

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 18th JULY, 2017**

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

ALSO ATTENDING: M. Mason, S. Livesey

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

ACTION BY

30. MINUTES

The Minutes of the Management Team meeting held on 20th June, 2017 were submitted.

AGREED

That the Minutes be approved.

31. TIMETABLE FOR FUTURE MEETINGS AND FORWARD PLAN

The timetable for future meetings was submitted for consideration in conjunction with the Forward Plan.

AGREED

That items for all future meetings be forwarded to Jane Watson.

All Service Managers

32. PROPERTY SERVICES STRUCTURE

The Liberata Property Services Manager gave a presentation on the new structure following changes in 2016 to take on the Burnley property services contract.

AGREED

That the presentation be circulated with the Minutes to share with staff.

**J. Eccles/
All Service Managers**

33. HORIZON SCANNING

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

All Service Managers

34. PERFORMANCE INDICATORS 2017/18 – QUARTER 1

The Financial Services Manager submitted a report on performance for the period 1st April to 30th June, 2017.

Of the 97 Corporate PIs reported on, performance could only be measured against 79. Compared with the same period last year, performance had deteriorated by approximately 13%. Although it was noted that 85% were expected to meet or exceed targets set for the year, which suggested improved performance.

Following the 2017/18 PI review, there were now 30 KPIs. Overall, performance appeared to have improved, although 7 KPIs were underperforming. Discussion focussed on what could be done to improve performance on sickness absence and responses to Freedom of Information requests.

It was noted that the Human Resources Manager would be reporting back to MT in August with a full analysis of sickness absence.

AGREED

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|---|------------------------------------|
| (1) That a one month time lag be applied to the data collection processes for the complaints procedure PI. | M. Mason/
P. Mousdale |
| (2) That the Financial Services Manager present details of performance on the complaints procedure to the next Accounts and Audit Committee, as requested. | V. Green |
| (3) That discussions with a local physiotherapist to assist front line staff return to work sooner following speedy treatment for musculoskeletal complaints, include the possibility of operating out of Nelson Town Hall. | L. Ritchie |
| (4) That a training session be held on Freedom of Information requests to help relevant staff respond appropriately and within the required timescale. | P. Mousdale/
L. Ritchie |
| (5) That the homelessness data from external agencies and projects be included in time for the report to the Executive in August. | J. Whittaker |
| (6) That all relevant staff be asked to note future performance reporting deadline dates and put in appropriate arrangements to meet the deadlines. | All Service Managers |

35. STRATEGIC PLAN REVIEW 2017/18 – QUARTER 1

The Financial Services Manager submitted a report on progress made in achieving the Council's strategic priorities.

Good progress had been made in the first quarter. All the actions contributing to the delivery of the Strategic Plan during 2017/18 were forecast to be delivered by 31st

March 2017. Out of 170 actions only 2 were overdue and 22 slightly off target.

AGREED

That the report be noted.

All Service Managers

36. **THE USE OF INCOME FROM RESIDENTS AND BUSINESSES CAR PARKING PERMITS**

The Neighbourhood Services Manager submitted a report suggesting that a percentage of the income from residents and business car parking permits be spent on improvements to the car parks which generated that income.

AGREED

That the approach outlined in the report not be supported and any significant repair requirements go through the normal capital programme bidding process.

**P. Atkinson/
S. Farnell**

37. **IIP UPDATE**

The Human Resources Manager gave an update on the progress of the IIP Task and Finish Group.

The results from the recent IIP Staff Survey were circulated at the meeting. The weakest two standards were *Living the organisation's values and behaviours* and *Recognising and rewarding high performance*.

A final Values Workshop on 25th July would help create a new set of values for the Council.

A university student on a 2 month placement in HR this summer would be working on developing a reward and recognition scheme following interviews with staff and seeking their views on benefits and reward and recognition.

The Staff Satisfaction Survey would be conducted in September following approval of the questionnaire by MT.

AGREED

(1) That further discussions be held on the possibility of introducing a Salary Sacrifice Scheme.

**V. Green/
L. Ritchie**

(2) That the new set of values, analysis of the Staff Survey and outcome from the Reward and Recognition work all come back to MT for approval in due course.

**L. Ritchie/
S. Tisdale**

- (3) That R. Wise from IIP be invited back in the New Year to discuss progress prior to the re-assessment. **L. Ritchie**

38. **WORKFORCE STRATEGY REFRESH 2017/18**

The Human Resources Manager submitted the revised Workforce Strategy 2015/18 for consideration.

AGREED

- That the report be noted and an update be brought back in 6 months' time. **L. Ritchie**

39. **ANNUAL LEARNING AND DEVELOPMENT REPORT REVIEW 2016/17 AND PROPOSED ANNUAL LEARNING AND DEVELOPMENT PLAN FOR 2017/18**

The Human Resources Manager submitted a report which reviewed the learning and development activities for 2016/17. A draft of the proposed Annual Learning and Development Plan for 2017/18 was also submitted and would be added to, following the PMR process.

AGREED

- (1) That Talent Management be added to the main proposed priorities for funding from the Central Training Budget. **S. Tisdale**
- (2) That training for officers dealing with Freedom of Information requests be added to the Plan. **S. Tisdale**
- (3) That consideration be given to any training requirements in preparation for the change to a Committee System in 2018/19. **P. Mousdale**
- (4) That any learning and development needs identified in the PMR process be added to the report and brought back in September. **S. Tisdale**

40. **ANNUAL HEALTH AND SAFETY AUDIT**

The Environmental Services Manager submitted a report on the findings, recommendations and completed actions following the annual Health and Safety Audit undertaken in June 2016.

Generally most of the recommendations had been completed though there were some recommendations which remained either unresolved or unreported in Planning and Building Control and Neighbourhood Services.

AGREED

- (1) That Management Team note the content of the report and initiate any remedial actions required from the 2016 audit prior to the 2017 audit taking place. **All Service Managers**
- (2) That actions be recorded within the Action Plan template and forwarded to the Environmental Services Manager as a record of the recommendations being resolved. **All Service Managers**
- (3) That each Service Manager supply the Environmental Services Manager with the names of the representatives from their service areas who would participate in this year's audit. **All Service Managers**
- (4) That progress on corrective actions identified following the 2017 audit continue to be discussed at the meetings of the Council's Risk Management Working Group. **D. Walker**

41. BUDGET MONITORING 2017/18

The Financial Monitoring Statement provided Management Team with a position statement on the Council's General Fund Revenue and Capital Budgets.

Following completion of the Base Budget Review 2017/18 a report on any proposed budget savings would be presented to MT in August/September for submission to the Executive and Council.

AGREED

That the report be noted. **All Service Managers**

42. RISK MANAGEMENT STRATEGY

The Financial Services Manager submitted a revised draft of the Council's Risk Management Strategy which had been considered by MT in April and had then been shared with the Risk Management Group with further input from MT.

AGREED

That the Risk Management Strategy be submitted to the next Accounts and Audit Committee on 31st July with a recommendation for its adoption. **V. Green**

43. STRATEGIC RISK REGISTER

The Financial Services Manager submitted a draft Strategic Risk Register and asked for views on the key risks identified.

AGREED

(1) That flood risk be mentioned in the Significant Events risk and cyber security, the impact of Brexit and the Government's position on local government be added as key risks. **V. Green**

(2) That the full register be submitted to the Accounts and Audit Committee on 31st July and any recommendations be reported to the next Executive, with a list of the top 10 risks. **V. Green**

44. **CORPORATE EQUALITIES STEERING GROUP**

Minutes of a meeting of the Corporate Equalities Steering Group held on 7th June, 2017 were submitted for information.

It was noted that the Council's equality objectives were last set in 2014. Work on developing new objectives would be considered at the Group's next meeting. It was anticipated that new objectives would be brought to MT for consideration in January 2018.

AGREED

That the Human Resources Manager be asked to see if there was any comparison data available for local authorities' work in this area. **L. Ritchie**

45. **IDOX**

Some minor problems were still emerging as staff used the system in Environmental Health and Environmental Services. The Strategic Director said he would speak to N. Watson and IT to ensure these issues were being addressed. **D. Langton/
N. Watson**