

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 25th APRIL, 2017**

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

Apologies for absence were received from V. Green.

ACTION BY

176. MINUTES

The Minutes of the Management Team meeting held on 11th April, 2017 were submitted.

AGREED

That the Minutes be approved.

177. 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

178. CROWDFUNDING FOR LOCAL AUTHORITIES

The Strategic Director submitted a report on how Crowdfunding could potentially be used in a local government context and how to weigh its risks and benefits.

Management Team considered the three main types of crowdfunding:

1. Donations based crowdfunding
2. Equity crowdfunding
3. Peer to peer (P2P) lending

From the information provided and following discussion Management Team felt that crowdfunding was an area the Council could help facilitate but not something that we should do ourselves. The Council could help signpost people to the various platforms for them to access.

AGREED

(1) That the report be noted.

- (2) That crowdfunding be included on the agendas for Team Meetings to raise awareness and to advise how the Council could help people access this resource.

**All Management Team/
Gill Dickson**

179. PERFORMANCE INDICATORS – QUARTER 4 (1st APRIL, 2016 to 31st MARCH, 2017)

The Strategic Director submitted a report which provided details of performance for the period 1st April, 2016 to 31st March, 2017 (which included Quarter 4 data).

It was noted that the rate of performance had improved overall when compared to the previous two years. Management Team acknowledged this improvement, particularly given the current financial situation the Council was in.

The key issues with performance continued to relate to planning applications and appeals, homelessness, recycling, complaints, sickness absence and Freedom of Information. It was noted, however, that improvements had also been made in these areas and that work was continuing to further improve performance.

AGREED

- (1) That the report be noted.
- (2) That staff be thanked for their continued contribution to improving performance across the Council.
- (3) That the future reporting deadlines for the coming year, as detailed in the report, be noted and relevant staff be notified.

Philip Mousdale

All Management Team

180. STRATEGIC PLAN REVIEW 2016/17 (1st APRIL, 2016 to 31st MARCH, 2017)

The Strategic Director submitted a report on progress made in achieving the Council's strategic priorities during 2016/17.

Of the 156 actions from Service Plan which contributed to the delivery of last year's Strategic Plan 108 of these actions had been delivered by 31st March, 2017. Four actions were no longer achievable/relevant and the remaining 44 it was proposed be carried forward into 2017/18 (listed in Appendix 1 attached to the report).

Management Team discussed at length the actions which were to be carried forward and made a few amendments.

AGREED

- (1) That the report be noted.
- (2) That the amendments suggested be agreed and the actions to be carried forward be updated accordingly. **Marie Mason**

181. PUBLIC REALM AGREEMENT

The Environmental Services Manager submitted a report advising on the reduction in funding from Lancashire County Council for highway related activities. Over the past five years this funding had been reduced year on year.

Officers had met earlier in the year with representatives from the County Council's Highway's team and discussed this reduced level of funding and the expected operational standards required. The reduced funding would mean a reduction in the number of grass cuts to highway verges and a reduction in the leaf sweeping service. Management Team were advised that Pendle currently subsidised these services.

AGREED

- (1) That the report be noted. **All Management Team**
- (2) That a report be submitted to the next Executive meeting on 25th May, 2017 **David Walker/
Jane Watson**

182. IIP UPDATE

The Human Resources Manager provided an update on progress with the IIP Task and Finish Group.

It was reported that to establish how staff saw the Council meeting the new standards a set of questions had been drafted and would form a short survey. These questions would be circulated to 9 groups of 25 employees (90% of the workforce). It was proposed that the survey be circulated around mid-May. The results would identify areas which required further development.

Until the views of the workforce were known the group had begun to focus on the areas identified by Management Team as being the least evidenced – 'Living the Organisation's Values and Behaviours' and 'Structuring Work'.

It had also been agreed that the staff survey would be undertaken earlier this year to enable the feedback to inform the IIP Action Plan.

A further workshop with Management Team was proposed for later in the year.

AGREED

That the report be noted.

All Management Team

183. APPRENTICESHIP LEVY

The Human Resources Manager submitted a report which provided Management Team with an update on the Apprenticeship Levy. The report referred to guidance for employers on the rules for funding apprentices, and a summary was also provided in the report.

Management Team discussed the current position with regards the number of apprentices along with the projected salary costs and the estimated levy cost (which were detailed in the report).

It was noted that the levy could also be used to support the upskilling of existing employees. To help fund the levy either all or part of the annual qualification budget could be used.

AGREED

(1) That the report be noted.

(2) That it be agreed that the annual qualification budget be used to help fund the levy for 2017/18 and that a report on future funding be submitted to Management Team in September, 2017.

**Lesley Ritchie/
Vince Green**

184. EMPLOYEE ASSISTANCE PROGRAMME

The Human Resources Manager provided an update on the arrangements that had been made for the Employee Assistance Programme.

Following discussions at the last meeting Health Assured had been chosen from a selection of providers. A 12 month agreement had been signed.

Promotional literature would be displayed throughout the Council, a message of the day would follow along with a payslip message with May's payslips.

It was reported that four people had been referred to the Programme all with very positive responses.

AGREED

(1) That the report be noted.

(2) That the services of Health Assured be promoted in team meetings and 1-2-1 supervision meetings.

All Management Team

185. IDOX

The Planning, Building Control and Licensing Services Manager provided an update on IDOX.

There continued to be a few outstanding issues, one of which was the email facility for the planning portal as well as there still not being any resolution to the mapping issue.

An update on a visit to Wakefield Council to look at the Licensing function via IDOX was also given.

It was anticipated testing would begin the second week of May.