

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM  
HELD ON 17<sup>th</sup> OCTOBER, 2017**

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

**ALSO ATTENDING:** M. Mason and L. Johnson

**ACTION BY**

**74. MINUTES**

The Minutes of the Management Team meeting held on 19<sup>th</sup> September, 2017 were submitted.

**AGREED**

That the Minutes be approved.

**75. 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**

**76. HORIZON SCANNING**

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

**77. PERFORMANCE INDICATORS AND STRATEGIC PLAN REVIEW**

The Financial Services Manager submitted a report which detailed performance for the period 1<sup>st</sup> April to 30<sup>th</sup> September, 2017.

It was noted that over 86% of PIs were expected to meet or exceed targets set for the year which represented a slight improvement for the same period last year.

Management Team considered the PIs which were to be reported to the Executive along with the 8 underperforming PI's. It was noted that although the underperforming PI's were not expected to meet their end of year targets improvements had been made and there

was no cause for concern at this stage.

## **RESOLVED**

(1) That the report be noted.

**All Management Team**

(2) That the deadline of 12 noon on 11<sup>th</sup> January, 2018 for Quarter 3 PI's be noted.

**All Management Team**

## **78. STRAEGIC PLAN REVIEW – QUARTER 2, 2017/18**

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

It was reported that good progress was being made to date. Of the 170 actions 14 were overdue and 29 were at the amber status. The remaining 127 actions were currently being delivered on target or had been completed.

## **AGREED**

That the report be noted.

**All Management Team**

## **79. ASH DIEBACK**

The Planning, Building Control and Licensing Services Manager submitted a report which highlighted an impending issue with ash dieback.

It was reported that The Forestry Commission had stated that the full impact of dieback was yet to be known but there was a potential to cause significant damage to the UK's ash population.

Symptoms of dieback had increased and had been seen in a large number of mature ash trees. Advice from the Forestry Commission was that the trees should be monitored and pruned or felled if they threatened to cause injury or damage.

To fell and remove the risings it would cost approximately £850 per tree.

Management Team acknowledged that this was an issue for the Council and the public. They questioned how the public could be made aware of this problem and that there was a need to understand the scale of the issue to plan for a budget. It was suggested that there was an opportunity to upskill some staff to assist with the felling and pruning of these trees.

## **AGREED**

- (1) That the report be noted and further information on the scale of the issue be submitted to a future meeting.
- (2) That this issue also be referred to the Risk Management Working Group.

**All Service Managers/  
Lee Johnson**

**Vince Green/  
Lee Johnson**

## **80. GETTING READY FOR WINTER 2017/18**

Management Team considered a report from the Neighbourhood Services Manager on preparations for the forthcoming winter.

It was reported that the County Council's winter maintenance regime would start from 20<sup>th</sup> October, 2017. A briefing note would be issued by them and this would be circulated to everyone.

Management Team discussed what plans were already in place.

## **AGREED**

That a communication be circulated signposting the public to the Council's website for advice on preparing for the winter months.

**Peter Atkinson/  
Alice Barnett**

## **81. CORPORATE EQUALITY STEERING GROUP**

Minutes of a meeting of the Corporate Equality Steering Group held on 20<sup>th</sup> September, 2017 were submitted for information.

## **82. REWARD AND RECOGNITION**

The Human Resources Manager provided an update on the 'recognition' proposal following discussions by Management Team on 5<sup>th</sup> September, 2017.

Appendix 1 to the report outlined a number of options that had been developed from a 'reward survey' from a sample group of staff plus discussions at the Continuous Improvement Group and the IIP Working Group.

Management Team considered these options and discussed which recognition mechanisms were to be implemented. It was proposed that the policy could be finalised and launched with the new Values later this month.

It was felt that the mechanisms needed to be small

enough to be achievable; they should be voluntary and should be inclusive.

**AGREED**

- (1) That the following recognition mechanisms be agreed:

**All Management Team**

Team Recognition  
External Recognition  
Long Service Recognition  
Un Sung Hero Recognition

- (2) That the policy be launched alongside the new Values following the next Extended Management Team meeting.

**Lesley Ritchie**