

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM  
HELD ON 6<sup>th</sup> FEBRUARY, 2018**

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

**ALSO ATTENDING:** J. Kingston, M. Mason and S. Astin

**ACTION BY**

**129. VISIT BY JAMES KINGSTON – DEPARTMENT OF COMMUNITIES AND LOCAL GOVERNMENT**

James Kingston, LA Chief Executive Relationships Lead from the Department of Communities and Local Government had previously met with Management Team on 9<sup>th</sup> May, 2017 to obtain their views from a Pendle perspective on some specific policy issues.

This was a follow up visit to see if things had changed; how work on issues had developed and what was new in the Borough.

Management Team discussed a wide range of subjects and provided an update on key issues that were relevant to the Council.

Mr. Kingston said he would feedback to colleagues and pass on any responses to Management Team.

**130. MINUTES**

The Minutes of the Management Team meeting held on 23<sup>rd</sup> January, 2018 were submitted.

**AGREED**

That the Minutes be approved.

**131. 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**

**132. DRAFT STRATEGIC PLAN 2018-2020**

The Chief Executive submitted a report on the Draft Strategic Plan for 2018-2020 along with the business

planning timetable and the proposed business planning process.

Reference was made to the Fair Funding Review of local government and the uncertainties this held. As a result it was proposed that a two year Strategic Plan for 2018-2020 be prepared rather than the usual three year plan.

Management Team were asked to update the plan with actions rather than statements.

It was also proposed that the same principles would apply to the service planning process. The first year would be a firm business plan, whilst year two would be indicative with a minor review prior to 1<sup>st</sup> April, 2019.

**AGREED**

That the report be noted.

**All Management Team**

**133. SAFEGUARDING UPDATE**

Management Team received an update on the current position with regards to the Council's role in safeguarding children and adults.

Staff training had been completed but this would be refreshed on a three-yearly cycle. Training for taxi drivers was now delivered in-house with new license holders being asked to attend the training as a condition of obtaining their license.

Training for the night time economy had been cancelled due to the low take up. Trading Standards were going to ask a question about e-learning in their next survey to the sector.

**AGREED**

That the report be noted.

**All Management Team**

**134. GENDER PAY GAP**

The Human Resources Manager submitted a report on gender pay gap information within the Council. It was reported that it was a mandatory duty on all employers with more than 250 employees to report on this information. As at 31<sup>st</sup> March, 2017 the Council had 256 employees. The deadline for reporting this information to the Government's website and

publishing it on the Council's website was 30<sup>th</sup> March, 2018.

**AGREED**

That the report be noted.

**All Management Team**

**135. A GREEN FUTURE: 25 YEAR PLAN TO IMPROVE THE ENVIRONMENT**

The Environmental Services Manager advised Management Team on the content of the Government's 25 year environmental plan document entitled "A Green Future: Our 25 Year Plan to Improve the Environment" which was published in January this year.

Topics in the plan covered clean air, clean and plentiful water, plants and wildlife, reducing risk of harm from environmental hazards and enhancing beauty, heritage and engagement with the natural environment.

A summary of the actions to be taken around minimising waste was included in the report.

**AGREED**

(1) That the report be noted.

**All Management Team**

(2) That further reports be submitted to Management Team as the policies and programmes identified within the Plan are developed further.

**David Walker/  
Jane Watson**

**136. TAXI LICENSING CONVICTIONS POLICY GUIDELINES**

The Planning, Building Control and Licensing Services Manager submitted a report on a revised policy in relation to taxi licensing convictions.

It was reported that the Policy Guidelines had been reviewed and updated to reflect any deficiencies and for the Council to have a more robust policy.

The policy had been made clearer as to how to deal with convictions with particular emphasis on child related convictions and other serious crimes. It also made it clear what other matters the Council could take into account when deciding if a person should hold a licence.

**AGREED**

That the report be noted and submitted to the Taxi and Other Licensing Committee for consideration prior to a 6 week consultation exercise.

**Jackie Allen/  
Sarah Waterworth**

**137. TAXI LICENSING PENALTY POINTS**

The Planning, Building Control and Licensing Services Manager submitted a report on a policy which dealt with how to deal with persistent vehicle failures at spot checks and pre-arranged taxi tests.

A working group from the taxi trade and officers had been established over 12 months ago. This group had discussed, at length, the problems associated with tackling this problem. The proposal put forward from the group was to monitor all operators over a rolling two year period. A failure rate of 50% or more of all of their vehicles tested would be brought to the Taxi and Other Licensing Committee. The failures would then be assessed against standards relating to main mechanical and other safety features, but not minor defects.

**AGREED**

That the report be noted and submitted to the Taxi and Other Licensing Committee for consideration prior to a 6 week consultation exercise.

**Jackie Allen/  
Sarah Waterworth**