

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 24th JANUARY, 2017**

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

ALSO IN ATTENDANCE: M. Mason, S. Astin and G. Whitehead

ACTION BY

103. MINUTES

The Minutes of the Management Team meeting held on 17th January, 2017 were submitted.

AGREED

That the Minutes be approved.

104. 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

105. SPECIAL BUDGET EXECUTIVE

Management Team considered the agenda and reports for the Special Budget Executive meeting on 8th February, 2017.

AGREED

That subject to amendments suggested the agenda and reports be approved.

**All Management Team/
Jane Watson**

106. PERFORMANCE INDICATORS (1st APRIL – 31st DECEMBER, 2016) QUARTER 3

The Strategic Director submitted a report which detailed performance for the period 1st April to 31st December, 2016.

It was noted that performance had improved considerably compared with the same period last year. It was also noted that 81% of PIs were expected to meet or exceed targets set for the year which suggested further improved performance.

It was acknowledged that although performance had improved there had been some notable changes and these were detailed in the report.

The key issues with performance continued to relate to planning applications and appeals, homelessness, recycling, complaints, sickness absence and Freedom of Information. Work was continuing in all of these areas to improve performance.

AGREED

(1) That the report be noted.

(2) That staff be thanked for their contribution to improving performance across the Council.

All Service Managers

(3) That it be noted that the future reporting deadline for quarter 4 was 12 noon on Friday 7th April, 2017.

All Service Managers

107. STRATEGIC PLAN REVIEW 1st APRIL TO 31st DECEMBER, 2016 QUARTER 3

The Strategic Director submitted a report on progress made in achieving the Council's strategic priorities.

It was acknowledged that good progress was being made against the delivery of the Strategic Plan to date. Of the 17 actions which were overdue all except 5 were expected to be delivered by 31st March, 2017. Of these 3 would be carried forward to the next service plan and 2 were no longer achievable/relevant.

It was noted that the business planning process would soon be underway and each service group would produce an annual service plan detailing contribution towards the delivery of the Council's key priorities for the forthcoming year.

There would continue to be 9 Service Plans developed. Management Team felt that the current process worked well and didn't feel it needed changing.

AGREED

That the report be noted.

**All Management Team/
Howard Culshaw/
Jane Watson**

108. CONNECTING COMMUNITIES PROJECT

The Neighbourhood Services Manager submitted a progress report on the Connecting Communities Project.

The Project was administered by Building Bridges with funding from Pendle Council and match-funding from the Bowland Trust. The funding was secured until 2018.

Two community-led forums had been set up which brought

together groups for learning, consultation and networking opportunities:

Community Cohesion Action Network
Pendle Forum of Faiths

Both Forums had been well attended with a cross section of people from across the Borough. A number of community led events had also been held which had also been well received.

AGREED

- (1) That the report be noted.
- (2) That a report be submitted to the Executive in March, 2017.

**Geoff Whitehead/
Jane Watson**

109. CASEY REVIEW INTO COMMUNITY COHESION IN BRITAIN

The Neighbourhood Services Manager submitted a report which provided an overview of the Casey Review and the implications this would have for Pendle.

The Review was published in December 2016 and its focus was to consider what could be done to boost opportunity and integration in our most isolated and deprived communities.

There was some discussion around the 12 recommendations and Management Team felt that some of these were already being addressed by the Council.

It was noted that this Review was still awaiting a response from the Government.

AGREED

That the report be submitted to the Leadership Group for information.

Geoff Whitehead

110. SAFEGUARDING UPDATE

The Strategic Director submitted an update on the current position with regards to the Council's role in safeguarding children and adults.

The report outlined the Council's response to the Lancashire Safeguarding Children's Board Section 11 Audit. It was noted that the Council was on track for compliance in most areas of the Children's Act 2004 Section 11 with some areas of improvement identified.

Some staff still needed to attend the awareness sessions and the on-line Prevent training.

It was reported that 417 taxi drivers had attended a number of training sessions on Child Sexual Exploitation (CSE) and Human Trafficking between October and December, 2016. Further sessions would be put on for the 47 drivers who had yet to attend. Lancashire Adult Learning had provided these sessions. It was proposed that further training would be provided within the Council for any new drivers.

There was a discussion around extending the training to other groups. It was reported that the Licensing trade were being considered for this.

AGREED

- (1) That the report be noted and a further report be submitted to Management Team in 6 months' time.
- (2) That the names of staff who still hadn't attended a Safeguarding Children Level 1 awareness session and still needed to complete the NCALT online training for Prevent (Channel Awareness) be forwarded to Sarah Astin.

**All Service Managers/
Sarah Astin**

**All Service Managers/
Sarah Astin**

111. ANNUAL HEALTH AND SAFETY AUDIT 2016

The Environmental Services Manager submitted a report on the findings and recommendations of the annual Health and Safety Audit undertaken in June 2016 by QHS Solutions.

The report confirmed that the Council had retained an overall accumulative audit score of "good" which was compliant with health and safety legislation and best practice.

A number of actions had, however, been identified. These actions affected all service areas. There was a discussion around health and safety conversations and it was acknowledged that these discussions were raised at team meetings with any actions identified being sent to the Environmental Services Manager.

AGREED

- (1) That the report be noted and remedial actions be initiated.
- (2) That actions be recorded within the action plan template and forward to the Environmental Services Manager as a record of recommendations identified being resolved.
- (3) That progress on corrective actions be discussed by the Risk Management Working Group.

All Management Team

All Management Team

David Walker

112. DELIVERING GOOD GOVERNANCE IN LOCAL GOVERNMENT CIPFA/SOLACE FRAMEWORK 2016

The Financial Services Manager submitted a report which provided

details of a self-assessment carried out against the updated framework published jointly by CIPFA and SOLACE in 2016.

Overall the Council's arrangements were generally good and demonstrated compliance with the principles set out in the revised code. Management Team discussed the areas where it was felt the existing arrangements could be strengthened or required improvement.

AGREED

That the report be noted.

All Management Team

113. FORTHCOMING CHANGES TO THE PLANNING PROCESS

The Planning, Building Control and Licensing Services Manager submitted a report on proposed changes to the Planning System which the Government had indicated they intended to implement.

It was acknowledged that the proposed changes would have a direct impact on decisions made by the Area Committees and ultimately impact on performance.

The Government had yet to agree the legislation but it was felt Area Committees should be advised of the proposed changes.

AGREED

(1) That the report be noted.

(2) That the report be circulated to all five Area Committees for information.

**Neil Watson/
Jane Watson**

114. ENVIRONMENTAL HEALTH ENFORCEMENT POLICY

The Housing, Health and Economic Development Services Manager submitted the revised enforcement policy which incorporated all activity within Environmental Health and Private Sector Housing.

The policies had been updated following the merger of these two teams.

AGREED

That the revised Environmental Health Enforcement Policy be approved.

**Julie Whittaker/
Paul Lloyd**

115. FINANCIAL MONITORING STATEMENT 2016/17

The Financial Services Manager submitted the Financial Monitoring Statement for 2016/17. The report compared the forecast outturn against the revised budget.

AGREED

That the report be noted.

All Management Team

116. CORPORATE EQUALITIES STEERING GROUP

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

117. CHRISTMAS CLOSURE ARRANGEMENTS

Management Team considered a request for amendments to the Christmas closure arrangements. This year's arrangements had resulted in Pendle Council staff working on the bank holiday whilst Liberata were off. This had resulted in no IT support or contact centre support.

During discussion it was felt that this situation would only happen in 2 out of 7 years.

AGREED

That the current Christmas closure arrangements remain but discussions be held with Liberata about provisions for future years.

**Philip Mousdale/
Lesley Ritchie**

118. IDOX

The Planning, Building Control and Licensing Services Manager provided an update on the current position with IDOX.