

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 23rd MAY, 2017**

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

ALSO ATTENDING: S. Livesey, A. Simm, K. Halton and M. Mason

ACTION BY

6. ANNUAL COUNCIL

The Strategic Director gave an update on decisions made at Annual Council on 18th May, 2017.

Councillor Mohammed Iqbal was still Leader of the Council following a vote of no confidence. The main change was the decision to move to a Committee System as from Annual Council 2018. This would see the retention of area committees and regulatory committees but the Executive would be replaced with a politically balanced Policy and Resources Committee of 17 members.

Any referrals from area committees would go to the Policy and Resources Committee and not Development Management Committee. Consideration was also to be given to maintaining a scrutiny function, including arrangements for examination of health and social issues.

7. MINUTES

The Minutes of the Management Team meeting held on 8th May, 2017 were submitted.

AGREED

That the Minutes be approved.

8. 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 Service Managers

9. SERVICE PLANS 2017/18

Management Team received presentations on the service plans for 2017/18.

A common theme across all service areas was the drive to become digital by default, the delivery of major developments such as Brierfield Mill, the extension to Lomeshaye Industrial Estate and the continuing transfer of services to town and parish councils. This also included the implementation of IDOX across a number of service areas and the need to ensure it was being used to its full potential.

Reference was made to the number of commercial businesses there were in the Borough. It was suggested that a group be established to compile a list and a leaflet be produced.

David Walker

10. OUR CUSTOMER SERVICE STANDARDS

It was agreed, that in the absence of the Corporate Director, this item be deferred until the next meeting.

Jane Watson

11. HORIZON SCANNING

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

All Service Managers

12. CORPORATE PERFORMANCE INDICATOR REVIEW AND PROPOSED TARGETS FOR 2017/18

The Strategic Director submitted a report on the proposed performance management arrangements for 2017/18.

Management Team considered the PIs and targets for 2017/18. Six new PI's had been put forward for consideration and were included in Appendix 1 attached to the report. Due to changes in staff, structure and systems the PI Guidance Notes were to be reviewed.

It was proposed that 13 existing PIs be removed for a variety of reasons and consideration was given to removing 2 KPIs and additional KPIs be added to reflect the main frontline services.

AGREED

(1) That the proposed PI set and targets and, subject to additional KPI's the Basket of KPI for 2017/18 be agreed.

Marie Mason

(2) That, where appropriate, profiled quarterly targets be submitted to the Performance Management Officer no later than 30th June, 2017, where not already provided.

All Service Managers

(3) That all new PIs are supported by fully completed PI Guidance Notes and submitted to the Performance Management Officer no later than 30th June, 2017.

All Service Managers

(4) That all existing PI Guidance Notes be reviewed,

All Service Managers/

particularly in light of new systems being implemented (e.g., IDOX) and submitted to the Corporate Client and Performance Manager no later than 30th June, 2017, or as soon as possible following new systems implementation.

Marie Mason

13. UPDATE ON THE INTRANET

The Corporate Director submitted a report on proposals for the redevelopment of the Council's intranet.

The current intranet was old, outdated and contained inaccurate information. The intranet was hosted on an old server but this did not comply with PSN and needed decommissioning.

The suggestion was to go with the Jadu Galaxies module which would enable satellite websites to be built which formed part of the current website CMS. The Council's Northgate CRM was also to be replaced and Jadu's CXM product had been chosen to do this.

It was suggested that training for officers from Jadu would be worthwhile as this would enable the development of a more professional looking template for the site.

AGREED

(1) That the use of Jadu for the redevelopment of the intranet be agreed.

Kathryn Halton

(2) That it be agreed training be sought from Jadu and a report be submitted to a future meeting setting out the timescales of the project.

**Kathryn Halton/
Jane Watson**

14. STREET TRADING – PROPOSED AMENDMENTS TO THE POLICY

The Planning, Building Control and Licensing Services Manager submitted a report on proposed changes to the Council's Street Trading Policy.

AGREED

(1) That the report be noted.

(2) That the report be referred to the Leader of the Council, Councillor Mohammed Iqbal, and the Chairman of Taxi and Other Licensing Committee, Councillor David Clegg, for comment.

**Neil Watson/
Andrew Smith**