

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM  
HELD ON 8<sup>th</sup> MAY, 2018**

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

**ALSO ATTENDING:** J. Watson, M. Mason and G. Dickson

(Apologies for absence were received from V. Green).

**1. OUTCOME OF THE BOROUGH ELECTIONS 2018**

Management Team were advised that the current political make-up of the Council was:

Conservative – 25  
Labour – 15  
Liberal Democrat – 9

The Leader would be elected at the Annual Council meeting on 24<sup>th</sup> May.

**2. MINUTES**

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

**AGREED**

That the Minutes be approved.

**3. 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**

**4. PERFORMANCE INDICATORS 1<sup>st</sup> APRIL, 2017 to 31<sup>st</sup> MARCH, 2018**

Management Team considered the performance indicators for the period 1<sup>st</sup> April, 2017 to 31<sup>st</sup> March, 2018.

Overall performance had fluctuated over the period but there had also been some changes to the PI sets.

However, out of the 42 wholly comparable PIs there was only 1 that had consistently deteriorated.

Management Team were again presented with a brief synopsis of underperformance relating to planning applications, waste and recycling, complaints, sickness absence and Freedom of Information requests.

**AGREED**

(1) That the report be noted.

(2) That all staff be thanked for their performance over the past year. **All Management Team**

(3) That the performance reporting timetable for 2018/19 be noted. **All Management Team**

**5. STRATEGIC PLAN REVIEW 2017/18 – 1<sup>st</sup> APRIL, 2017 to 31<sup>st</sup> MARCH, 2018**

Management Team considered a report on progress made in achieving the Council's strategic priorities during 2017/18.

There had been a total of 170 actions from Service Plans which had contributed to the delivery of the Plan. Of these 108 actions had been delivered by 31<sup>st</sup> March, 2018; 62 actions had not been delivered but of these it was proposed that 58 be carried forward to the new Service Plans for 2018/19. The remaining 4 were no longer deemed to be achievable/relevant.

**AGREED**

That the report be noted. **All Management Team**

**6. HEALTH AND SAFETY AUDIT AUGUST, 2017 – UPDATE**

The Environmental Services Manager submitted a report on the actions taken in response to the findings and recommendations of the annual Health and Safety Audit which had been completed in August, 2017.

**AGREED**

(1) That the report be noted.

(2) That the Planning, Building Control and Licensing Services Manager agree with the Environmental **Neil Watson/  
David Walker**

Services Manager a timescale for the completion of the risk assessments linked to Planning and Building Control.

- |  |                            |
|--|----------------------------|
| (3) That Management Team review the number of DSE self-assessments completed within their own areas of responsibility and arrange for those who have not yet completed an assessment to do so with immediate effect. | <b>All Management Team</b> |
| (4) That all actions be recorded within the action plan template and forwarded to the Environmental Services Manager as a record that the recommendations made within the report have been completed.                | <b>All Management Team</b> |
| (5) That the Environmental Services Manager be request to provide a progress report to the Council's Risk Management Working Group prior to the next audit taking place.   | <b>David Walker</b>        |

**7. VULNERABLE PERSONS POLICY – DEBT RECOVERY**

Management Team considered a report on the Vulnerable Person's Policy: Debt Recovery.

The policy had been drawn up following discussions with Liberata, the Citizen's Advice Bureau and the Welfare Reform Group. There had been an increase in the number of people presenting at Number One particularly in the context of Council Tax debtors.

Management Team also discussed how vulnerable people were dealt with corporately. Reference was made to the Adult Safeguarding Policy and it was suggested that when this was reviewed wider vulnerability issues be included.

**AGREED**

That the report be noted and submitted to the Policy and Resources Committee on 21<sup>st</sup> June, 2018.

**Gill Dickson/  
Jane Watson**

**8. HOUSING DELIVERY TEST**

The Planning, Building Control and Licensing Services Manager submitted a report on how the new housing delivery test would be derived. This was just one element from the Government's White Paper: Fixing Our Broken Housing Market which was issued in February, 2017.

It was reported that the new Housing Delivery Test would be something all Councils would be subjected to annually and failure to meet the standards would trigger certain “sanctions” that councils would have to meet.

Details of the requirements set out in the test were listed in the report along with the basic formula for calculating the Housing Delivery Test.

## **AGREED**

- (1) That it be noted how the test was worked out; the implications for the production of an action plan; and the presumption in favour of sustainable development.
- (2) That Members be informed of the methodology behind the calculations and the implications for not meeting delivery targets in June/July.

**All Management Team**

**Neil Watson**

## **9. IIP UPDATE**

Management Team provided updates following discussions at Team Meetings regarding the action plan which had been produced following the recent focus group sessions.

Further updates would be presented at the next meeting.

## **10. ANNUAL LEARNING AND DEVELOPMENT REPORT – REVIEW OF 2017/18 AND PROPOSED ANNUAL LEARNING AND DEVELOPMENT PLAN FOR 2018/19**

The Human Resources Manager submitted a report which reviewed the 2017/18 learning and development activities. This included the financial summary; central training budget; qualification training budget and qualification training funded for trainees.

Management Team also considered the proposed Learning and Development Plan for 2018/19. This focused on priorities identified from last year which included leadership development, innovation and continuous improvement to address organisational wide needs identified through the IIP process and digital skills.

There was also a discussion around the

Apprenticeship Levy and the need to ensure this was used appropriately.

**AGREED**

(1) That the priorities for central training be agreed and that these include support for the delivery of the Workforce Development Strategy, namely ongoing leadership development and management skills; new IIP requirements; digital skills; employee engagement; continuous improvement and talent management.

**Lesley Ritchie/  
Simon Tisdale**

(2) That consideration be given to ensuring the Apprenticeship Levy is used appropriately.

**Dean Langton/  
Lesley Ritchie**

**11. AMENDMENTS TO THE CONSTITUTION**

Management Team were advised that due to the change to a new Committee System amendments had been made to the Council's Constitution.

An email had been circulated to Management Team which provided a summary of changes to the Financial and Contract Procedure Rules.

A report on a number of changes was to be submitted to Annual Council on 17<sup>th</sup> May.

**AGREED**

That the position be noted.

**All Management Team**

**12. POLICY AND RESOURCES COMMITTEE**

Management Team considered the agenda and reports for the Policy and Resources Committee on 24<sup>th</sup> May, 2018.

**AGREED**

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

**All Management Team**