

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 17th MARCH, 2018**

PRESENT: D. Langton, P. Mousdale, N. Wtson, D. Walker, P. Atkinson, V. Green, H. Culshaw and L. Ritchie

ALSO ATTENDING: J. Watson and K. Halton

(Apologies for absence were received from J. Whittaker).

154. MINUTES

The Minutes of the Management Team meeting held on 20th March, 2018 were submitted.

AGREED

That the Minutes be approved.

**155. TIMETABLE FOR FUTURE MEETINGS AND
POLICY AND RESOURCES WORK PROGRAMME**

The timetable for future meetings was submitted for consideration in conjunction with the Policy and Resources Work Programme.

AGREED

That items or future meetings be forwarded to Jane Watson.

All Management Team

**156. UPDATE ON THE LITTERING FROM VEHICLES
OUTSIDE LONDON (KEEPERS CIVIL PENALTIES)
REGULATIONS 2018**

The Environmental Services Manager submitted a report on the above regulations and the effects this would have on the Council's enforcement activities.

The Regulations came into force from 1st April, 2018 and give the Council, as a litter authority, permission to issue a penalty notice to a person who was the keeper of a vehicle. There were, however, some exemptions and an appeal process.

It was reported that appeals would be decided by a Traffic Penalty Tribunal which would be administered by PATROL (Parking and Traffic Regulations Outside London) Joint Committee.

PATROL was to hold an information and planning event to ascertain the level of demand for adjudication for littering from vehicles to determine the associated

charges to local authorities. The deadline for responses was 13th April, 2018.

AGREED

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| (1) That following confirmation that the Parking and Traffic Regulations Outside London Joint Committee (PATROL) were in a position to deal with appeals against issued penalties it be agreed that the Regulations be used. | David Walker |
| (2) That it be agreed that a penalty of £100 be set. | David Walker |
| (3) That a lesser amount of £50 be set for those paying penalties within 14 days of the Penalty Notice being served. | David Walker |
| (4) That consideration be given to fitting and using dashboard cameras in vehicles linked to enforcement activities. | David Walker |

157. IIP UPDATE

The Human Resources Manager provided an update on the Investors in People process.

Feedback from the focus groups and been shared with both Management Team and Extended Management Team and a draft action plan had been produced.

Service Managers had been tasked with sharing the action plan with their teams with a view to developing it further and specifically within each Service Area. The Human Resources Manager had either met with or was meeting with each Service Manager.

Each Service Manager provided an update at the meeting.

AGREED

That updates be provided at each meeting on the run up to the IIP Re-assessment.	All Management Team
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158. GDPR UPDATE

The Financial Services Manager submitted a report on progress made within the Council in response to the General Data Protection Regulation (GDPR). The GDPR replaced the long-standing Data Protection Act (DPA) and would come into effect from 25th May, 2018.

It was reported that a lot of work had been done and was continuing to document what information the Council currently held and processed. This also extended to the Councils contractual arrangements with Liberata and other providers who processed or controlled information on behalf of the Council.

The report identified the information which had already been gathered and the actions which were currently underway.

It was reported that training modules via Bob's Business would be rolled out to all staff as soon as possible. Management Team were advised to encourage all staff to complete these modules.

It was also felt that, going forward, an Information Governance Group should be established and that the Chief Finance Officer should lead on this.

Extended Management Team would receive a presentation on GDPR at its next meeting.

AGREED

- (1) That it be noted that the application of the General Data Protection Regulation comes into effect from 25th May, 2018. **All Management Team**
- (2) That the work carried out both to-date and planned in the near term to enable the Council to comply with the regulation be noted. **All Management Team**
- (3) That an Information Governance Group be established. **Vince Green/
Susan Guinness**

159. CORPORATE EQUALITIES STEERING GROUP

Minutes of a meeting of the Corporate Equalities Steering Group held on 7th March, 2018 were submitted for information.

Management Team discussed whether the meetings added value; and whether the Council had an obligation to continue with a Corporate Equalities Steering Group. They felt a review was needed.

AGREED

- (1) That the Minutes of a meeting of the Corporate Equalities Steering Group held on 7th March, 2018 be noted. **All Management Team**

(2) That a report reviewing the future of the Corporate Equalities Steering Group be submitted to a future meeting.

**Wayne Forrest/
Jane Watson**

160. PMR's

The Human Resources Manager circulated a revised PMR form at the meeting. This had been based on the new values and Management Team was asked to comment.

There was a mixed response to the revised form and it was felt that feedback from staff was needed before any decisions were made.

AGREED

That the revised PMR form be circulated to staff and any feedback be sent to Lesley Ritchie prior to the next Management Team meeting.

All Management Team