

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM  
HELD ON 6<sup>th</sup> SEPTEMBER, 2016**

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

**IN ATTENDANCE:** S. Lee, M. Molloy, S. Hargreaves and A. Morris

		<b>ACTION BY</b>
<b>47.</b>	<p><b>MINUTES</b></p> <p>The Minutes of the Management Team meeting held on 16<sup>th</sup> August, 2016 were submitted.</p> <p><b>AGREED</b></p> <p>That the Minutes be approved.</p>	
<b>48.</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>49.</b>	<p><b>PROMOTING PENDLE</b></p> <p>Management Team were presented with a draft plan which brought together a range of strategies and projects. It included the collaborative efforts of different teams at the Council along with a range of partner organisations, all working to promote Pendle the place and raise the areas profile.</p> <p>The draft plan was to be presented to the next meeting of the Scrutiny Management Team.</p> <p>Management Team discussed the content of the plan and made suggested amendments to a number of areas.</p> <p><b>AGREED</b></p> <p>That, subject to amendments, the draft plan “Promoting Pendle” be submitted to the Scrutiny Management Team for consideration.</p>	<b>Sarah Lee/ Lynne Rowland</b>
<b>50.</b>	<p><b>ICT FUTURE DELIVERY MODEL FOR PENDLE</b></p> <p>Sharon Hargreaves, ICT Liberata, gave a presentation on the future delivery model for IT in Pendle.</p> <p>Following the sale of Trustmarque to Capita a local service desk</p>	

	<p>was to be established at No. 1 Market Street. A new organisational structure was proposed with an anticipated start date of 1<sup>st</sup> October, 2016.</p> <p>It was stressed that this would be a local team for local people and would focus 100% on Pendle. Staff would be encouraged to use the new self-log portal which was proposed (Sysaid).</p> <p>A user group was also to be established which would improve communications and promote collaboration and team work.</p> <p>Andy Morris from Liberata would be helping with the transition and he would be a principle point of contact during the process.</p> <p>Management Team discussed issues around the changes to the firewall and were assured that every effort was being made to avoid as much disruption as possible. Assurances were also given around continuity and resilience of services during this period</p> <p><b>AGREED</b></p> <p>(1) That the proposed changes to IT delivery in Pendle be welcomed.</p> <p>(2) That a demonstration of the Sysaid portal be presented to Management Team at its next meeting.</p> <p>(3) That Service Managers ask for volunteers to take part in the user group.</p>	<p><b>All Management Team/ Sharon Hargreaves</b></p> <p><b>Sharon Hargreaves/ Jane Watson</b></p> <p><b>All Management Team</b></p>
<p><b>51.</b></p>	<p><b>BASE BUDGET REVIEW 2017/18</b></p> <p>The Financial Services Manager submitted a report on the key assumptions that would underpin the development of budgets and provided the detailed timetable for preparing these budgets. The key assumptions were attached to the report at Appendix A.</p> <p>The Financial Services Team would be liaising with Management Team and other budget holders over the next few weeks on the preparation of detailed budgets. The specific savings for 2017/18 was £1.5m.</p> <p><b>AGREED</b></p> <p>(1) That the key budget assumptions and the detailed timetable for the development of budgets for 2017/18 be noted.</p> <p>(2) That the need to adhere to the timetable for the provision of information to ensure that the relevant Management Team and Committee deadlines could be met be acknowledged.</p> <p>(3) That a review of the initial list of savings proposals provided at Appendix C attached to the report be agreed and the</p>	<p><b>All Management Team</b></p> <p><b>All Management Team</b></p> <p><b>All Management Team</b></p>

	<p>development of a consolidated document to present to members be endorsed; and any additional proposals be submitted to Financial Services by 21<sup>st</sup> October, 2016.</p> <p>(4) That any budget growth pro-formas with compensating proposals for savings are completed and returned to Financial Services by 21<sup>st</sup> October, 2016.</p> <p>(5) That the 'Savings Challenge' as set out in the report to seek options for savings from residents and staff be agreed.</p>	<p><b>All Management Team</b></p> <p><b>Vince Green</b></p>
<b>52.</b>	<p><b>LEAVE POLICY GUIDANCE</b></p> <p>It was reported that the volunteer information requested at the last meeting would not be available until October, 2016. It was felt that the Leave Policy Guidance should be issued and the volunteer information added at a later date.</p> <p>Feedback on suggested amendments to the proposed Time off in Lieu policy was presented to Management Team. Following discussion a number of amendments were agreed.</p> <p><b>AGREED</b></p> <p>(1) That the revised Leave Policy Guidance be issued.</p> <p>(2) That, subject to a few amendments, the Time off in Lieu policy be agreed.</p>	<p><b>Lesley Ritchie/ Michelle Molloy Lesley Ritchie/ Michelle Molloy</b></p>
<b>53.</b>	<p><b>UPDATE ON PMRs</b></p> <p>The Human Resources Manager reported that only 111 forms had been returned. She stressed that the returned forms formed the basis of the proposed training plan which would be presented to Management Team on 13<sup>th</sup> September.</p> <p>Service Managers were requested to ensure all outstanding PMRs were returned to Human Resources as soon as possible. Any training requests should be forward to Simon Tisdale no later than Friday 9<sup>th</sup> September, 2016.</p>	<p><b>All Management Team</b></p>
<b>54.</b>	<p><b>COMPLAINTS PROCEDURE</b></p> <p>The Corporate Director submitted the draft revised Complaints Policy and Procedure along with new guidance for staff for comment.</p> <p>The Policy and Procedure had been revised following discussion with the working group which had been established comprising service area complaints coordinators, a number of other staff along with the Learning and Development Officer.</p> <p>A business case was being prepared to the IT Steering Group for a</p>	

	<p>new corporate recording and monitoring system. Implementation would depend on decisions to be taken on AchieveService and Sharepoint.</p> <p><b>AGREED</b></p> <p>That the revised Complaints Policy and Procedure along with the guidance for staff be approved.</p>	<b>Philip Mousdale</b>
<b>55.</b>	<p><b>CORN MILL, HIGHERFORD</b></p> <p>The Democratic and Legal Services Manager had submitted a report to the Executive following a recommendation from the Barrowford and Western Parishes Committee to acquire the Corn Mill in Higherford by compulsory purchase.</p> <p>The resolution from the Executive was “that Management Team be requested to investigate what action could be taken and report back.”</p> <p>During discussion it was acknowledged that this property had been a ‘problem building’ for a considerable number of years. The discussion centred on issuing a S215 Notice or a Community Protection Notice (CPN)</p> <p><b>AGREED</b></p> <p>That the Democratic and Legal Manager investigate the possibility of issuing a S215 Notice or a CPN.</p>	<b>Richard Townson</b>
<b>56.</b>	<p><b>EXECUTIVE</b></p> <p>Management Team considered the agenda and reports for the Executive meeting on 22<sup>nd</sup> September, 2016.</p> <p><b>AGREED</b></p> <p>That the agenda and reports, as amended, be agreed.</p>	<b>All Service Managers/ Jane Watson</b>
<b>57.</b>	<p><b>IDOX</b></p> <p>The Planning, Building Control and Licensing Services Manager reported that work was still ongoing with the mapping and downloading of data. Unfortunately a ‘Go Live’ date had yet to be confirmed.</p>	