

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 1st MARCH, 2016**

PRESENT: D. Langton, P. Mousdale, D. Walker, R. Townson, N. Watson, V. Green and P. Atkinson

IN ATTENDANCE: P. Lloyd, G. Dickson, K. Halton and S. Tisdale

(Apologies for absence were received from L. Ritchie and J. Whittaker)

ACTION BY

190. MINUTES

The Minutes of the Management Team meeting held on 2nd February, 2016 were submitted.

AGREED

That the Minutes be approved.

191. TIMETABLE FOR FUTURE MEETINGS

The timetable for future meetings was submitted for consideration.

AGREED

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| (1) That the timetable be noted and items for future meetings be forwarded to Jane Watson. | All Management Team/
J. Watson |
| (2) That the Management Team meeting scheduled for 29 th March, 2016 be rearranged and held on 5 th April, 2016. | All Management Team/
J. Watson |
| (3) That the Management Team meeting scheduled for 12 th April, 2016 be dedicated to 'Workforce Development Strategy Review.' | All Management Team/
J. Watson |

192. EXECUTIVE

Management Team considered the agenda and reports for the Executive meeting on 17th March, 2016.

AGREED

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

**All Management Team/
Jane Watson**

193. INTRANET REDEVELOPMENT

The Corporate Director submitted a report which put forward proposals around the redevelopment of the Council's intranet. It was reported that the intranet had been developed around ten years ago and after undergoing two Council restructures a lot of the documents were out of date as well as being in the wrong

place. It was also noted that Jadu which was the current intranet package being used was no longer covered by the Council's Jadu support contract.

Consultation sessions had been held with a number of staff members and a suggested taxonomy for a new intranet site had been compiled. This was attached to the report.

The suggested alternative internet package was a piece of Microsoft software called Sharepoint. It was explained that this was essentially a full electronic document records management system. Its potential would be to free up space on the Council's servers, enable collaborative working and automate time consuming processes.

Management Team felt that with the work on IDOX still continuing the implementation of further changes and the impact this would have on staff resources was one to be considered carefully. Details of the cost implications, timescales and the business process re-engineering still needed to be worked up.

AGREED

(1) That the redevelopment of the Council's intranet as described and to be undertaken in two distinct stages – firstly redevelopment of the intranet itself and secondly the development of an electronic records management system – be agreed in principle.

Kathryn Halton

(2) That an officer working group be convened consisting of the Corporate Director, the Web Co-ordinator and a representative from each Service Area to prepare a business case for the project and to develop a records management policy to be submitted to Management Team by September, 2016.

**Kathryn Halton/
Jane Watson**

194. PENDLE'S AGEING WELL ACTION PLAN

The Strategic Director submitted a report on the recently developed action plan that would support delivery of Lancashire's Ageing Well objectives.

Management Team were asked to consider Pendle's Dementia Action Alliance Action Plan which included a number of Council led actions. It was highlighted that much of the activity in the Plan was additional to existing activity identified in Service Plans therefore consideration on the delivery of these activities, bearing in mind existing resource capacity, was needed.

Management Team discussed the role of volunteers to deliver some of these actions.

AGREED

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| (1) That the report be noted and the Action Plan be re-circulated to Management Team and they be asked to contact Gill Dickson with any comments no later than 4 th March, 2016. | Gill Dickson |
| (2) That Pendle's Dementia Alliance Plan be considered by the Health and Social Care Scrutiny Panel. | Gill Dickson/
Lynne Rowland |

195. CLOSEDOWN OF ACCOUNTS 2015/16

The Financial Services Manager submitted a report on the timetable for the closure of the Council's accounts for 2015/16.

AGREED

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| (1) That the timetable and detailed arrangements for the closure of accounts for 2015/16, as shown at Appendix A attached to the report, be noted. | All Management Team |
| (2) That all relevant staff within each Service Area be made aware of the timetable and closedown procedures and that the relevant deadlines be adhered to. | All Management Team |
| (3) That compliance with accounting rules in relation to creditors (as referred to in paragraph 9 in the report) and the application of a £500 minimum threshold be noted. | All Management Team |
| (4) That all adjustments (annual leave, flexi-time, lieu time updates) to the ETARMIS time recording system be input by 31 st March, 2016. | All Management Team |

196. GENERAL FUND BUDGET 2016/17 (REVENUE AND CAPITAL) IMPLEMENTATION ISSUES

Management Team considered a report from the Financial Services Manager on the details of the Council's General Fund Revenue Budget and Capital Programme for 2016/17 as agreed by Council on 18th February, 2016.

The report outlined implementation issues associated with the budgets and allocated responsibilities for dealing with those matters.

AGREED

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| (1) That the respective responsibilities in relation to the implementation of the Revenue Budget and Capital programme for 2016/17 (as highlighted in bold in the report) be acknowledged. | All Management Team |
| (2) That it be noted that progress on implementation issues would be monitored during the year through further reports to Management Team as required. | All Management Team |

(3) That the outline of the Financial Strategy for 2017/2020 as set out in the report be noted. It was also noted that further work would be undertaken to develop more detailed proposals to achieve a balanced budget from 2017/18 onwards.

All Management Team

197. SECTION 42 HIGHWAYS ACT 1980

Management Team considered a report from the Democratic and Legal Manager on the possibility of serving a Notice on Lancashire County Council under Section 42 of the Highways Act 1980 in respect of the maintenance of footpaths and bridleways in Pendle.

The report made reference to an outstanding agreement with the County Council. An agreement had been reached with the County Council whereby the Countryside Access Officer carried out certain duties in relation to the footpath network in Pendle. This agreement had been made in 2014 but had not yet been signed.

As a means of dealing with the lack of progress with the County Council Management Team were asked to consider serving a notice on the them under the above Act.

AGREED

(1) That a notice not be served on the County Council, as detailed in the report, under Section 42 of the Highways Act 1980.

Richard Townson

(2) That the Neighbourhood Services Manager pursue the County Council regarding the outstanding agreement.

Peter Atkinson

198. SCRUTINY MANAGEMENT TEAM

Management Team considered the agenda and reports for the next meeting of the Scrutiny Management Team.

AGREED

That the agenda and reports be agreed.

Lynne Rowland

199. IDOX

The Planning, Building Control and Licensing Services Manager provided an update on progress with the implementation of IDOX.

200. CONTINUOUS IMPROVEMENT GROUP

Suggestions put forward at the last meeting of the Continuous Improvement Group were submitted to Management Team for consideration.

There was a lengthy discussion on the ideas presented which included staff reward and recognition, management development topics, skills audit and a review of reports.

There was mention of the Council's current financial position and with this in mind Management Team felt that they could not support other suggestions put forward where there was a cost implication to the Council.

AGREED

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| (1) That the Group be thanked for its work so far and the suggestions put forward be welcomed. | Simon Tisdale |
| (2) That as regards the suggestions for staff reward and recognition the Group be advised that Management Team considers the emphasis should be firmly on saying "thank you" and "well done" and that it is very difficult to justify to the public and the Council expenditure on vouchers or gifts. The possibility of online discounts which all staff can access should be pursued provided there is minimal cost involved. | Simon Tisdale/
Vince Green |
| (3) That the idea of Mayoral Presentations be supported and developed. | Simon Tisdale/
Fiona Standing |
| (4) That 'lunch and learn' sessions be supported (though these should not be described as "away days") and an agenda and format be developed. | Simon Tisdale |
| (5) That as regards a lunch break room in the Town Hall the Group be advised that finding a suitable alternative to the room by the coffee machine on the first floor would be very difficult; but that staff could be encouraged to make this a more attractive facility. | All Management Team/
Simon Tisdale |
| (6) That the suggested Management Development Topics of Time Management, Dealing with Stress, Working Smarter not Harder, Managing with Fewer Resources, Communication Skills and Dealing with Information Overload and assertiveness be approved with the inclusion of Change Management and Procurement. | Simon Tisdale |
| (7) That the proposed skills audit be welcomed and the Group be asked to continue its work of developing the approach to it. | Simon Tisdale |
| (8) That representatives of the Group be asked to discuss the issues raised regarding a review of reports with the Corporate Director and Senior Committee Administrator. | Simon Tisdale/
Jane Watson |