

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 5th SEPTEMBER, 2017**

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

ALSO ATTENDING: S. Hargreaves, S. Astin, G. L. Hindman and G. Dickson

53. MINUTES

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

AGREED

That the Minutes be approved.

54. 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 forwarded to Jane Watson.

All Service Managers

55. IT STRATEGY

Management Team were presented with the IT Strategy for 2017 to 2019. The Council was aiming to be fully digital within the next five years and the Strategy reflected the work that was needed to achieve this. This included ensuring the right IT solutions were in place to increase public access to services digitally.

Management Team discussed a number of key areas which were highlighted in the report. These included mobile working; opportunities for shared services of infrastructure and systems; improvements for IT business continuity; maintenance of the current infrastructure to ensure stability of existing services and the need to ensure system compliance with the new General Data Protection Regulations.

AGREED

That the IT Strategy for 2017/19 be approved.

All Management Team

56. CASH REMOVAL/DISTRICT OFFICE CLOSURE – IMPLICATIONS

Following discussions with various members of staff an action plan identifying the action required to remove acceptance of cash for various services (and the implications) was submitted to Management Team for consideration.

The facility for cash collection at both Barnoldswick and Nelson would cease at the end of September, 2017.

There was a discussion around the use of hand held card machines which would be used for various transactions. As these would not be in place until sometime in October it was suggested that the existing chip and pin machines currently available at No. 1 should remain and be available for use until the hand held machines arrived.

Petty cash would be managed differently and would require the use of a debit card for a small number of staff.

It was acknowledged that not accepting cash payment would require a different way of working. It was noted that members of the public would still be able to pay for services but in a different way i.e., credit/debit card or at an ALL-Pay facility. Reference to payment by cash on any letters/forms would need to be removed.

AGREED

(1) That the action plan be agreed.

Sarah Astin

(2) That communication of the changes proposed be distributed widely to both the public and staff alike.

**Alice Barnett/
Sarah Astin**

57. REVIEW OF 2016/17 OUTTURN POSITION – POTENTIAL REVENUE BUDGET ADJUSTMENTS

The Financial Services Manager submitted a report which detailed the outcome of a review of historical outturn expenditure across all revenue budget heads. This would determine the scope and extent of any potential budget reductions which would help contribute to the overall savings target identified in the Medium Term Financial Plan.

AGREED

(1) That the report be noted.

(2) That the potential budget reductions for services, as identified in Appendix A, and where agreed, be

All Service Managers

confirmed for implementation with effect from the 2017/18 revised budget.

58. BUDGET PREPARATION 2018/19 KEY ASSUMPTIONS AND TIMETABLE

The Financial Services Manager submitted a report on the key assumptions underlying the preparation of budgets for 2018/18 along with a detailed timetable for the process.

AGREED

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| (1) That the key budget assumptions and the detailed timetable for the development of budgets for 2018/19 be noted. | All Management Team |
| (2) That the need to adhere to the timetable for the provision of information to ensure that the relevant Management Team and Committee deadlines could be met be acknowledged. | All Management Team |
| (3) That any budget growth pro-formas with compensating proposals for savings be completed and returned to Financial Services by 29 th September, 2017. | All Management Team |
| (4) That the initial list of savings proposals provided at Appendix C be reviewed, and the development of a consolidated document to present to Members be endorsed with any additional proposals and submitted to Financial Services no later than 13 th October, 2017. | All Management Team |
| (5) That the intentions with regard to public consultation/engagement on the Council's financial position be noted. | Vince Green |

59. ANALYSIS OF SICKNESS

The Human Resources Manager submitted a report which provided an analysis of the sickness figures for 2016/17. This also included an analysis for the periods 2014/15 and 2015/16 to ensure that any long term emerging issues were appropriately addressed, so as to better support employees in their day to day work.

It was noted that sickness absence had increased by 61% during 2016/17. The annual target set for 2016/17 was 6.2 days lost per employee, but had resulted in an actual year-end figure of 9.825.

Management Team discussed at length the current sickness absence policy and the need to be consistent when triggers were met. They also discussed possible changes to the policy but felt that this required further

consideration.

AGREED

That this item be deferred and considered further at the next meeting.

**All Service Managers/
Jane Watson**

60. EXECUTIVE

Management Team considered the agenda and reports for the Executive meeting on 21st September, 2017.

AGREED

That the agenda and reports, as amended, be approved.

**All Service Managers/
Jane Watson**

61. SCRUTINY MANAGEMENT TEAM

Management Team considered the agenda and reports for the Scrutiny Management Team meeting on 19th September, 2017.

AGREED

That the agenda and reports, as submitted, be approved.

Lynne Rowland

62. BREXIT – WHAT COULD THIS MEAN FOR PENDLE?

Management Team were presented with a report to instigate discussion about Brexit and to being to consider possible implications for Pendle.

The discussion was to begin to understand the current situation in Pendle, potential uncertainties and challenges as well as identifying the need to explore any scope for opportunities, despite the risks and uncertainty.

Management Team touched on the following topics:

EU population, legislation, economic development, community cohesion and housing.

It was acknowledged that there were some aspects that the Council had no control over. It was also acknowledged that there was a need for intelligence gathering which could then be fed to the LGA and then to the Government.

Management Team felt that a survey undertaken by Infusion could help to identify areas the Council needed to focus on.

AGREED

That Infusion be asked to carry out a survey on issues associated with Brexit which were considered to have an impact in Pendle.

Philip Mousdale