

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 20th JUNE, 2017**

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

ALSO ATTENDING: S. Astin, K. Halton and S. Hargraves

(Apologies for absence were received from P. Atkinson and N. Watson.)

ACTION BY

23. MINUTES

The Minutes of the Management Team meeting held on 6th June, 2017 were submitted.

AGREED

(1) That the Minutes be approved.

(2) That instructions on how to automatically include the blind copy option on outgoing emails be forwarded to Service Managers for distribution.

Sharon Hargraves

(3) That Service Managers be asked to seek confirmation that all staff have put in place the Outlook email "delay rule".

All Service Managers

24. TIMETABLE FOR FUTURE MEETINGS AND FORWARD PLAN

The timetable for future meetings was submitted for consideration in conjunction with the Forward Plan. A number of budget items would be added.

**Vince Green/
Jane Watson**

25. CYBER SECURITY - BRIEFING

The IT Manager submitted a report on Cyber Security, following a global cyberattack on businesses, universities and health systems in May 2017.

She reported that Pendle Council had not experienced any virus intrusions on the date of the attack and went on to explain the systems and policies in place to reduce the risk of an attack.

Information was provided on the government's Cyber Essentials scheme, a set of basic technical controls for organisations to use. These were set out in the Cyber Essentials Requirements.

The scheme enabled organisations to gain Cyber Essential badges and the Assurance Framework showed how the independent assurance process worked and the different levels of assessment organisations could apply for to achieve the badges.

Pendle's assessment in achieving Public Service Network (PSN) Standards covered a number of areas in the Cyber Essentials Framework, however a number of areas were harder to assess and posed a greater risk.

Management Team was therefore asked to consider the criteria in the Framework and assess whether the Council had appropriate measures in place.

AGREED

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| (1) That action be taken to ensure that all system administrators are notified of staff leavers and this be factored into the audit plan for IT. | Lesley Ritchie/
Sharon Hargraves/
Farhan Khaliq |
| (2) That the level of staff progress with Bob's Business modules be established and reminders sent where necessary. | S. Hargraves |
| (3) That an alternative to Bob's Business be explored. | S. Hargraves |
| (4) That work continue on updating the Business Continuity and Disaster Recovery Plan and enquiries be made into available insurance products to protect against cyber incidents. | V. Green |
| (5) That a message of the day be circulated advising staff of the process in dealing with concerns over an email, website etc. | S. Hargraves |
| (6) That it be recognised that mobile working and remote access to systems is an area of concern which needs to be addressed. | S. Hargraves |
| (7) That an update be reported to Management Team in November, 2017. In the meantime the matter be discussed at Extended Management Team in July. | S. Hargraves/
J. Watson |

26. SOCITM BETTER CONNECTED 2016/17

The Corporate Director submitted a report which informed Management Team of the results of this year's audit of local authority websites.

It was noted that, out of a maximum rating of four stars, Pendle's website had been rated as a two star site.

Management Team discussed the positives and negatives highlighted in the report and acknowledged that the Council's website had all the essentials in place, with a few amendments needed to the content.

A discussion was held about the steps that were being taken to improve the rating for next year's audit. This included a consultation around the 'customer journey'. Contact would also be made with local groups involved with people who don't use IT.

AGREED

That organisations be included in the consultation around the 'customer journey'.

K. Halton

27. **LANCASHIRE SAFEGUARDING CHILDREN'S BOARD 2017 AND S11 AUDIT AND SAFEGUARDING UPDATE**

The Strategic Director submitted a six monthly update on the current position with regard to the Council's role in safeguarding children and adults.

Using the Lancashire Safeguarding Children Board Section 11 Audit Tool, the annual return had been submitted. The response showed that the Council was compliant (green) in all but one area (amber) of the Children's Act 2004 section 11. This amber rating related to the section around Child Centred Approach.

However, the wording of this section had been changed this year to be more explicit around involving children in service development and it had been highlighted that, as a district council without any direct children's services, it was difficult to achieve all of the requirements in this particular area.

A discussion was held regarding the various training sessions for Pendle Council staff, Liberata staff and taxi drivers around safeguarding children. This training was to be extended to include night time economy workers, with the help of Trading Standards.

Additional training was also being explored regarding adult safeguarding.

AGREED

That guidance be sought on the specific requirements needed to achieve a compliant rating in the section

S. Astin

around Child Centred Approach.

28. **LANCASHIRE COUNTY COUNCIL SERVICES**

Further to a request at the Annual Council meeting on 18th May, Management Team considered a preliminary list of County Council services which could potentially have funding and management devolved to this Council.

AGREED

That the final list be submitted to the Leadership Group for consideration.

P. Mousdale

29. **IDOX**

In the absence of the Planning, Building Control and Licensing Services Manager there was no update on IDOX.