

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 23rd JANUARY, 2018**

PRESENT: D. Langton, P. Mousdale, N. Watson, D. Walker, J. Whittaker, P. Atkinson and H. Culshaw

ALSO ATTENDING: C. Kolek, S. Tisdale, M. Mason and G. Dickson

ACTION BY

119. MINUTES

The Minutes of the Management Team meeting held on 9th January, 2018 were submitted.

AGREED

That the Minutes be approved.

120. 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 Management Team

121. COLNE BUSINESS IMPROVEMENT DISTRICT (BID)

Management Team received a presentation from Chris Kolek on progress to date with the Colne BID. It was reported that the BID area had been identified and priorities identified. There was still further work required to finalise the details but progress had been made and priorities identified.

A proposed timetable setting out the possible countdown to the ballot was discussed. It was acknowledged that there was no significant opposition to the BID from businesses but there was a feeling of apathy. This, it was felt, was because there had been lots of discussion for some time but no 'visible' progress to date.

AGREED

That a report be submitted to the next Executive meeting.

**Paul Collins/
Jane Watson**

122. HORIZON SCANNING

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

AGREED

- (1) That the report be noted.
- (2) That a summary on “A Green Future: Our 25 Year Plan to Improve the Environment” be submitted to a future meeting.

All Management Team

**David Walker/
Jane Watson**

123. ESTABLISHING A PENDLE LOCAL LOTTERY

The Chief Executive submitted a report which highlighted the Local Lottery model as a potential funding stream to provide discretionary support to Community and Voluntary Sector (CVS) within the Borough.

It was noted that this model would build on the Crowdfunding approach that was considered by Management Team last year. It would also help support the CVS to become more financially sustainable and also help the council to alleviate some of its budget pressures.

Management Team considered proposed delivery options, partnership engagement along with a suggested delivery timeline. It was felt it would be useful to get feedback from the Leadership Group before it was considered further.

AGREED

That the report be submitted to the next Leadership meeting for consideration.

**Gill Dickson/
Tracy Turner**

124. PERFORMANCE INDICATORS UPDATE (1st APRIL to 31st DECEMBER, 2017)

The Financial Services Manager submitted a report which detailed performance for the period 1st April to 31st December, 2017.

It was noted that, in general, performance had deteriorated slightly when compared to the same period last year. However, it was expected that the outcomes would achieve targets by the end of March.

Management Team noted the underperforming PIs and acknowledged that some progress had been made and that measures were in place to address them. Improvements in response times to FOIs and complaints were also acknowledged.

The request for the annual targets of PI's referred to in paragraph 12 was accepted.

AGREED

(1) That the report be noted.

All Management Team

(2) That it be noted that the deadline for Quarter 4 returns was 12 noon on 12th April, 2018.

All Management Team

125. STRATEGIC PLAN REVIEW (1st APRIL to 31st DECEMBER, 2017)

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

It was acknowledged that good progress was being made against the delivery of the Strategic Plan to date and there were no major areas of concern.

A summary of all carry forward and unachievable service plan actions was provided at Appendix 4. It was noted that 36 actions had already been completed and the remaining 81 actions were being delivered on target. Four actions had been flagged as requiring carry forward to the next service plan and two were no longer achievable/relevant.

AGREED

That the report be noted.

All Management Team

126. INVESTORS IN PEOPLE (IIP) – UPDATE

The Human Resources Manager submitted a report which provided an "As Is" position of the organisation against the new IIP Standards ahead of the reassessment in May this year.

Reference was made to the implications of the standards, the mindset and restlessness that come from them. Eleven members of staff had been trained to carry out a 'Light Touch Audit' to co-ordinate action against the findings of the staff survey and the IIP Standards. The Audit would take the form of focus

groups on 30th January. These would focus on the understanding of the standards within the organisation.

A report on the results of the focus groups would be submitted to a future meeting.

Management Team were concerned that the revised Values and the Reward and Recognition Scheme had not yet been rolled out. They also questioned whether the IIP reassessment needed to be held in May or later in the year.

AGREED

(1) That the report be noted.

All Management Team

(2) That enquiries be made to establish the required timing of the IIP reassessment.

Simon Tisdale

127. FINANCIAL MONITORING STATEMENT 2017/18

The Financial Services Manager submitted, for information, the Financial Monitoring Statement for 2017/18.

128. SPECIAL BUDGET EXECUTIVE

The agenda and reports for the Special Budget Executive meeting scheduled for 7th February, 2018 were submitted for consideration.

AGREED

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

**All Management Team/
Jane Watson**