

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM  
HELD ON 26<sup>th</sup> APRIL, 2016**

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

**IN ATTENDANCE:** M. Mason

(Apologies for absence were received from D. Langton).

		<b>ACTION BY</b>
<b>217.</b>	<p><b>MINUTES</b></p> <p>The Minutes of the Management Team meeting held on 5<sup>th</sup> April, 2016 were submitted.</p> <p><b>AGREED</b></p> <p>That the Minutes be approved.</p>	
<b>218.</b>	<p><b>TIMETABLE FOR FUTURE MEETINGS</b></p> <p>The timetable for future meetings was submitted for consideration.</p> <p><b>AGREED</b></p> <p>That items for all future meetings be forwarded to Jane Watson.</p>	<b>All Management Team/ J. Watson</b>
<b>219.</b>	<p><b>PERFORMANCE INDICATORS 1<sup>st</sup> April, 2015 to 31<sup>st</sup> MARCH, 2016</b></p> <p>The Strategic Director submitted a report on performance for the period 1<sup>st</sup> April, 2015 to 31<sup>st</sup> March, 2016.</p> <p>It was noted that performance could only be measured against 84 of 105 Corporate PIs and the reasons for this were detailed in the report. Management Team discussed Appendices 1 and 2 and accepted the corrective actions identified to tackle the under/deteriorating performance (Planning PIs nearing delegation levels (PBC 5 and 1a), complaints responded to within 15 working days (DIR 1) and FOI requests responded to in 20 working days (DL 7)).</p> <p>Management Team were reminded of the Covalent deadlines for 2016/17 and they were asked to ensure their services/teams were aware of the dates listed in the report.</p> <p><b>AGREED</b></p> <p>(1) That the corrective actions identified in relation to the underperforming PIs identified in Appendices 1 and 2 be agreed.</p>	<b>Marie Mason</b>

	<p>(2) That the corrective action updates for consistently underperforming PIs PBC 1a and PBC5, DIR1 and DL7, as reported in paragraph 21 in the report be noted.</p> <p>(3) That the proposed Performance Reporting Timetable for 2016/17 be noted and this information be passed onto all relevant staff.</p>	<p><b>Marie Mason</b></p> <p><b>All Management Team</b></p>
<b>220.</b>	<p><b>STRATEGIC PLAN REVIEW 1<sup>st</sup> APRIL, 2015 to 31<sup>st</sup> MARCH, 2016</b></p> <p>The Strategic Director submitted a report on progress made in achieving the Council's strategic priorities during 2015/16.</p> <p>It was reported that 117 actions were delivered by 31<sup>st</sup> March, 2016. Of the 83 actions which were not delivered it was proposed that 69 of these be carried forward to the new service plans for 2016/17. It was felt that the remaining 14 actions were no longer achievable/relevant, or whilst the desired outcome was achieved, the specific targets set were not met. Reasons for non-delivery of these actions were attached to the report at Appendix 1.</p> <p>It was agreed that the reason for the non-delivery of these actions, some of which were influenced from outside forces, would be considered going forward with the Service Plans.</p> <p>All service plans would be presented to Management Team on 24<sup>th</sup> May, 2016 which required all information being sent to Marie Mason no later than 17<sup>th</sup> May, 2016.</p> <p><b>AGREED</b></p> <p>That the report and the service planning arrangements and timescales for 2016/17 be noted.</p>	<p><b>All Management Team</b></p>
<b>221.</b>	<p><b>DEVELOPMENT OF 2017/18 BUDGET – OPTIONS FOR SAVINGS</b></p> <p>The Financial Services Manager submitted a report which outlined a suggested process leading to the identification and evaluation of options designed to deliver the savings required to ensure a balanced budget for 2017/18. This also included the remainder of the three year plan period to 2019/20.</p> <p>An analysis had been carried out on the approved budget for the current year which attempted to identify discretionary areas of spend. This was attached to the report as Appendix A.</p> <p>Management Team discussed the possibility of generating a set % level of savings across all service areas. This would mean all service areas would be scrutinised and could be seen by some as a way of sharing the 'savings burden'.</p>	

	<p><b>AGREED</b></p> <p>(1) That the intention to hold budget review meetings with the Directors and each Service Manager to scrutinise current budgets and identify potential options for savings be noted.</p> <p>(2) That the setting of % savings targets to apply across all services in support of developing the budget for 2017/18 initially be agreed.</p>	<p><b>All Management Team</b></p> <p><b>All Management Team</b></p>
<b>222.</b>	<p><b>ANNUAL GOVERNANCE STATEMENT 2015/16 – MANAGEMENT ASSURANCE STATEMENT</b></p> <p>The Financial Services Manager submitted for consideration the Council’s Annual Governance Statement (AGS) for 2015/16.</p> <p>To obtain evidence that key controls had been in operation for the period under review members of Management Team would be asked to complete a pro-forma Assurance Statement. This would form part of the assurance underpinning the AGS.</p> <p>The AGS would then be considered by the Accounts and Audit Committee along with the Statement of Accounts and the Auditor’s report for 2015/16 in July, 2016.</p> <p><b>AGREED</b></p> <p>(1) That each member of Management Team completes an assurance statement for their Service as part of the Annual Governance Statement Assurance Gathering process.</p> <p>(2) That completed assurance statement be returned to the Financial Services Manager by 10<sup>th</sup> May, 2016.</p>	<p><b>All Management Team</b></p> <p><b>All Management Team</b></p>
<b>223.</b>	<p><b>EMERGENCY PLANNING ARRANGEMENTS</b></p> <p>The Environmental Services Manager submitted a report which provided details of the Emergency Planning arrangements for both County and neighbouring districts in order for management to agree the formalising of arrangements for Pendle in relation to its duties under the Civil Contingencies Act 2004.</p> <p>Under this Act the Council was classified as a category 1 responder with a number of statutory obligations relating to an emergency. These included assessment, planning, responding, business continuity and recovery.</p> <p>Management Team discussed the information received in relation to the County and other Districts. They also discussed the possibility of introducing a standby rota of senior staff for the Emergency Planning role and a list of volunteers who could be called upon should an emergency, such as the flooding which occurred over the Christmas period, occur.</p>	

	<p>It was acknowledged that a briefing would need to be drawn up as to the expectations of those on standby for the Emergency Planning role.</p> <p>It was also acknowledged that the list of volunteers would need to include details of what specific tasks individuals were able and willing to undertake; and that some training may be necessary.</p> <p><b>AGREED</b></p> <p>(1) That the report be noted.</p> <p>(2) That it be agreed, in principle, that a standby rota of senior staff for the Emergency Planning role be set up and invitations to be on this be sent to appropriate members of staff and the response be reported back to Management Team.</p> <p>(3) That a list be compiled of volunteers who would be willing to respond to emergencies, that a general invitation be sent to staff for this, and that the response be reported back to Management Team.</p> <p>(4) That the recompense for those volunteers called upon for any hours worked in the course of covering duties linked to emergencies be in the form of time off in lieu.</p>	<p><b>Philip Mousdale/ David Walker</b></p> <p><b>Philip Mousdale/ David Walker</b></p> <p><b>All Management Team</b></p>
<p><b>224.</b></p>	<p><b>STARTER HOMES CONSULTATION</b></p> <p>Management Team considered a response from the Planning, Building Control and Licensing Services Manager in relation to a technical consultation from the Department of Communities and Local Government which sought views on the details for the regulations to support the starter homes clauses in the Housing and Planning Bill (currently before Parliament).</p> <p><b>AGREED</b></p> <p>That the response be submitted to the Leadership Group for consideration.</p>	<p><b>Neil Watson/ Tracy Turner</b></p>
<p><b>225.</b></p>	<p><b>INTRODUCTION OF A TAXI AWARD SCHEME</b></p> <p>The Planning, Building Control and Licensing Services Manager submitted a report on the potential to introduce a rating scheme for taxis. This request had come from the last meeting of the Executive following discussions about the age limit of taxis.</p> <p>Reference was made to the standards of the vehicles used as taxis and hackney carriages and the re-occurring number of vehicles failing the spot checks.</p> <p>It was apparent from the discussion that the main aim of</p>	

	<p>introducing a 'rating' scheme for both operators and vehicles was to improve the standard of vehicles. It was felt that there were insufficient resources available to implement and then maintain the scheme.</p> <p><b>AGREED</b></p> <p>That the report be submitted to the Leadership Group for further consideration.</p>	<p><b>Neil Watson/ Tracy Turner</b></p>
<b>226.</b>	<p><b>LICENCE FEES FOR VEHICLES, DRIVERS AND OPERATORS</b></p> <p>The Planning, Building Control and Licensing Services Manager submitted a report which advised Management Team of the changes in legislation governing the administration of licenses and a suggested set of fees which were now a requirement of the legislation.</p> <p>It was reported that the Deregulation Act 2015 had altered its approach to the granting of licenses. Operators' licenses should be issued for 5 years and drivers licenses for 3 years. A lesser license period could be issued where the individual circumstances of a case were considered to be appropriate. Currently licenses were available for five years for operators and between 1 and 3 years for drivers.</p> <p>The change in fees was attached at Appendix 1 to the report.</p> <p>It was noted that there was a statutory requirement to consult on any proposed changes to fees.</p> <p><b>AGREED</b></p> <p>That the report be submitted to the Leadership Group for consideration.</p>	<p><b>Neil Watson/ Tracy Turner</b></p>
<b>227.</b>	<p><b>IDOX</b></p> <p>The Planning, Building Control and Licensing Services Manager provided Management Team with an update with the progress of IDOX.</p> <p>He reported on a number of issues that were still outstanding and discussions were ongoing with both Trustmarque and IDOX. The system had been down for the past six days which had caused a disruption to the delivery of the service but also had restricted members of the public and Councillors from accessing the system. Work was ongoing to rectify the problem.</p> <p>Other areas were working well and the 'go live' date was still expected to be 7<sup>th</sup> September, 2016</p>	