

**MINUTES OF A MEETING OF MANAGEMENT TEAM
HELD ON 7th DECEMBER, 2021**

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

ALSO PRESENT: S. Agnew

88. MINUTES

The Minutes of the Management Team meeting held on 23rd November, 2021 were submitted.

AGREED

That the Minutes be approved.

89. 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**

90. COVID 19 UPDATE

It was reported that Pendle had the lowest positive cases per 100K population in Lancashire at 268 with Ribble Valley and Chorley having the highest.

Pendle still had the lowest take up of vaccinations with three wards in Nelson having the lowest take up overall. This was despite the continuous communications that were published raising awareness of the importance of getting vaccinated.

Hospital admissions were decreasing but there was pressure on the A&E service with long waiting times for ambulances.

There had been a number of outbreaks in schools over the past couple of weeks and it was felt that test and tracing wasn't working properly.

Currently there was one reported positive case of the Omicron variant with 17 possible cases. It was felt that the infection rate would be higher than the Delta variant with a possible peak early in the New Year. This could

have a detrimental effect on business continuity, not just for the Council but across the country. Management Team felt that staff should be encouraged to work more from home and only to come into the office if it was essential.

There was still the issue of rolling out the required equipment needed for staff to work from home. There had been some delay in this but it was agreed that this be escalated.

AGREED

(1) That a message of the day be sent round to all staff advising of the need to work from home and that this be reviewed after Christmas.

**Jane McDonnell/
Alice Barnett/
Sarah Lee**

(2) That the Corporate Director, Chief Finance Officer and the Environmental Services Manager meet to progress the rolling out of equipment needed for staff to work from home.

**Philip Mousdale/
Richard Gibson/
David Walker**

91. INFORMATION TECHNOLOGY

(a) IT Strategy

Management Team received an update on progress with the Council's IT Strategy. A number of actions had been completed such as mobile/agile working and the roll out of Teams; there had been a number of IDOX upgrades and there was still more to do; telephony upgrade to Teams was planned as was improved Wi-Fi in the Town Hall.

Something that needed to be considered was the Government's transformation of technology for planning. A white paper was expected in May, 2022.

The issue of the quality of mobile phones and the problems with the level of connectivity had been raised at the last meeting of the Risk Management Working Group. This would be referred to the IT Programme Board for discussion at its next meeting.

Other issues raised included cyber insurance and the need to progress with the on-line payment project as soon as possible.

(b) IT Programme Board

Minutes of a meeting of the IT Programme Board meeting held on 18th November, 2021 were submitted for information.

92. TIME RECORDING SYSTEM

The Human Resources and Payroll Manager submitted a report which provided details of options on the continued provision of a time recording system for flexible working.

The current Etarmis system used had been purchased from HFX. Microsoft had issued an 'end of life' notice for their 2012 service to take effect in October, 2023. They would not provide a warranty for Etarmis after that date. It was also reported that the terminals were now obsolete and any repairs were becoming increasingly difficult.

The options available were to upgrade to a HFX cloud based solution called Imperago or continue with Etarmis. Details of the costs involved were detailed in the report.

There was a discussion of a possible move away from a time recording system but it was felt that this should be considered as part of the transformation programme.

AGREED

That Etarmis continued to be used and the issue of time recording systems be considered as part of the transformation programme.

**Jane McDonnell/
Michelle Molloy**

93. EMPLOYEE SURVEY

The Human Resources and Payroll Manager submitted a report on the proposed staff survey, the questions and timeline.

It was suggested that there should be some questions added around Covid and agile working and the impacts of these on staff.

It was also suggested that when launched there should be some content about what has been done since the last survey and what is intended with the responses going forward.

It was suggested that the survey be launched early in January so that the responses could be fed into the Corporate Peer Challenge scheduled for early February.

AGREED

That the staff survey be amended, as suggested above and launched on 4th January, 2021 with the results available for the Corporate Peer Challenge in February.

Jane McDonnell

94. POLICY AND RESOURCES COMMITTEE

Management Team considered the agenda and reports for the Policy and Resources Committee scheduled for 16th December, 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 16th December, 2021 be agreed, as amended.

Jane Watson

95. COMMUNICATIONS

AGREED

- Working from Home
- Employee Survey
- Phishing Awareness

**Alice Barnett/
Sarah Lee/
Jane McDonnell/
Shane Agnew**