

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM  
HELD ON 4<sup>th</sup> SEPTEMBER, 2018**

**PRESENT:** D. Langton, N. Watson, D. Walker, P. Atkinson, S. Guinness, H. Culshaw and J. Watson

**ALSO ATTENDING:** S. Astin, M. Molloy and S. Tisdale

**57. MINUTES**

The Minutes of the Management Team meeting held on 21<sup>st</sup> August, 2018 were submitted.

**AGREED**

That the Minutes be approved.

**58. 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 forward to Jane Watson. **All Management Team**

**59. ONLINE RECRUITMENT SYSTEM**

The Human Resources Manager submitted a report on progress made implementing an online recruitment system.

This was being carried out as part of the partnership working between Liberata and Pendle Council and Liberata and Burnley Council.

Jobs Go Public provided the Applicant Tracking System (ATS) which would give unlimited advertising of vacancies and the means for applicants to apply online. It would also significantly reduce manual interventions by the HR Admin Team.

The HR Admin Team, led by Victoria Russell, would be trained initially before being rolled out to Managers. An implementation date had not yet been agreed.

**AGREED**

(1) That the report be noted and teams be advised accordingly. **All Management Team**

(2) That a presentation be given at a future Extended **Dean Langton/**

**60. TRAINING PLAN 2018/19**

The Human Resources Manager submitted the 2018/19 Training Plan for consideration. An initial Plan had been considered by Management Team on 8<sup>th</sup> May and the final Plan had been compiled following the completion of the PMR process.

The Plan included only requests identified as “essential” on the PMRs submitted and it was reported that there was an overspend of circa £1,200. This did not take account of the development needs identified as “advantageous” or “desirable”.

The Learning and Organisational Development Officer was in the process of arranging de-brief sessions with Managers on the PMR process to identify good practice and to begin the process of identifying succession planning needs using the Apprenticeship Levy.

It was noted, however, that a number of PMRs were still outstanding and Management Team were encouraged to ensure these were completed before the next meeting.

**AGREED**

- (1) That, subject to Service Managers confirming the “essential” training requests the proposed Training Plan for 2018/19 be approved and the overspend identified be accommodated.
- (2) That a report on the current situation regarding submission of PMRs be submitted to the next meeting.

**All Service Managers/  
Simon Tisdale**

**Simon Tisdale/  
Jane Watson**

**61. ARRANGEMENTS FOR COMPUTER AUDIT**

The Chief Financial Officer submitted a report on arrangements for the provision of Computer Audit services. Management Team were asked to consider entering into a framework access arrangement with the County Council and Mersey Internal Audit Agency (MIAA) in preference of maintaining a separate agreement. The Council’s computer audit was currently being undertaken by MIAA.

It was reported that the County Council had approached District Councils asking if they wanted to use their supplier which meant there was no need to go through a separate procurement process. The contract was for three years with an option to extend for a further two years.

## **AGREED**

That the engagement of the Merseyside Internal Audit Agency for the provision of computer audit services via the Lancashire County Council framework access arrangement be agreed.

**Susan Guinness/  
Farhan Khaliq**

## **62. MAKING BETTER USE OF IDOX**

The Planning, Building Control and Licensing Services Manager submitted a report on how to optimise the use of IDOX to gain maximum corporate efficiencies.

The report provided a brief update on where each of the services using IDOX was in terms of set up. It was noted that when individual sections looked at modules relevant to them, there was not a cohesive overall look at how the system could be configured to benefit the wider Council. It was felt this was an area that needed addressing.

During discussion it was acknowledged that refresher training was needed and it would be advantageous to have written protocols.

## **AGREED**

- |     |  |                                  |
|-----|--|----------------------------------|
| (1) | That refresher training be given to all staff using IDOX.  | <b>Neil Watson</b>               |
| (2) | That IDOX be made available to all service areas that would benefit from accessing the system.   | <b>Neil Watson</b>               |
| (3) | That each Service Area using IDOX prepares a list of items yet to be completed in order to be able to fully utilise the software. This list be forwarded to the Planning, Building Control and Licensing Services Manager. | <b>Relevant Service Managers</b> |
| (4) | That protocols be produced to ensure service areas were able to establish if another section was dealing with a property and the protocol also identifies who would deal with the matter thereafter.                       | <b>Relevant Service Managers</b> |
| (5) | That further work be undertaken to identify how IDOX could be best utilised to maximise efficiencies and product delivery.   | <b>Neil Watson</b>               |

## **63. THE QUEEN'S BIRTHDAY HONOURS**

Management Team were asked to consider nominations for the Queen's Birthday Honours List for 2019. Any

**All Management Team**

nominations were to be forwarded to the Chief Executive before the deadline of 14<sup>th</sup> September, 2018.

**64. EU CITIZENS IN THE UK AND THE SETTLEMENT SCHEME**

Management Team were advised that EU citizens and their families in the UK would need to apply to secure their rights to get settled or pre-settled status post Brexit in 2019.

Management Team were asked to consider if this would have any impact within service areas. Any concerns were to be reported to the Chief Executive.

**All Management Team**

**AGREED**

That a communication be posted advising the public of what they needed to do in order to confirm their status.

**Dean Langton/  
Alice Barnett**

**65. POLICY AND RESOURCES COMMITTEE**

The agenda and reports for the Policy and Resources Committee on 18<sup>th</sup> September, 2018 were submitted for consideration.

A number of amendments were suggested.

**AGREED**

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

**Jane Watson**