

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 7th NOVEMBER, 2017**

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

ALSO ATTENDING: M. Mason, S. Hargreaves and A. Pearson

ACTION BY

83. MINUTES

The Minutes of the Management Team meeting held on 17th October, 2017 were submitted.

AGREED

That the Minutes be approved.

84. 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

85. STAFF SURVEY 2017

Adam Pearson from Infusion gave a presentation on the results of the recent staff survey.

There had been a fantastic response rate of 89% to the survey which was almost double from the response in 2013.

Management Team considered the results and it was apparent that although there were challenges from outside the Council was generally a healthy organisation. A positive sign was that staff were worrying less about their job when they were at home but they also felt that customer satisfaction with Council services was down.

AGREED

That the results of the staff survey for 2017 be circulated to Leadership Group and all staff.

Lesley Ritchie

86. INFUSION WORK PLAN 2017/18

Management Team received an update on progress of the research and consultation projects contained within the Infusion Work Plan for 2017/18.

The plan had been agreed in April 2017 and the update provided details of which projects had progressed and which were either no longer needed or were waiting to be progressed. Some projects had also been moved into the following year.

Marie Mason was co-ordinating the plan and it was reported that this would be linked into the service plan process.

AGREED

That the report be noted.

**All Management Team/
Marie Mason**

87. SECURITY AWARENESS TRAINING: BOB'S BUSINESS

The Financial Services Manager submitted a report on the mandatory requirement for all staff to undertake security awareness training and to ensure compliance with the requirement to undertake the monthly Bob's Business modules. This was a requirement for staff and Councillors alike and it was mandatory that everyone regularly undertake security awareness training.

Following a desktop review it had become apparent that not everyone had accepted invitations to the training modules and there were varying degrees of activity amongst existing users. It was proposed that invitations be re-issued during the week commencing 27th November, 2017.

It was reported that an alternative to Bob's Business was being sought.

AGREED

(1) That Service Managers remind all staff of the need to complete the Bob's Business modules and that a message of the day be circulated week commencing 27th November, 2017.

**All Management Team/
Sharon Hargreaves**

(2) That all 'pending users' be issued with new invitations to join Bob's Business ensuring that these invitations be accepted.

**Sharon Hargreaves/
Marie Mason**

(3) That staff be made aware of the need to regularly complete the monthly course/module that they are enrolled onto.

**All Service Managers/
Sharon Hargreaves**

88. CYBER SECURITY

The IT Manager provided an update on actions following an earlier report considered by Management Team on 20th June, 2017.

This included reference to Bob's Business, cyber security alerts, mobile working, Office 365 and replacement of mobile phones to I phones which were considered to be more secure.

AGREED

That the update be noted.

All Management Team

89. LCC CONSULTATION: REVISED LIBRARY OPENING TIMES

The Strategic Director submitted a report on the County Council's consultation on revised library opening times and the potential implications for Pendle libraries.

The consultation was on the use of the allocated hours and on determining the individual library opening pattern. The opening hours for each of the four Pendle libraries were attached at appendix 1 to the report (Barnoldswick, Colne, Brierfield and Nelson).

The consultation concludes on 26th November, 2017 with a proposed implementation date of 1st May, 2018.

AGREED

That the report be submitted to the next Executive meeting.

**Gill Dickson/
Jane Watson**

90. DISABLED FACILITIES GRANTS FEES

The Housing, Health and Economic Development Services Manager submitted a report on changes to the fees structure for Disabled Facilities Grants.

It was proposed to introduce a banding system for the fees to reduce the fee for the more expensive adaptation whilst raising the fee for the lower cost adaptation. This would also reflect the amount of work involved in delivering the works.

Management Team felt that more information was

needed and that Members should be consulted on the proposed changes.

AGREED

That this item be deferred pending further information.

**Paul Lloyd/
Vince Green**

91. BUDGET MONITORING QUARTER 2 2017/18

The Financial Services Manager submitted the Financial Monitoring Statement as at 30th September, 2017.

This provided a position statement on the Council's General Fund Revenue and Capital Budget for this period. Variances that contributed to the position were included in the report.

AGREED

That the report be noted.

All Management Team

92. ANNUAL HEALTH AND SAFETY AUDIT 2017

The Environmental Services Manager submitted a report on the findings and recommendations of the annual Health and Safety Audit which was completed in August, 2017.

The report identified the Council's most significant risks and provided in excess of 14 recommendations to strengthen the Council's current health and safety practices. The report also confirmed that the council had retained an overall accumulative audit score of 'good – generally compliant with Health and Safety legislation and best practice.'

AGREED

(1) That the report be noted and remedial actions be initiated as requested.

All Management Team

(2) That the recommendations made within the audit report be completed as soon as possible.

All Management Team

(3) That actions be recorded within the Action Plan template and forwarded to the Environmental Services Manager as a record that the recommendations made within the audit report have been completed by end January, 2018.

All Management Team

(4) That the Environmental Services Manager submits a progress report to the Council's Risk Management

David Walker

Working Group.

(5) That an update on progress with the Action Plan be submitted to Management Team in 6 months' time.

**David Walker/
Jane Watson**

93. EXECUTIVE

Management Team considered the agenda and reports for the Executive meeting on 23rd November, 2017.

AGREED

That subject to a number of amendments the agenda and reports be approved.

**All Management Team/
Jane Watson**

94. SCRUTINY MANAGEMENT TEAM

The agenda and reports for the Scrutiny Management Team on 21st November, 2017 were submitted for consideration.

AGREED

That the agenda and reports be agreed.

Lynne Rowland