

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM  
HELD ON 14<sup>th</sup> MARCH, 2017**

PRESENT: D. Langton, P. Atkinson, J. Whittaker, N. Watson and D. Walker

ALSO IN ATTENDANCE: M. Mason, C. Finn, J. Fox and S. Tisdale

(Apologies for absence were received from P. Mousdale, V. Green and L. Ritchie).

**ACTION BY**

**139. MINUTES**

The Minutes of the Management Team meeting held on 28<sup>th</sup> February, 2017 were submitted.

**AGREED**

That the Minutes be approved.

**140. 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**

**141. STRATEGIC PLAN 2017/18**

The Strategic Director submitted, for consideration, the Strategic Plan 2015-2018 – this incorporated the Annual Refresh 2017-2018.

The Plan set out the Council's targets for the future whilst individual service plans identified in more detail how these targets were to be achieved.

**AGREED**

That the Strategic Plan 2015-2018 (incorporating the Annual Refresh 2017-18) be approved and submitted to the next Council meeting.

**All Management Team/  
Marie Mason/  
Jane Watson**

**142. ALKINCOATS LOCAL NATURE RESERVE – FURTHER EXTENSION PROPOSAL**

The Neighbourhood Services Manager submitted a report on a proposal to further extend Alkincoats Local Nature Reserve (LNR).

The LNR had already been extended into the remainder of the Council owned field in 2016. The LNR Group had approached the Council requesting the nature reserve be extended further to include the remainder of the field from the dry stone wall to Red Lane. The field was currently used by Great House Farm on a grazing licence.

It was reported that upgrading of the concessionary bridleway that runs through this land was being considered along with improvement works to existing paths within the original LNR. Funding was being sought for these works.

#### **AGREED**

That the request be considered as part of the Local Plan (Part 2) Land Allocations.

**Peter Atkinson/  
Kieron Roberts/  
Neil Watson**

### **143. OUT OF HOURS EMERGENCY MONITORING**

The Environmental Services Manager submitted a report which provided information on the impending change to the Out of Hours Emergency Monitoring service provider.

The Council had been notified that with effect from 28<sup>th</sup> February, 2017 Housing Pendle would be terminating the burglar alarm monitoring contract due to a reduced number of clients using the service they provided.

As a result the Emergency Out of Hours monitoring service was benchmarked against another service provider. Quotations provided confirmed that by moving to Lodge Security (Guardhall) the Council would save in excess of £15,000 per annum.

#### **AGREED**

(1) That Management Team provides details to the Environmental Services Manager of any changes to the service contacts and procedures document no later than 12 noon on Monday 20<sup>th</sup> March, 2017.

**All Management Team**

(2) That Management Team provides details to the Environmental Services Manager of the change in service provider to staff within their Service Areas prior to 31<sup>st</sup> March, 2017.

**All Management Team**

### **144. GENERAL FUND BUDGET 2017/18 (REVENUE AND CAPITAL) IMPLEMENTATION ISSUES**

The Financial Services Manager submitted a report which provided details of the Council's General Fund Revenue Budget and Capital Programme for 2017/18. The report also outlined

any implementation issues associated with the budgets and allocated responsibilities for dealing with these matters.

## **AGREED**

- |   |                            |
|---|----------------------------|
| (1) That Management Team's respective responsibilities in relation to the implementation of the Revenue Budget and Capital Programme for 2017/18 (as highlighted in <b>bold</b> in the report) be acknowledged. | <b>All Management Team</b> |
| (2) That progress on implementation issues be noted and Management Team be aware that progress will be monitored during the year with further reports submitted to Management Team as required.                 | <b>All Management Team</b> |
| (3) That the outline Financial Strategy for 2018/21 as set out in the report, be noted. Further work would be undertaken to develop more detailed proposals to achieve a balanced budget from 2018/19 onwards.  | <b>All Management Team</b> |

## **145. RISK MANAGEMENT WORKING GROUP**

Minutes of a meeting of the Risk Management Working Group held on 1<sup>st</sup> December, 2016 were submitted for information.

An update on issues discussed at the 2<sup>nd</sup> March, 2017 meeting was also given at the meeting.

Reference was made to the completion of the Health and Safety Audit and Management Team's attention was drawn to the template at the back of the report. This template was to be completed and returned to the Environmental Services Manager once works had been completed.

**All Management Team**

Centralising of all Risk Assessments was currently being undertaken. Management Team were asked to ensure all outstanding assessments were returned to the Environmental Services Manager as soon as possible. It was anticipated that all assessments would be uploaded onto the Intranet by mid-April.

**All Management Team**

## **146. INVESTORS IN PEOPLE (IIP) – MONTHLY PROGRESS REPORT**

The Human Resources Manager submitted an update on the ongoing activities taken in February and March towards IIP reaccreditation.

Reference was made to the recently formed IIP Task and Finish Group and Management Team were advised of the aims of the group along with its terms of reference. Management Team were asked to identify representatives from their Service Areas to take part in this Group.

**AGREED**

- (1) That the report be noted.
- (2) That Service Managers be asked to ensure their Service Area was represented on this Group.

**All Management Team**

**147. APPRENTICESHIPS**

The Human Resources Manager had been unable to submit the report in time for the meeting.

**AGREED**

That this item be considered at the next meeting.

**Lesley Ritchie/  
Jane Watson**

**148. CHANGES TO IR35 – OFF PAYROLL WORKING IN THE PUBLIC SECTOR**

The Human Resources Manager submitted a report on the rules surrounding the engagement of self-employed contractors and consultants through intermediaries which would come into effect from 6<sup>th</sup> April, 2017. The responsibility to determine their employment status, and therefore the responsibility to deduct the appropriate employment taxes was now the client's responsibility rather than the Personal Service Company (PSC).

The changes applied to all public authorities who engaged 'off-payroll' contractors and agencies, or third parties, who supplied contractors to the public sector. Management Team were advised to notify Payroll if contractors were to be engaged so that the online assessment could be conducted, and the appropriate deductions could be made. There were severe penalties for non-compliance.

**AGREED**

That, in the absence of the Human Resources Manager, this issue be considered further at the next meeting.

**Lesley Ritchie/  
Jane Watson**

**149. TRADE UNION ACT 2016 (FACILITIES TIME FOR TRADE UNION OFFICIALS; TRADE UNION BALLOTS; CHECK OFF AGREEMENT)**

The Human Resources Manager submitted a report advising on the requirements of the Trade Union Act 2016 in relation to granting Trade Union representatives time off to carry out their duties.

**AGREED**

That, in the absence of the Human Resources Manager, this

**Lesley Ritchie/**

issue be considered further at the next meeting.

**Jane Watson**

**150. EQUAL PAY REPORTING**

The Human Resources Manager had been unable to submit the report in time for the meeting.

**AGREED**

That this item be considered at the next meeting.

**Lesley Ritchie/  
Jane Watson**

**151. EMPLOYEE ASSISTANCE PROGRAMME**

The Human Resources Manager submitted a report on a proposed Employee Assistance Programme. This would support employees by giving access to 24/7 counselling and welfare service, with the aim of reducing workplace absence.

An approach had been made to four companies who were the main Employee Assistance Providers. A comparison was included in the report.

**AGREED**

That, in the absence of the Human Resources Manager, this issue be considered further at the next meeting.

**Lesley Ritchie/  
Jane Watson**

**152. GENDER PAY GAP REPORTING**

The Human Resources Manager submitted a report advising Management Team of the new requirements to publish gender pay gap data.

From April, 2017 Government require all employers with a headcount of 250 or more employees to report certain data on their pay gap data. To comply with the regulations the Council's data must be published by 30<sup>th</sup> March, 2018.

**AGREED**

That, in the absence of the Human Resources Manager, this issue be considered further at the next meeting.

**Lesley Ritchie/  
Jane Watson**

**153. LANCASHIRE COUNTY COUNCIL/NORTH YORKSHIRE COUNTY COUNCIL/WEST YORKSHIRE COMBINED AUTHORITY EAST-WEST CONNECTIVITY STUDY REPORT**

The Neighbourhood Services Manager reported that it was emerging that improvements to the A59 link between Preston through to Harrogate were preferred by North Yorkshire County Council and Craven District Council. Bradford City Council, however, were more interested in extending the M65.

Once the Connectivity Study Report had been received it would be shared with Members.

**154. IDOX**

The Planning, Building Control and Licensing Services Manager reported on progress to date. An issue had arisen where it had been possible for an audit trail to be removed. This was considered to be a major fault which had been raised with IDOX. The matter was being investigated.

Mobile Working App was being considered which would be useful for a number of service areas and an offer had been made to IDOX to help develop this.

An update on phases 3 and 4 was also given and it was reported that a visit to Wakefield was planned to view the land charges element of IDOX.