

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 31st MAY, 2016**

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

IN ATTENDANCE: S. Astin, M. Mason, A. Barnett and S. Hargreaves

(Apologies for absence were received from V. Green and L. Ritchie).

ACTION BY

1. MINUTES

The Minutes of the Management Team meeting held on 10th May, 2016 were submitted.

AGREED

That the Minutes be approved.

2. TIMETABLE FOR FUTURE MEETINGS

The timetable for future meetings was submitted for consideration.

AGREED

That items for all future meetings be forwarded to Jane Watson.

**All Management Team/
J. Watson**

3. EMERGING POLICY ISSUES

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

4. PERFORMANCE INDICATOR REVIEW 2016/17

The Strategic Director submitted a report on the proposed performance management arrangements for 2016/17.

All proposals had been put forward by services and discussed with the relevant Director. It was reported that 11 new PIs had been put forward for consideration and these were included in the final list attached in Appendix 1.

During the review 13 existing PIs had been removed for a variety of reasons with the Basket of Key Performance Indicators remaining the same.

AGREED

(1) That the proposed PI set and targets for 2016/17 be approved.

Marie Mason

(2) That, where appropriate, profiled quarterly targets be submitted

All Management Team

to the Performance Management Officer no later than 30th June, 2016 where not already provided.

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| (3) That all new PIs be supported by fully completed PI Guidance Notes which were to be submitted to the Performance Management Officer no later than 30 th June, 2016. | All Management Team |
| (4) That all existing PI Guidance Notes be reviewed, particularly in light of new systems being implemented (e.g. IDOX) and be submitted to the Performance Management Officer no later than 30 th June, 2016 or as soon as possible following new systems implementation. | All Management Team |

5. WORKING WITH VOLUNTEERS

The Neighbourhood Services Manager submitted a report which suggested a way forward in terms of working with, and supporting, volunteers with specific reference to recommendations made in the Investors In People Assessment report from last year.

Reference was made to the work already being undertaken with volunteers and volunteer groups that had become more important over the past 5 years particularly with the diminishing resources the Council has had to cope with. These included the Parks and LNR Friends Groups, Pick Up For Pendle, the various town and village In Bloom groups, Canal Clean Up's, the annual Walking Festival and the Countryside Access Forum.

Management Team considered the volunteer checklists which were submitted and would be accompanied with guidance and generic risk assessment (Appendices 1, 2 and 3). Training of staff who lead volunteers was also suggested along with a one off workshop.

It was noted that the Council was looking at potential reward and recognition schemes for volunteers such as the SPICE time credit scheme. Co-ordinated by the County Council the Council were working with neighbouring local authorities to consider a potential SPICE model for East Lancashire.

AGREED

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| (1) That the volunteer checklists and generic risk assessment for ad-hoc and managed volunteer work be agreed and they be submitted to the Corporate Risk Management Working Group for endorsement. | Kieron Roberts/
Vince Green |
| (2) That the suggested way forward in terms of training of Council staff and the one off volunteer workshop be supported. | Kieron Roberts/
Simon Tisdale |
| (3) That progress on the SPICE time credit reward system be noted. | Kieron Roberts |

6. LCC SUPPORTING PEOPLE FUNDING

The Housing, Health and Economic Development Services Manager submitted a report on developments in relation to the County Council's Supporting People proposed funding reductions.

A decision had been made by the County Council at its Full Council meeting on 11th February, 2016 to cease the non-statutory element of the Supporting People services contained within the 'Prevention and Early Help Fund' budget. There was however a budget of c£1.3m still available to provide for statutory Supporting People services which it was expected would be used mainly by the County Council to support vulnerable 16/17 year olds.

The Council, along with all stakeholders, had been invited by the County Council to put forward its views about budget proposals for the Supporting People Services. A response to this consultation was attached at Appendix 3.

AGREED

(1) That the response to the County Council's budget proposals for the Supporting People Service be agreed (Appendix 3 attached to the report). **Wayne Forrest**

(2) That the response in (1) above be submitted to the Member Working Group to consider as part of their overview of the County Council's budget proposals. **Wayne Forrest/
Jane Watson**

7. EMERGENCY PLANNING

The Environmental Services Manager advised that an Emergency Resilience Exercise was scheduled for 1st July, 2016. Representatives from the County Council along with 2 blue light responders would also be present. All Management Team would be invited to attend along with the Emergency Planning Team along with relevant colleagues. Management Team were encouraged to send a deputy if they were unable to attend.

It was also reported that the annual Health and Safety Audit was scheduled for 29th/30th June, 2016. This would follow a similar format to last year's audit. Emails would be sent out to the relevant people shortly.

AGREED

That the dates for the Emergency Resilience Exercise scheduled for 1st July, 2016 and the annual Health and Safety Audit scheduled for 29th/30th June, 2016 be noted. **All Management Team**

8. SERVICE PLANS

Management Team received presentations on the service plans for

2016/17.

A common theme across all service areas was the need to optimise IT, the involvement of a number of service areas in the ongoing transfer of services and facilities to Town and Parish Councils and the delivery of major developments such as Brierfield Mill, the extension to Lomeshaye Industrial Estate along with a range of housing developments across the Borough.

9. IDOX

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

The project continued to progress well and a number of outstanding issues had now been resolved. There was however still an issue around planning appeals, the support model had yet to be agreed and a more critical issue was that the Northgate interface was yet to be resolved. The latter had been an issue for some time now and was becoming critical.

The 'go live' date was still scheduled for 7th September, 2016.