

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 5th MARCH, 2018**

PRESENT: D. Langton, D. Walker, J. Whittaker, P. Atkinson, H. Culshaw and L. Ritchie

ALSO ATTENDING: P. Collins, S. Tisdale, A. Smith, S. Hardisty

ACTION BY

138. MINUTES

The Minutes of the Management Team meeting held on 6th February, 2018 were submitted.

AGREED

That the Minutes be approved.

139. 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 future meetings be forwarded to Jane Watson.

All Management Team

140. DRAFT STRATEGIC PLAN 2018-2020

It was agreed that this would be discussed at the next meeting on 20th March.

**M. Mason/
J. Watson**

141. DRAFT INTERNAL AUDIT PLAN 2018/19

The draft Internal Audit Plan for 2018/19 was submitted for approval. It had been prepared using a risk based approach and largely reflected Year 2 of the Strategic Audit Plan 2017-20. It provided an outline to the audit assignments that would be undertaken in the forthcoming financial year, the priorities for Internal Audit and the estimated resources required to deliver the plan.

Further details regarding the arrangements for computer audit would be brought back to Management Team in due course. The Plan would be run past External Audit to ensure that there was no duplication. It would also be reported to the Accounts and Audit Committee as part of the regular monitoring reports.

AGREED

That the Internal Audit Plan for 2018/19 be agreed.

F. Khaliq

142. PENDLE HILL LANDSCAPE PARTNERSHIP (PHLP)

P. Collins presented a report about the PHLP scheme and the areas of activity it would cover over the four year funding period from April 2018.

The total programme was estimated to cost £2.7m. £1.8m had been secured from the Heritage Lottery Fund. The remaining £900k was being raised from partners including the AONB partnership, statutory bodies like Natural England, local businesses, charitable trusts and volunteer time.

The scheme had three themes: to improve the environment; to build the local economy and to provide opportunity for everyone to get involved. Over the four years the PHLP would deliver 12 projects across the three main themes.

Pendle Council Members and officers were represented on the PHLP board which would help progress and shape the projects. Although Pendle Council wouldn't directly deliver the projects the Council had already been involved and would continue to work closely with the Partnership providing in kind support where appropriate.

AGREED

That the report be submitted to the next Executive and further updates to the Policy and Resources Committee.

**P. Collins/
J. Watson**

143. REDRESS SCHEME FOR LETTING AGENCY AND PROPERTY MANAGEMENT WORK

The Housing, Health and Economic Development Manager presented a report on implementing the enforcement arrangements of the Redress Schemes for Lettings Agency Work and Property Management work and seeking approval to amend the Environmental Health Enforcement policy to enable the local authority to impose monetary penalties.

AGREED

(1) That the Council be recommended to approve the

P. Lloyd/

Policy set out in Appendix 1 of the report and its inclusion into the Environmental Health Enforcement Policy.

J. Watson

- (2) That the money received from penalties in connection with the Order be used to fund the cost of enforcing the Order.

P. Lloyd

144. DISABLED FACILITIES FEES

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

The proposed changes would make the fee representative of the work involved in processing the grant and managing the work on site.

AGREED

That the recommendation to change the Disabled Facilities Grants fee structure from 1st April 2018 be submitted to the first meeting of the Policy and Resources Committee.

**P. Lloyd/
J. Watson**

145. UPDATE ON INVESTORS IN PEOPLE (IIP)

Management Team received a presentation from HR with the feedback from focus groups set up in response to issues highlighted from the staff survey.

The intention was for members of the CIG to hold focus groups every 4 months and to randomly select 25 members of staff from all areas and levels, taking part in a short discussion/interview session.

This would support the IIP process as well as addressing issues highlighted in the staff survey.

It was noted that staff had felt able to speak honestly and freely. Some positive messages had come out of the sessions for instance confidence in Management Team and Pendle Council being a good place to work, but it had also identified areas for improvement and issues which needed addressing.

It was suggested that some negative feedback could be addressed with quick actions. Some actions would take longer to implement. There were also other areas for development that needed to be ongoing such as sharing good practice and continuous improvement.

AGREED

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| (1) That Service Managers circulate the results of the first focus group session to members of their Team inviting discussion. | All Management Team |
| (2) That the Human Resources Manager identify the short-term wins and, once agreed, that these be rolled out as soon as possible. | L. Ritchie/
S. Tisdale |
| (3) That the Human Resources Manager arrange to meet individual Service Managers to discuss the feedback and to offer assistance where necessary to address some of the specific issues raised in their service area. | L. Ritchie/
S. Tisdale |
| (4) That further consideration be given to dealing with some of the wider issues and for a report to come back to a future meeting. | L. Ritchie/
S. Tisdale |

146. CLOSURE OF ACCOUNTS 2017/18

Management Team were informed of the timetable for the closure of the Council's accounts for 2017/18.

The statutory deadline for the certification of the Council's Accounts was now 31st May 2018.

Management Team were asked to ensure that all relevant staff within their service area were aware of the timetable and closedown procedures and adhered to the relevant deadlines.

AGREED

That Management Team –

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| (1) Note the timetable and detailed arrangements for the closure of accounts for 2017/18 as shown at Appendix A; | All Management Team |
| (2) Ensure that all relevant staff within their Service are aware of the timetable and closedown procedures and adhere to the relevant deadlines; | All Management Team |
| (3) Ensure compliance with accounting rules in relation to creditors and debtors (as referred to in para 8) and the application of a £500 minimum threshold; | All Management Team |
| (4) Ensure that all adjustments (annual leave, flexi- | All Management Team |

time, lieu time updates) to the ETARMIS time recording system are input by 29th March 2018;

- (5) Note the revised arrangements for Council payments by cheque in order to discourage this form of payment and the comments regarding payment of late mileage claims in paragraph 11 below.

All Management Team

147. GENERAL FUND BUDGET 2018/19 (REVENUE AND CAPITAL) IMPLEMENTATION ISSUES

Management Team were provided with details of the Council's General Fund Revenue Budget and Capital Programme for 2018/19. The budget proposed by the Shared Administration set out at Appendix A had been agreed at Special Budget Council.

The Chief Executive talked Management Team through the implications of implementing the revenue budget and capital programme in the coming year.

AGREED

That Management Team -

- (1) Acknowledge their respective responsibilities in relation to the implementation of the revenue budget and capital programme for 2018/19 (as highlighted in bold in the report);
- (2) Note that progress on implementation issues will be monitored during the year with further reports submitted to Management Team as necessary;
- (3) Note the outline Financial Strategy for 2018/21 as set out in the report and that further work needs to be undertaken to develop more detailed proposals to achieve a balanced budget from 2019/20 onwards.

All Management Team

All Management Team

All Management Team

148. EXECUTIVE

The agenda and reports for the Executive meeting scheduled for 15th March, 2018 were submitted for consideration.

AGREED

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

**All Management Team/
Jane Watson**