

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM  
HELD ON 28<sup>th</sup> FEBRUARY, 2017**

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

ALSO IN ATTENDANCE: K. Stansfield, F. Khaliq and S. Farnell

(Apologies for absence were received from P. Atkinson)

**ACTION BY**

**129. MINUTES**

The Minutes of the Management Team meeting held on 14<sup>th</sup> February, 2017 were submitted.

**AGREED**

That the Minutes be approved.

**130. 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**

**131. EXECUTIVE**

Management Team considered the agenda and reports for the Executive meeting on 16<sup>th</sup> March, 2017.

A number of amendments and additions were suggested.

**AGREED**

That subject to amendments discussed the agenda and reports be agreed.

**All Management Team**

**132. REVIEW OF COUNCIL OWNED CAR PARKS WITHIN THE BOROUGH**

The Neighbourhood Services Manager submitted a report which reviewed all 47 Council-owned car parks in terms of retention, retention with a proposal for an alternative use or disposal.

There were a number of appendices attached to the report but Management Team focused mainly on Appendix 1 which provided a summary of all the car park details and proposals.

Management Team discussed the options put forward which included retaining some of the car parks as long or short-stay car

parks; increasing the use of business permits to utilise the under used car parks as well as residents permits in some areas. It was acknowledged that the option for pay and display should also be included.

**AGREED**

That the report be submitted to the Executive meeting on 25<sup>th</sup> May, 2017.

**Sandra Farnell/  
Jane Watson**

**133. PUBLIC SECTOR INTERNAL AUDIT STANDARDS PEER REVIEW OF INTERNAL AUDIT**

The Audit and Performance Manager submitted a report on the outcome of the Peer Review of Internal Audit which had been undertaken by Burnley Borough Council and Hyndburn Borough Council Internal Audit Managers.

Of the 327 questions used as the basis of the review there were only 4 questions where recommendations for improvement were made. It was acknowledged that this was a significant level of compliance with the Standards at 99%.

**AGREED**

(1) That the report be noted.

(2) That Management Team consider future audit reports prior to them being considered by the Accounts and Audit Committee.

**Farhan Khaliq/  
Joanne Eccles/  
Jane Watson**

**134. STRATEGIC AUDIT STRATEGY AND AUDIT PLAN 2017/20**

The Audit and Performance Manager submitted a report on the proposed Internal Audit Strategy and Audit Plan for the period 2017/20.

The Strategy identified how the internal audit service would be delivered and developed in accordance with the Internal Audit Charter and how it linked to organisational objectives and priorities.

Due to the retirement of the Audit and Performance Manager this left just two auditors and so the plan provided for 328 chargeable audit days as opposed to 422 in 2016/17.

Management Team discussed the proposed plan and suggested some minor changes. The report was to be considered by the Accounts and Audit Committee at its next meeting.

**AGREED**

That, subject to some minor changes, the Internal Audit Strategy

**Kevin Stansfield/**

and Audit Plan for 2017/20 be agreed.

**Farhan Khaliq**

**135. FINANCIAL MONITORING STATEMENT AS AT 31<sup>st</sup> JANUARY, 2017**

The Financial Services Manager submitted, for information, the Financial Monitoring Statement which provided a position statement on the Council's General Fund Revenue and Capital Budgets.

**136. CLOSEDOWN ARRANGEMENTS FOR 2016/17 ACCOUNTS**

The Financial Services Manager submitted, for information, a report which set out the timetable for the closure of the Council's accounts for 2016/17.

The report provided an overview of the process, which, it was acknowledged, required working to shorter timescales to ensure submission to External Audit by 30<sup>th</sup> June, 2016.

**AGREED**

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|--|----------------------------|
| (1) That the timetable and detailed arrangements for the closure of accounts for 2016/17, as shown in Appendix A attached to the report, be noted.                                       | <b>All Management Team</b> |
| (2) That all relevant staff in each Service Area are made aware of the timetable and closedown procedures and adhere to the relevant deadlines.  | <b>All Management Team</b> |
| (3) That compliance with accounting rules in relation to creditors and debtors (as referred to in paragraph 8 in the report) and the application of a £500 minimum threshold be ensured. | <b>All Management Team</b> |
| (4) That all adjustments (annual leave, flexi-time, lieu time updates) to the ETARMIS time recording system be input by 31 <sup>st</sup> March, 2017.                                    | <b>All Management Team</b> |

**137. SCRUTINY MANAGEMENT TEAM**

Management Team considered the agenda and reports for the Scrutiny Management Team meeting on 21<sup>st</sup> March, 2017.

**AGREED**

That the agenda and reports be agreed.

**Lynne Rowland**

**138. IDOX**

The Planning, Building Control and Licensing Services Manager reported that a number of fixes were being carried but the vast majority of the work had been completed.