

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 11th OCTOBER, 2016**

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

IN ATTENDANCE: G. Dickson and M. Mason

(Apologies for absence were received from P. Atkinson)

ACTION BY

67. MINUTES

The Minutes of the Management Team meeting held on 13th September, 2016 were submitted.

AGREED

That the Minutes be approved.

68. 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**

69. EMERGING POLICY ISSUES

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

70. OPEN DATA AND TRANSPARENCY REQUIREMENTS

The Strategic Director submitted a report on progress made to date in complying with the Local Government Transparency Code 2015.

The Code set out the data councils must publish and the data councils were recommended to publish. This included the frequency and method of publication which defined the mandatory and recommended requirements. This information was attached as Appendix 1 to the report.

Management Team were reminded that there were some data sets that still required updating on the website and these were listed on page 2 of the report.

Management Team were also asked to remind staff to use The Chest for all procurements and that the use of this portal be encouraged as standard procedure for all ITTs and ITQs above

£5,000.

It was reported that the Land and Building Assets Register had now been rolled out to nominated Council users. The updated asset register for 2015/16 had been generated and complied with all but one of the mandatory requirements of the Code. Work was continuing to fully comply with this requirement.

AGREED

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| (1) That progress made in complying with the requirements of the Code be noted. | All Management Team |
| (2) That it be agreed that data owners provide datasets for publication within the required timescales and that they be reminded of the datasets that were due for publication by the end of September/October, 2016 where applicable. | All Management Team |
| (3) That the use of The Chest as standard procedure for all ITTs and ITQs above £5,000 be promoted and encouraged. | All Management Team |

71. DRAFT PERCEPTION SURVEY 2016

Management Team were presented with the draft 2016 Perception Survey and asked to agree its content, methodology and timetable.

It was acknowledged that there were some issues with continuing to conduct the survey solely using the Citizens Panel one being that the responses tended to be predominantly from the over 65s.

The proposal was to continue using the Citizens Panel but also to conduct 200 street interviews as well as using other email databases from other service areas and promoting the survey on the Council's website. It was suggested that examples of "you said we did" be included in the survey.

AGREED

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| That the Strategic Director and Corporate Director consider reducing the number of questions prior to it being launched. | Dean Langton/
Philip Mousdale/
Marie Mason |
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72. RISK MANAGEMENT WORKING GROUP

Minutes of a meeting of the Risk Management Working Group held on 1st September, 2016 were submitted for information.

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| Management Team were asked to remind staff to consult with the Volcano database and ensure information was uploaded onto the system to ensure it was shared appropriately with other users. | All Management Team |
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73. CORPORATE EQUALITIES STEERING GROUP

Minutes of a meeting of the Corporate Equalities Steering Group held on 7th September, 2016 were submitted for information.

74. IDOX

The Planning, Building Control and Licensing Services Manager reported on progress with IDOX. He referred to a number of issues which still needed resolving which were to be discussed at the next IDOX Steering Group meeting on 12th October.

If everything went to plan the 'go live' date would be 28th November, 2016.