

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM  
HELD ON 14<sup>th</sup> JUNE, 2016**

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

IN ATTENDANCE: S. Astin

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

**ACTION BY**

**10. MINUTES**

The Minutes of the Management Team meeting held on 31<sup>st</sup> May, 2016 were submitted.

**AGREED**

That the Minutes be approved.

**11. 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**

**12. LANCASHIRE SAFEGUARDING CHILDREN'S BOARD PAN  
LANCASHIRE SECTION 11 AUDIT TOOL**

Management Team were presented with the above audit tool for consideration. It was noted that the Prevent duties had been included in this document.

**AGREED**

That the Section 11 Audit Tool as completed be approved and when it is next due for completion it be brought to Management Team for consideration.

**All Management Team/  
Sarah Astin**

**13. WORKFORCE DEVELOPMENT STRATEGY REVIEW**

The Human Resources Manager submitted a refreshed version of the Workforce Development Strategy 2015-2018. The amendments included the recent changes to the Council's Strategic Objectives, updated workforce data and target dates on some of the actions in the plan.

Clarification on some of the updated figures was requested.

**AGREED**

That subject to clarification on the updated workforce data the refreshed Workforce Development Strategy for 2015-2018 be approved.

**Lesley Ritchie**

#### **14. APPRENTICESHIP LEVY**

The Human Resources Manager gave a presentation on the Government's plan to increase the quality and quantity of apprenticeships by a commitment of 3 million apprenticeships by 2020.

It was explained that not all the details were known but it was understood that employers with a pay bill of more than £3 million per year, on which there was a liability to pay secondary Class 1 NICs would have to pay the levy (at a rate of 0.5%). This would provide a levy allowance of £15,000 for each tax year. It was noted that this would be a digital account but there was little detail on funding limits.

It was also understood that 2.3% of the workforce must be apprenticeships.

#### **AGREED**

- (1) That the Human Resources Manager speaks to Service Heads about how existing staff could be supported by the introduction of this new Levy.
- (2) That when more information had been received on the Apprenticeship Levy a further report be submitted to a future Management Team meeting.

**Lesley Ritchie**

**Lesley Ritchie/  
Jane Watson**

#### **15. HR PAYROLL SYSTEM**

The Human Resources Manager submitted a report on the proposed implementation of a new integrated HR and payroll system. This would bring improved efficiencies in HR and payroll processes through Manager and employee self-serve.

#### **AGREED**

- (1) That the report be noted.
- (2) That when appropriate, Management representatives be nominated to the project, to help with the design and testing of HR and payroll processes.

**Lesley Ritchie**

#### **16. EXECUTIVE**

Management Team considered the agenda and reports for the Executive meeting scheduled for 30<sup>th</sup> June, 2016.

During discussion a number of amendments were made.

## **AGREED**

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

**Jane Watson**

### **17. IDOX**

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

Work was continuing to progress well but a hardware problem had been identified which had resulted in the system being down for three days. This problem was, however, being addressed. There was still an issue with Northgate to be resolved but on the whole everything was progressing well.