

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 18th SEPTEMBER, 2018**

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

ALSO ATTENDING: C. Finn, M. Molloy, S. Tisdale and A. Pearson

(Apologies from absence were received from S. Guinness).

66. MINUTES

The Minutes of the Management Team meeting held on 4th September, 2018 were submitted.

AGREED

That the Minutes be approved.

67. 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**

68. PERCEPTION SURVEY 2018

Adam Pearson presented Management Team with an options paper on the way forward with this year's Perception Survey.

The Survey was undertaken every 2 years and it was due again this autumn.

There was a lengthy discussion and Management Team considered what type of exercise to conduct; survey content and focus; how the survey should be promoted and marketed and the timing of the exercise. A change in the name of the survey was also suggested.

Following discussion it was felt that the survey should be a broadly similar to previous years, that further thought be given to its content and that it be widely publicised via social media and the Council's website.

AGREED

That a further report be submitted to Management Team **Philip Mousdale**

on 6th November, 2018 setting out the revised survey.

69. UPDATE ON PMRs

Management Team were advised that the majority of PMRs had been returned to Human Resources and a list of those returned and still outstanding was submitted for information.

Reference was made to 'essential' training which had been identified during the PMR process and this was also referred to at the last meeting. Service Managers have been asked to sense check this training and confirm whether or not they should go ahead.

Meetings with Service Managers and the Learning and Organisational Development Officer were ongoing to de-brief managers on the PMR process to identify good practice and identify succession planning needs using the Apprenticeship Levy.

AGREED

That the report be noted.

All Management Team

70. POTENTIAL BASE BUDGET REDUCTIONS 2018/19

The Chief Financial Manager submitted a report on the outcome of a review of historical outturn expenditure across all revenue budget heads to determine the scope and extent of any potential budget reductions which would help contribute to the overall savings target identified in the Medium Term Financial Plan.

AGREED

(1) That the report be noted.

(2) That Service Managers review the potential budget reductions for their services as identified in Appendix A attached to the report and where agreed, confirm their implementation with effect from the 2018/19 Revised Budget.

All Management Team

71. BUDGET PREPARATION 2019/20 KEY ASSUMPTIONS AND TIMETABLE

The Chief Financial Officer submitted a report on the key assumptions underlying the preparation of budgets for 2019/20 and set out the detailed timetable for the process.

Key assumptions were shown in Appendix A attached to

the report. The Financial Services Team would be liaising with Management Team and other budget holders, over the next few weeks on the preparation of detailed budgets.

It was noted that the target savings requirement for 2019/22 was c£3.9m with c£0.80 required for 2019/20.

AGREED

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| (1) | The key budget assumptions and the detailed timetable for the development of budgets for 2019/20 be noted. | All Management Team |
| (2) | That the need to adhere to the timetable for the provision of information to ensure that the relevant Management Team and Committee deadlines could be met be noted. | All Management Team |
| (3) | That the initial list of savings proposals provided at Appendix C attached to the report be noted. | All Management Team |
| (4) | That any savings and/or budget growth pro-formas be completed and returned to Financial Services by 19 th October, 2018. | All Management Team |
| (5) | That an update on the Financial Strategy and Medium Term Financial Plan be submitted to Management Team at its next meeting on 9 th October, 2018. | Susan Guinness |