

**MINUTES OF A MEETING OF MANAGEMENT TEAM
HELD ON 21st DECEMBER, 2021**

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

ALSO PRESENT: M. Molloy

(Apologies for absence were received from P. Mousdale, N. Watson and J. McDonnell).

96. MINUTES

The Minutes of the Management Team meeting held on 7th December, 2021 were submitted.

AGREED

That the Minutes be approved.

97. 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**

98. COVID 19 UPDATE

An update was to be given at the Covid Co-ordinating Working Group.

99 HEALTH AND SAFETY AUDIT

The Environmental Services Manager submitted a report on the findings and recommendations of the annual Health and Safety Audit which had been completed this month.

In 2020 the auditors felt the Council had risen to the challenge of COVID 19 and achieved a score of 'excellent.'

In this year's audit there were a number of positives throughout the report with services retaining their good, very good or excellent ratings. However, due to issues which linked to the wellbeing of agile/home working staff and the need for Landscape Maintenance staff to receive

reinforcement Hand Arm Vibration training the Council had achieved a score of 'very good.'

The full Health and Safety Audit report was also submitted and it identified the Council's most significant risks and provided recommendations to further strengthen the Council's current health and safety practices.

The audit identified issues around agile working and some members of staff feeling isolated; issues around mental health and low morale. There was a need to ensure that Risk Assessments requested as part of the Audit process were the final documents and not working documents.

Reference was made to the need for Management Team to undergo health and safety training. It was acknowledged that the Health and Safety Forum, which met on a quarterly basis, was working well and was very well received.

AGREED

- (1) That the Health and Safety Audit be noted and remedial actions, as set out in the report, be initiated as soon as possible including:
 - Health and Safety training for Management Team;
 - Encourage staff to take coffee breaks via Teams;
 - Staff be asked for their feedback in relation to improving their health and wellbeing in the workplace.
- (2) That the Health and Safety Audit be shared within each Service Area.
- (3) That actions taken within each Service Area be recorded within the Action Plan template and forwarded to the Council's Health and Safety Officer as a record that the recommendations made within the Audit had been completed.
- (4) That the Health and Safety Officer provides a progress report to the Council's Risk Management Working Group at its next meeting.

All Management Team

Paul Underwood

101. RISK MANAGEMENT WORKING GROUP

Minutes of a meeting of the Risk Management Working Group held on 2nd December, 2021 were submitted for information.

Zurich Municipal (ZM) were concerned with the increase in the number of cyber and mental health claims from local authorities.

ZM were looking back a previous numbers and cases in relation to the above and would look at how improvements could be made and also what the Council do to address this.

It was noted that the Council currently didn't have any insurance in relation to cyber security.

AGREED

- (1) That the minutes be noted.
- (2) That the issue of cyber security be raised at the next meeting of the Risk Management Working Group and a member of the Finance Team be invited to attend.

All Management Team

**David Walker/
Richard Gibson**

102. PERFORMANCE CLINICS

The Chief Executive referred to the current performance management of the Council and suggested a change in the process by introducing Performance Clinics.

It was proposed that the Clinics would start in February after the quarter three deadline. Service Managers would make a presentation to the Chief Executive, Corporate Director and the Chief Finance Officer and the presentation would focus, not just on the PI's, but also the connection between finance and staffing.

It would also be an opportunity to look at what worked well and where changes could be made regarding the PI's. It was also felt that this would add more value.

103. EARLY PRIORITIES FOR TRANSFORMATION

The report submitted to the Full Council meeting on 9th December, 2021 was submitted for information.

The recommendation to allocate £250,000 to be spent on transformation support and resourcing had been agreed. Management Team discussed at length various aspects of the proposed transformation programme.

Some of the work identified in the report would take longer to process but there was an opportunity to identify areas of concern where changes could be implemented quickly.

Areas discussed included benchmarking, consideration of areas where investment was needed i.e., resources and where savings could be made; internal market; IT; a process for staff to put forward their ideas in relation to 'spend to save' and the Council's values and behaviours.

AGREED

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| (1) | That a timeline for the transformation programme be submitted to Management Team as soon as possible. | Richard Gibson |
| (2) | That a review of the Council's values/behaviours be considered as part of the transformation programme in the New Year. | Rose Rouse/
Jane McDonnell |
| (3) | That staff be invited to put forward their ideas with regards to 'spend to save' and these ideas be submitted to the Chief Finance Officer. | Alice Barnett |

104. STATUTORY SICK PAY

Management Team were advised that there were some temporary changes to the statutory sick pay.

AGREED

That Members of Extended Management Team be advised of these changes.	Michelle Molloy
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105. GAMBLING ACT 20025 – POLICY 2022-2025

The Planning, Economic Development and Regulatory Services Manager submitted a report on the outcome of the consultation exercise carried out on the proposed changes.

AGREED

That the report be submitted to the Policy and Resources Committee for consideration.	Jane Watson/ Wajed Iqbal
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106. COMMUNICATIONS

AGREED

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| <ul style="list-style-type: none">• Teams meetings – virtual coffee breaks• Transformation Programme – Spend to Save (January 2022)• Outcome of the Health and Safety Audit and this be uploaded onto the Intranet | Alice Barnett/
Sarah Lee |
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