

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM  
HELD ON 19<sup>th</sup> JULY, 2016**

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

**IN ATTENDANCE:** S. Astin and M. Mason

(Apologies for absence were received from L. Ritchie).

|            |   | <b>ACTION BY</b>                          |
|------------|---|---|
| <b>18.</b> | <p><b>MINUTES</b></p> <p>The Minutes of the Management Team meeting held on 14<sup>th</sup> June, 2016 were submitted.</p> <p><b>AGREED</b></p> <p>That the Minutes be approved.</p>  |   |
| <b>19.</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/<br/>J. Watson</b> |
| <b>20.</b> | <p><b>PERFORMANCE INDICATORS FOR THE PERIOD 1<sup>st</sup> APRIL TO 30<sup>th</sup> JUNE, 2016</b></p> <p>The Strategic Director submitted a report which set out details of performance for the period 1<sup>st</sup> April to 30<sup>th</sup> June, 2016.</p> <p>The report contained the performance information for the basket of KPIs which were reported to the Executive in the Strategic Monitoring Report; the Corporate PIs that had performed below target for this period; an update on the outstanding performance information for CO2 emissions and work related absence during 2015/16; and performance information for all of the Council's Corporate PIs.</p> <p>It was noted that general performance had improved by almost 12% since the same period last year.</p> <p>The key issues with under-performance continued to relate to planning applications and appeals, homelessness, recycling and complaints. Management Team discussed the updates provided on each of these areas which were included in the report.</p> <p><b>AGREED</b></p> <p>That the report be noted.</p> | <b>All Management Team</b>                |

|                   |   |                                   |
|-------------------|---|-----------------------------------|
| <p><b>21.</b></p> | <p><b>STRATEGIC PLAN REVIEW QUARTER 1 2016/17</b></p> <p>The Strategic Director submitted a report on progress made in achieving the Council's strategic priorities.</p> <p>Overall progress was good with only 18 actions at an amber status. Details of these actions were attached at Appendix 2 to the report. The remaining 138 actions were currently being delivered on target.</p> <p><b>AGREED</b></p> <p>That the report be noted.</p>  | <p><b>All Management Team</b></p> |
| <p><b>22.</b></p> | <p><b>LOCAL GOVERNMENT TRANSPARENCY CODE 2015 CONSULTATION</b></p> <p>The Strategic Director submitted a report on proposals to change the requirements of the Local Government Transparency Code 2015. The main change was the way that local authorities recorded details of their land and property assets, and published information about their procurement, their contracts and the delivery of some of their services. Information was also required on parking charges and enforcement and about the way transparency data was published and presented. Local Authorities would also be required to publish information about their dealings with small and medium-sized enterprises.</p> <p>Management Team considered a draft response to the consultation.</p> <p>It was reported that the draft response had previously been circulated round Management Team and the response had already been sent to the DCLG.</p> |                                   |
| <p><b>23.</b></p> | <p><b>ANNUAL EMISSIONS REPORT</b></p> <p>The Strategic Director submitted a report on the Council's annual emissions prior to its publication on the Council's website.</p> <p>Overall, the Council's annual performance was encouraging, showing year on year reductions for its building stock and transport fleet.</p> <p><b>AGREED</b></p> <p>That the report be noted.</p>   | <p><b>All Management Team</b></p> |
| <p><b>24.</b></p> | <p><b>HOUSING AND PLANNING BILL 2016</b></p> <p>The Planning, Building Control and Licensing Services Manager and the Housing, Health and Economic Development Services</p>   |                                   |

|            |  |                            |
|------------|--|----------------------------|
|            | Manager gave a presentation on the Housing and Planning Bill 2016.   |                            |
| <b>25.</b> | <p><b>FINANCIAL MONITORING STATEMENT QUARTER 1 2016/17</b></p> <p>Management Team considered the Financial Monitoring Statement for the first quarter of 2016/17.</p> <p><b>AGREED</b></p> <p>That the report be noted.</p>  | <b>All Management Team</b> |
| <b>26.</b> | <p><b>RISK MANAGEMENT WORKING GROUP</b></p> <p>Minutes of a meeting of the Risk Management Working Group held on 2<sup>nd</sup> June, 2016 were submitted for information.</p>   |                            |
| <b>27.</b> | <p><b>CORPORATE EQUALITIES STEERING GROUP</b></p> <p>Minutes of a meeting of the Corporate Equalities Steering Group held on 8<sup>th</sup> June, 2016 along with the action plan were submitted for information.</p>  |                            |
| <b>28.</b> | <p><b>IDOX</b></p> <p>The Planning, Building Control and Licensing Services Manager reported that progress was good with the first test run only fourteen days away. There were, however, still a few issues which needed resolving and work was on going to address these. The go live date was still expected to be 7<sup>th</sup> September, 2016.</p> <p>There was a discussion around data protection and security settings. It was acknowledged that this was something that needed further consideration.</p> |                            |