

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 2nd AUGUST, 2016**

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

IN ATTENDANCE: J. Allen, S. Livesey, J. Rawson, L. Goss

(Apologies for absence were received from N. Watson and L. Ritchie).

ACTION BY

29. MINUTES

The Minutes of the Management Team meeting held on 19th July, 2016 were submitted.

AGREED

That the Minutes be approved.

30. 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**

31. DIGITISED MAPPING TOOL

The Liberata Property Services Team gave a presentation on a digitised mapping tool Technology Forge. The system had been implemented in June 2016 and the presentation provided Management Team with an insight into what the system could do. It was used to map ownership data of all the Council's assets and additional layers could be added to record other information such as rights, easements and leases etc. The input of information was provided by various sections across the Council.

Management Team were asked to nominate two users who would need to access the system and this would be followed up with some training. Property Services would keep the system up to date. It was reported that a web form for queries was being developed which would be submitted direct to Property Services.

Management Team were asked to consider how this system could be used within their service areas.

AGREED

That Service Managers be asked to nominate two people from within their service areas, who would need to access the system to the Property Services Manager no later than 16th August, 2016.

All Management Team

32. BUSINESS IMPACT ANALYSIS SUMMARY 2016

The Financial Services Manager submitted the Council's Business Impact Analysis Summary 2016 for discussion. In particular Management Team was asked to consider the number of people required to continue service of the most critical functions over a 48 hour period should an incident/business disruption occur.

The report identified 28 people would be required but the question was asked if this was still correct.

AGREED

That Service Managers discuss this further with the Financial Services Manager.

All Management Team

33. EMERGING POLICY ISSUES

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

34. PLAYING PITCH STRATEGY

The Neighbourhood Services Manager submitted a report on the Council's Playing Pitch Strategy. This was a joint Strategy with Burnley and Rossendale and followed Sport England guidance by involving National Governing Bodies throughout the whole process.

Management Team were presented with an Executive Summary which detailed key findings and sport specific recommendations. It identified the quantity and quality of the Borough's stock of playing pitches and was an important part of the evidence base for the Local Plan and the preparation of the Green Infrastructure Strategy. It would also provide better opportunities to bid for additional funding.

AGREED

(1) That the report be submitted to the next Executive meeting for consideration.

**Kieron Roberts/
Jane Watson**

(2) That, subject to approval by the Executive, the Playing Pitch Strategy be approved as a 'live' working document for strategically guiding Pendle's playing pitch and ancillary facility development and improvement over the next 10 years.

Kieron Roberts

35. FREEDOM OF INFORMATION

The Democratic Services Manager submitted a report on progress on the recommendations discussed by Management Team on 1st December, 2015.

It was reported that all recommendations had been implemented and the majority of responses complied with the statutory 20 day time limit.

AGREED

That the report be noted.

**All Management Team/
Sarah Waterworth**

36. TAXI LICENSING POLICY AND CHILD SEXUAL EXPLOITATION (CSE) SAFEGUARDING TRAINING.

The Planning, Building Control and Licensing Services Manager submitted a report which brought together in a single document all of the taxi licensing policies of the Council.

Management Team were advised that the two main changes was for an update in the procedures for taxi drivers to follow for renewing licenses to ensure DBS checks were up to date. The second change was the requirement for all taxi drivers to undertake appropriate CSE Safeguarding training in order to hold a taxi license in Pendle.

AGREED

(1) That the report be noted.

(2) That the report be submitted to the next Executive meeting for consideration.

**Jackie Allen/
Jane Watson**

37. EXECUTIVE

The agenda and reports for the Executive meeting on 25th August, 2016 were submitted for consideration.

A number of amendments were suggested.

AGREED

That the agenda and reports for the Executive meeting on 25th August, 2016 be approved, as amended.

**All Management Team/
Jane Watson**

38. IDOX

In the absence of the Planning, Building Control and Licensing Services Manager the Strategic Director reported that work was continuing to try to solve the problem with the CRM as soon as possible.