

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

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

ALSO IN ATTENDANCE: M. Mason, C. Finn, G. Dickson and S. Hargreaves

**ACTION BY**

**155. MINUTES**

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

**AGREED**

That the Minutes be approved.

**156. 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**

**157. HORIZON SCANNING**

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

Reports on Crowdfunding and Sport England Funds would be submitted to future Management Team meetings.

**158. IT UPDATE**

Sharon Hargreaves gave an update on IT within the Council by way of a presentation which included an update on the personnel within the IT Team.

KPI performance was currently on target but it was explained that should a KPI fail in three consecutive months this would incur penalties. To date this had been avoided.

Satisfaction levels of 95% were being achieved, although this was from a relatively low 10% response rate. Management Team acknowledged that there was a feeling of general satisfaction of the service within their service areas due to the lack of complaints being received.

There was a discussion around mobile working and problems some staff experienced accessing VPN, archive emails and Etarmis.

Work had already started on producing an IT Strategy for 2017/20. Management Team would be approached with a view to contributing to this Strategy. It was envisaged the Strategy would be in place by August, 2017.

#### **AGREED**

- (1) That the update be noted.
- (2) That problems associated with mobile working in relating to VPN, archive emails and Etarmis be investigated. **Sharon Hargreaves**
- (3) That the draft IT Strategy for 2017/20 be submitted to Management Team no later than 18<sup>th</sup> July, 2017. **Sharon Hargreaves**

#### **159. COMMISSIONING AND PROCUREMENT STRATEGY AND POLICY FOR 2017/20**

Management Team consider the updated Commissioning and Procurement Strategy and Policy for 2017/20. The document identified how the Council could increase and improve its approach to commercial activity.

It was proposed that that the document be reviewed on a regular basis, that it be aligned with other strategic documents and that training be undertaken by relevant staff.

#### **AGREED**

- (1) That, subject to the addition of a Senior Leadership forward, the Commissioning and Procurement Strategy and Policy for 2017/20 be approved. **Craig Finn**
- (2) That the updating of this document be aligned with the updating of the Contract Procedure Rules and included in the Financial Services' Service Plan and Forward Plan annually. **Craig Finn**
- (3) That training identified as Option B in the report be agreed and Service Managers be asked to nominate delegates accordingly. **Craig Finn**

#### **160. 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**

(1) That the report be noted.

(2) That an audit be undertaken of the current practice and the Human Resources Manager be advised of the contractors currently engaged by the Council.

**All Management Team**

(3) That amendments be made to the Contract Procedure Rules and these be submitted to Annual Council for approval.

**Vince Green/  
Jane Watson**

#### **161. 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.

Management Team were advised that the Trade Union Act 2016 had incorporated Section 172(A) into TULRCA which allowed the Minister the right to require public authorities to publish various information such as the time spent by trade union officials taking facilities time. It was acknowledged that there was a difference between activities and duties.

#### **AGREED**

That the report be noted.

**All Management Team**

#### **162. 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 the Human Resources Manager be authorised purchase an Employee Assistance Programme from one of the providers detailed in the report.

**Lesley Ritchie**

**163. 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 required 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**

(1) That the report be noted.

(2) That the Human Resources Manager provide the relevant information as requested.

**Lesley Ritchie**

**164. INFUSION RESEARCH WORK PLAN**

The Corporate Director submitted a report on the proposed Infusion work plan for research projects during 2017/18.

The annual subscription with Infusion provided the Council with forty days of their expertise and support in undertaking research projects on behalf of the Council. Although arrangements had worked fine in the past with little structure, the work plan aimed to formalise the process and ensure the requirements for the coming year were planned for and the existing annual subscription maximised.

It was suggested that more time should be spent identifying the work that was "needed" and the number of days this would take up. Other work could then be added and prioritised.

**AGREED**

(1) That the report be noted.

(2) That Management Team review the proposed work plan and identify the purpose of the research and when it was needed to be undertaken.

**All Management Team/  
Marie Mason**

(3) That the revised work plan be submitted to the next Management Team meeting on 11<sup>th</sup> April, 2017.

**Marie Mason/  
Jane Watson**

**165. IDOX**

The Planning, Building Control and Licensing Services Manager reported that everything was progressing well and therefore there was nothing further to report.