

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM  
HELD ON 13<sup>th</sup> SEPTEMBER, 2016**

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

IN ATTENDANCE: K. Halton, S. Tisdale, S. Hargreaves and A. Morris

**ACTION BY**

**58. MINUTES**

The Minutes of the Management Team meeting held on 6<sup>th</sup> September, 2016 were submitted.

**AGREED**

That the Minutes be approved.

**59. 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**

**60. SYSAID – ON-LINE FAULT LOGGING SYSTEM**

Sharon Hargreaves from Liberata IT gave a presentation on the proposed new on-line fault logging system in Sysaid.

This was a new on-line portal for staff to log any IT issues. Volunteers from each service area had been requested to form a 'super-users' group. Communications on the proposed changes would be circulated to all staff over the next few weeks.

The proposed 'go-live' date was 1<sup>st</sup> October, 2016.

**AGREED**

(1) That the proposed change to the Sysaid on-line fault logging system be welcomed.

(2) That Service Managers encourage staff to volunteer to take part in the user group.

**All Management Team**

**61. COMMUNICATING WITH ALL OUR CUSTOMERS**

The Housing, Health and Economic Development Services Manager submitted a report on proposals to produce a shorter leaflet titled "Communication with all Our Customers."

The Corporate Equalities Steering Group had requested that the Communication with all our Customers Manual be updated and a short 2-page leaflet be produced highlight how to deal with requests for translation.

### **AGREED**

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| (1) That the current “Communication with all Our Customers” Manual be replaced with a new leaflet.   | <b>Julie Whittaker/<br/>Stuart Raith</b>  |
| (2) That on a one year pilot basis, the use of LanguageLine Solutions be continued as provider of telephonic interpreting services for the Council and a small corporate budget of £3,000 be set up to pay for this service. | <b>Julie Whittaker/<br/>Wayne Forrest</b> |
| (3) That the budget be managed by Wayne Forrest, Housing Needs Manager.  | <b>Wayne Forrest</b>                      |

## **62. UPDATE ON TRAINING PLAN**

The Human Resources Manager circulated a report which provided an update on learning and development for 2015/16 and the proposed plan for 2016/17.

A breakdown of the courses funded from the Central Training Budget in 2015/16 was attached to the report. There had been 607 training places with 33 training events. It was acknowledged that the focus had been on Leadership and Development following the restructure of the Senior Leadership Team.

Management Team discussed the proposed priorities for 2016/17 and it was suggested that the 21<sup>st</sup> Century Public Servant document be included.

There was also a discussion on the benefits of cascading down the Strengthscope 360 degree questionnaire to other staff. Reference was also made to the introduction of Teamscope with Management Team being identified as the first ‘team’ to undergo this exercise.

### **AGREED**

- (1) That the following main priorities be agreed for Central Training: delivery of the Workforce Development Strategy, namely: Leadership Development; Management Skills; Innovation and Continuous Improvement; Employee Wellbeing, Employee Engagement and Treating Staff Fairly and Improving Digital Skills in the Workforce.
- (2) That the 21<sup>st</sup> Century Public Servant document be included in the main priorities referred to in (1) above.
- (3) That the Strengthscope 360 degree questionnaire be cascaded

down to front line supervisors.

**63. PENDLE'S CYCLING LEGACY STRATEGY: SECURING FUNDING FOR CYCLING SCHEMES**

The Neighbourhood Services Manager submitted a report on the funding situation with regard to cycling infrastructure and revenue schemes outlined in Pendle's Cycling Legacy Strategy.

It was clear that there was difficulty gaining funding for cycling infrastructure schemes at the moment. Most of the capital funding came via the LEPs. The Access Fund of £80m was referred to and it was acknowledged that LCC were submitting a bid to access this fund.

Management Team felt that there was a need to focus more on securing funding via public opportunities and focusing on specific schemes such as the West Craven cycle path.

**AGREED**

That the report be noted.

**64. HSE'S INVESTIGATION AND ACTIONS TO DATE**

The Environmental Services Manager submitted an update on the HSE's investigation and actions to date following an employee sustaining life changing injuries during an accident at work in October, 2015.

**65. REVIEW OF PARLIAMENTARY CONSTITUENCIES**

The Corporate Director gave an update on the UK Boundary Commissions review to reduce the number of MPs from 650 to 600. The proposals were for each parliamentary constituency to have an electorate no smaller than 71,031 and an electorate no larger than 78,507.

The current proposals would see Nelson and Brierfield included in Burnley with the remainder of Pendle being included in an area from Trawden (and West Craven) to Bamber Bridge.

A twelve week public consultation exercise was currently underway with final proposals not being made until 2018.

**66. IDOX**

This item was deferred until the next meeting.