

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 22nd MAY, 2018**

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

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

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

13. MINUTES

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

AGREED

That the Minutes be approved.

**14. 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 for future meetings be forwarded to Jane Watson.

All Management Team

15. PERFORMANCE INDICATOR REVIEW 2018/19

The Chief Finance Officer submitted a report on the proposed performance management arrangements for 2018/19.

Discussions had been held with Service Managers and the proposals considered by the Chief Executive and the Corporate Director. Appendix 1 provided a list of these proposals.

Ten PIs had been removed for a variety of reasons and six new ones added. If profiled quarterly targets were to be used then these should be sent to the Service Support Assistant (Client and Performance) no later than 29th June.

AGREED

(1) That the proposed PI set and targets and Basket of Key Performance Indicators for 2018/19 be

**All Management Team/
Marie Mason/Zoe Wood**

agreed.

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| (2) That where appropriate, profiled quarterly targets be submitted to the Service Support Assistant (Client and Performance) no later than 29 th June, 2018 where not already provided. | All Management Team/
Zoe Wood |
| (3) That all new PIs be supported by fully completed PI Guidance Notes and these be submitted to the Service Support Assistant (Client and Performance) no later than 29 th June, 2018. | All Management Team/
Zoe Wood |
| (4) That all existing PI Guidance Notes be reviewed, particularly in light of new systems being implemented (e.g. IDOX) and these be submitted to the Service Support Assistant (Client and Performance) no later than 29 th June, 2018, or as soon as possible following new systems implementation. | All Management Team/
Zoe Wood |

16. REVIEW OF CORPORATE EQUALITIES STEERING GROUP

Management Team considered a report which reviewed the role of the Corporate Equalities Steering Group (CESG).

It was noted that the Council had no obligation to continue with specific equalities meetings. There was however, a specific duty which required public bodies to publish relevant proportionate information demonstrating their compliance.

It was noted that the CESG broadly met the terms of reference. It was felt that as many of the attendee's also attended Management Team they were receiving the same information twice.

AGREED

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| (1) That the CESG be ended with immediate effect on the basis that Management Team is able to take on the role of CESG as part of its wider work. | All Management Team/
Wayne Forrest |
| (2) That equalities reports be submitted to Management Team as and when required. | All Management Team/
Wayne Forrest |
| (3) That task and finish groups be established to consider Service Impact Assessments as and when required. | Wayne Forrest |
| (4) That equality issues be included in the Thematic | Sarah Astin/ |

Report which is submitted to the Policy and Resources Committee every 6 months.

Wayne Forrest

(5) That Wayne Forrest be thanked for his involvement and contribution to the work of the Group.

Wayne Forrest

17. IIP UPDATE AND FEEDBACK ON NEW PMR FORMS

The Human Resources Manager submitted a report on responses received on the roll out of the PMR process for 2018/19 on the revised format.

Overall the comments received had been positive in relation to the changed format but there had been concerns expressed that too much time would be taken up explaining the new approach. It was suggested that the format should be introduced for 2019/20.

It was proposed that all PMR's be completed by the end of July to ensure input into this year's learning and training plan.

In relation to IIP Management Team were advised that the second round of Focus Group meetings had been scheduled for the week beginning 21st June, 2018.

The Future Leaders Development programme had commenced and dates for IT training and Mental Health Awareness sessions had been set.

AGREED

That this year's PMR process goes ahead using the existing forms with a deadline for completion being end of July, 2018.

All Management Team

18. SERVICE PLAN PRESENTATIONS

Each member of Management Team presented their Service Plans for 2018/19.