

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 19th JANUARY, 2016**

PRESENT: D. Langton, P. Mousdale, D. Walker, N. Watson, R. Townson, J. Whittaker,
P. Atkinson and L. Ritchie

IN ATTENDANCE: S. Astin, G. Dickson and M. Molloy

(Apologies for absence were received from V. Green).

ACTION BY

152. MINUTES

The Minutes of the Management Team meeting held on 15th December, 2015 were submitted.

AGREED

That the Minutes be approved.

All Management Team

153. TIMETABLE FOR FUTURE MEETINGS

The timetable for future meetings was submitted for consideration.

AGREED

That the timetable be noted and items for future meetings be forwarded to Jane Watson.

All Management Team

154. EMERGING POLICY ISSUES

The Strategic Director submitted a report which outlined relevant emerging national policies and funding opportunities for the Council.

155. REVENUE AND CAPITAL PROGRAMME BUDGETS 2016/17

The Financial Services Manager gave a presentation on the budgets for 2016/17.

156. SPECIAL BUDGET EXECUTIVE

Management Team considered the agenda and reports for the Special Budget Executive meeting on 9th February, 2016.

AGREED

That the agenda and reports, as amended, be agreed.

**All Management Team/
Jane Watson**

157. LCC BUDGET – IMPLICATIONS FOR PENDLE COUNCIL

Management Team considered a report from the Strategic Director

on the County Council's budget proposals and the potential service and financial implications these would have on Pendle.

The areas affected were flood risk, highway management relevant to LCC services, waste management and prevention and early help (Supporting People). This included transport, property asset management, countryside service, welfare rights, outdoor education and public health.

Management Team discussed the County's Corporate Strategy for 2015-2021 which outlined new ways of working. The proposal was to divide the county into 34 service planning areas – 4 of which would be in Pendle:

Nelson and Brieffield
Colne (including Earby and Trawden)
Barnoldswick
Pendle Hill (Barrowford and parts of Ribble Valley)

It was acknowledged that this proposal would impact on service delivery within the Borough. A Member/Officer Working Group had been set up to consider the County's budget proposals and to consider opportunities for the Council to work more closely with the County to help mitigate the impact these changes would have in the Borough.

These changes formed part of a consultation exercise which was currently being undertaken by the County which would run until 29th February, 2016. Consultations on the Library Service, Withdrawal of Subsidy from Local Bus Services 2016 and the Countryside Service were also being undertaken.

AGREED

- (1) That the report be noted.
- (2) That the responses to the consultation exercise be submitted to the Member/Officer Working Group for consideration. **All Management Team**
- (3) That Service Managers consider how the County's budget proposals would impact on their service area and report back any findings to Management Team. **All Management Team**

158. SAFEGUARDING ADULTS POLICY

Management Team considered a report from the Strategic Director on the Safeguarding Adults Policy. The Care Act 2014, which came into effect on 14th May, 2014, had replaced more than a dozen different pieces of legislation to a single law for adult care. New duties and requirements of local authorities had been introduced including safeguarding adults.

Prior to the last Council meeting in December a short presentation

on Safeguarding Adults had been given to Members. It was acknowledged that all staff would need to receive some level of training and work was ongoing to identify a relevant training module.

AGREED

- (1) That the Safeguarding Adults policy be approved and it be submitted to the Executive, Scrutiny Management Team and Full Council for adoption.
- (2) That a suitable training module be identified and this be rolled out to all staff.

**Sarah Astin/
Jane Watson/
Lynne Rowland**

**Sarah Astin/
Lesley Ritchie**

159. DISABLED FACILITIES GRANT FUNDING AGREEMENTS WITH REGISTERED PROVIDERS

The Housing, Health and Economic Development Services Manager submitted a report on progress being made in arranging protocols with each of the Registered Providers of Social Housing to fund disabled facility adaptations in their properties.

It was explained that the Council had entered into formal agreements with four of the main providers to fund part of the adaptations to a maximum. The other two providers had agreed to fund 50% of adaptation costs but had not entered into a formal agreement. The amounts varied but over the last three months the Council had saved in excess of £20,000.

AGREED

That the report be noted.

160. PROPOSED REDUCTIONS IN SUPPORTING PEOPLE FUNDING

The Housing, Health and Economic Development Services Manager submitted a report on the current position regarding Lancashire County Council's proposed reductions in the above fund.

A consultation "Supporting People Proposals" was currently being undertaken but the findings of this consultation would not be available until April 2016 which was after both this Council's and the County Council's budget setting meetings for 2016/17. The findings would then not be considered by the relevant Cabinet Member until Spring/Summer 2016.

Management Team considered the potential impact this reduction in funding would have in Pendle. The loss of the non-statutory element of the Supporting People fund would affect Pendle Women's Refuge, Safespace Pendle, Stepping Stone – Dispersed Housing Scheme, M3 Project/M3 Teenage Family Move-On and

Floating Support for Calico.

Each group was looking at how these proposed reductions would impact on the delivery of their service. It was reported that the County Council would be meeting with representatives from these groups to discuss the proposals further.

A report on Pendle Women's Refuge was scheduled to be submitted to Management Team in June, 2016.

AGREED

That the report be noted.

161. CONSULTATION ON THE PROPOSED CHANGES TO THE NATIONAL PLANNING POLICY

Management Team considered a response to the above consultation from the Planning, Building Control and Licensing Services Manager. The consultation sought views on some specific changes to national planning policy which included affordable houses; an increase in residential density around commuter hubs; supporting new settlements, development on brownfield land and small sites; the delivery of housing agreed in Local Plans and supporting the delivery of starter homes.

AGREED

(1) That the response be noted.

(2) That the Portfolio Holder for Planning and Development be consulted on the responses to the Policy and that they also be considered at the next meeting of the Regeneration Group meeting.

Neil Watson

162. 2016 EMPLOYEE HEALTH AND WELLBEING PROGRAMME

The Human Resources Manager submitted a report which set out the employee health and wellbeing programme for 2016.

AGREED

(1) That the 2016 programme be approved.

Michelle Molloy

(2) That Service Managers encourage staff to participate in the programme.

All Service Managers

163. FINANCIAL MONITORING STATEMENT

The Financial Services Manager submitted the Council's Financial Statement to 31st December, 2015 for consideration. The document provided Management Team with a position statement on the Council's General Fund and Capital Budgets.

AGREED

That the report be noted.

164. COUNTER TERRORISM – CHANNEL AWARENESS

Management Team considered a training module from the Metropolitan Police which raised awareness of preventing people being drawn into terrorism.

http://course.ncalt.com/Channel_General_Awareness/01/index.html

AGREED

That the training module from the Metropolitan Police on Counter Terrorism – Channel Awareness be rolled out to all staff.

**Philip Mousdale/
Geoff Whitehead**

165. CORPORATE EQUALITY STEERING GROUP

Minutes of a meeting of the Corporate Equality Steering Group held on 9th December, 2015 were submitted for information.

166. RISK MANAGEMENT WORKING GROUP

Minutes of a meeting of the Risk Management Working Group held on 10th December, 2015 were submitted for information.

167. FORMER BLOCKBUSTER STORE, MARKET STREET, COLNE

Management Team considered the following resolution from Colne and District Committee:-

“That Management Team be asked to submit a report to the May 2016 meeting of this Committee setting out a way forward for the future occupation of the former Blockbuster store.”

AGREED

That the Housing, Health and Economic Development Services Manager be asked to submit a report to the May 2016 meeting of the Colne and District Committee on the current situation regarding the former Blockbuster store in Colne.

**Julie Whittaker/
Paul Collins**

168. IDOX

The Planning, Building Control and Licensing Services Manager reported that work was ongoing to combat a few ‘teething’ problems which had arisen. The Document Management System was not ‘talking’ to IDOX and there were issues around templates and the loading of GIS.

There were some concerns that the deadline of 19th February for the data transfer to IDOX would not be met which would mean the

system would not go live on 28th March as originally anticipated.

Regular meetings continued to be held with IDOX and issues were raised as they occurred. It was noted that the personnel at Liberata who were working on IDOX had recently changed and there were some concerns that not enough time was being devoted to this task.