

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 29th NOVEMBER, 2016**

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

ACTION BY

96. MINUTES

The Minutes of the Management Team meeting held on 15th November, 2016 were submitted.

AGREED

That the Minutes be approved.

97. TIMETABLE FOR FUTURE MEETINGS AND FORWARD PLAN

The timetable for future meetings was submitted for consideration in conjunction with the Forward Plan and amended.

AGREED

That items for all future meetings be forwarded to Jane Watson.

**All Management Team/
J. Watson**

98. EXECUTIVE

The agenda and reports for the Executive meeting on 8th December, 2016 were submitted for consideration.

A number of amendments were suggested.

AGREED

That the agenda and reports for the Executive meeting on 8th December, 2016 be approved, as amended.

**All Management Team/
Jane Watson**

99. EMERGENCY PLAN EXERCISE

The Environmental Services Manager submitted a report which summarised the responses given to scenarios within the emergency planning exercise delivered on Friday 18th November, 2016.

It was reported that the top three learning points were:-

- a) Increase the number of staff who could be called upon in an emergency both at the depot and at flood sites.
- b) Ensure the Multi Agency Flood Plan is up to date.
- c) Ensure communication is conveyed by social media/radio/website.

AGREED

- (1) That the report be noted and it be circulated to those who attended the emergency planning exercise.
- (2) That the regular updates on keeping safe during the winter months continue to be posted on the website and via social media.
- (3) That a list of staff willing to act as volunteers should an 'emergency' arise be drawn up.

**All Service Managers/
David Walker**

**Alice Barnett/
Sarah Lee**

**Philip Mousdale/
David Walker**