

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM  
HELD ON 11<sup>th</sup> APRIL, 2017**

PRESENT: P. Mousdale, P. Atkinson, N. Watson, D. Walker and V. Green

Apologies for absence were received from D. Langton, J. Whittaker and L. Ritchie

**ACTION BY**

**166. MINUTES**

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

**AGREED**

That the Minutes be approved.

**167. 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 forward to Jane Watson.

**All Management Team**

**168. PROPOSED INFUSION RESEARCH WORK PLAN 2017/18**

The Corporate Director submitted a revised proposed Work Plan for 2017/18 following discussions made at the last Management Team meeting.

It was acknowledged that there were a few areas of uncertainty and clarity needed but the suggestions put forward formed a baseline of work. There was also the opportunity for additional work to be undertaken.

A survey in relation to flooding issues was suggested as a possible additional piece of work.

**AGREED**

(1) That, subject to the inclusion of a survey in relation to flooding issues, the proposed Infusion Research Work Plan for 2017/18 (appended to the report at Appendix 1) be agreed.

**All Management Team/  
Marie Mason**

(2) That consideration be given to opportunities for

**All Management Team**

collaboration with other services/council's when undertaking research projects to ensure the necessary research requirements of services are fulfilled whilst maximising on the subscription arrangement with Infusion.

- (3) That an update on progress be submitted to Management Team in October 2017.

**Marie Mason/  
Jane Watson**

## **169. SPONSORSHIP**

The Neighbourhood Services Manager submitted a report on the possibility of income-generation via sponsorship. The report sought to stimulate debate and to seek direction, if any, into which possible sponsorship opportunities should be investigated.

Management Team discussed the possibility of adding sponsorship to boundary signs and within certain publications produced by the Council. It was acknowledged that the issue of sponsorship could be encompassed within a wider commercial strategy and Management Team felt that a group should be established to focus on this area of work.

### **AGREED**

- (1) That an officer working group be established to look at the implications of sponsorship, where it could be used best and how this would benefit the Council.
- (2) That the working group be led by the Financial Services Manager with a representative from each service area.
- (3) That a report on the findings of the group be submitted to a future Management Team meeting.

**Vince Green**

**Vince Green/  
All Management Team**

**Vince Green/  
Jane Watson**

## **170. EAST/WEST CONNECTIVITY**

The Neighbourhood Services Manager reported to Management Team the Cushman and Wakefield/SYSTRA report to the Lancashire Enterprise Partnership Limited Board.

This report was discussed, along with progress on the "Colne Congestion Relief" project at the LCC/Pendle/Burnley/Hyndburn M65 Growth Corridor meeting on 6<sup>th</sup> April, 2017.

It was reported that there was £1.7m in the County Council's capital budget (Local Transport Plan funding) to fund implementing (a) the North Valley Route Management Strategy; (b) building up a detailed traffic model for the Colne area; and (c) develop the business case for the Colne-Foulridge bypass ((a) and (b) would cost approximately £700)).

It was reported that there was serious doubt that the Colne-Foulridge bypass scheme would be further developed. This was pending further studies on the back of the new East-West Connectivity Study.

Reference was also made to the Council resolution from 23<sup>rd</sup> March, 2017 where Council had resolved “to oppose proposals for such a strategic motorway route through or around Colne; to reaffirm support for local bypasses of Colne and communities along the A56 to relieve congestion within the foreseeable future; and the re-opening of a twin track rail route connecting Colne with Skipton.”

#### **AGREED**

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

**Peter Atkinson/  
Jane Watson**

### **171. RISK MANAGEMENT POLICY AND STRATEGY**

The Financial Services Manager submitted a revised draft of the Council’s Risk Management Policy and Strategy. This had not been updated since 2008 and required a review.

Management Team considered the updated document which lead to discussions around training and value for money guidance. The aim was to also refresh the Strategic Risk Register with assistance from Management Team.

The revised Policy and Strategy would be submitted to the Risk Management Working Group and other interested parties for their input. This would also include Councillors.

#### **AGREED**

(1) That subject to some slight amendments, the revised Risk Management Policy and Strategy be agreed and submitted to the Risk Management Working Group and other relevant parties for their feedback.

**Vince Green**

(2) That subject to (1) above the final version of the document be presented to Management Team for approval in advance of reporting to Councillors for adoption.

**Vince Green/  
Jane Watson**

### **172. ANNUAL GOVERNANCE STATEMENT 2016/17 – MANAGEMENT ASSURANCE STATEMENT**

The Financial Services Manager submitted the Council’s Annual Governance Statement for 2016/17. This was a requirement of the CIPFA/SOLACE ‘Delivering Good Governance in Local Government’ Framework and was required to be published with the Statement of Accounts.

This was done annually and Management Team was asked to complete an assurance statement for their Service Area in the usual way.

#### **AGREED**

- |   |                            |
|---|----------------------------|
| (1) That Management Team completes an assurance statement for their Service as part of the Annual Governance Statement Assurance Gathering process. | <b>All Management Team</b> |
| (2) That completed assurance statements be returned to the Financial Services Manager by the end of April, 2017.                                    | <b>All Management Team</b> |

#### **173. APPRENTICESHIPS**

To be considered further at the next meeting.

#### **174. HONOURS AND AWARDS FOR LOCAL PEOPLE, VOLUNTARY GROUPS AND ENTERPRISES**

The Corporate Director asked Management Team to consider nominating local people, voluntary groups and enterprises for honours and awards.

It was reported that not many nominations had been put forward from Lancashire and in particular Pendle. The Deputy Lieutenant Christiana Buchannan had approached the Council asking for nominations.

Management Team were asked to submit suggestions to the Corporate Director.

#### **175. IDOX**

The Planning, Building Control and Licensing Services Manager provided an update on progress. A number of issues were referred to including a number of long outstanding issues:

- (a) The payment system was not working properly and although work had been undertaken to try to resolve this, the problem still existed. This was affecting payment of planning applications and concerns had been expressed by the Planning Portal.
- (b) IApply was the conduit for all applications. The email process had not worked since it had been installed. This had been a problem for over 12 months. It was stopping Building Regulations from going live and was also impacting on other areas. This was something Liberata were aware of but had yet to resolve.
- (c) The mapping function also timed out after 20 minutes which resulted in staff having to log in a number of times a day.

Liberata had been aware of this for the past 12 months but had yet to resolve the problem.

The Planning, Building Control and Licensing Services Manager did, however, acknowledge the commitment and co-operation given by all staff that had helped to implement IDOX within their service areas.