to a future meeting on the proposed new performance management arrangements.

**Jane McDonnell/  
Jane Watson**

### **84. COVID 19 UPDATE**

This week's figures had not yet been received but as of the previous week there had been 284 positive cases per 100K population.

Pendle had the lowest take up of vaccinations within Lancashire, this was despite continuous communications on the importance of taking up the vaccines. There were three wards within the Borough that had less than a 70% take up. At the recent Pendle Task Force meeting there was a discussion about the possibility of pop up vaccine centres being brought into the Borough.

It was reported that as from January, 2022 the County Council would not require Lancashire Districts to help with the contract tracing work. However, the County Council would still have a small team who would continue to carry out this work.

### **85. EMPLOYEE FORUM AND UNION JOINT CONSULTATIVE COMMITTEE**

The Human Resources and Payroll Manager submitted a report which provided proposals and recommendations around formal employee engagement mechanisms.

Formal Joint Consultative Committee (JCC) meetings had not been held since 2018. There was now a new regional officer in post who wanted to reinstate them. It was proposed that the terms of the JCC would be agreed at its first meeting with a further 3 meetings held during the year. Membership would include representatives from the 3 recognised trade unions, chaired by the Chief Executive and supported by Human Resources.

It was also proposed that a new employee forum be set up and that this be driven by the new change programme and the Chief Executive. Management Team discussed the frequency of meetings and

It was proposed that this group would meet once a quarter and would have a rolling Chair from Management Team.

**AGREED**

- (1) That a Joint Consultative Committee be set up.
- (2) That a new employee forum be set up with a rolling Chair from members of Management Team and meetings to be held, initially, every two months.

**86. FINANCE UPDATE**

Management Team received a further update on the Council's finances. All three political groups would be receiving a presentation prior to the consideration of the budget proposals at the Policy and Resources Committee on 25<sup>th</sup> November, 2021.

The update identified proposed additional fees and charges as well as savings options. Reference was made to the transformation and efficiency opportunities and areas for further review.

As this was Graham Cadle's last meeting Management Team expressed their appreciation and thanks for his contribution to the Council in his role as Interim Chief Finance Officer over the past few months.

**87. COMMUNICATIONS**

**AGREED**

- Performance Management (in due course)
- Employee Forum
- Budget – after Council

**Philip Mousdale/  
Alice Barnett/  
Sarah Lee**