

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 23rd OCTOBER, 2018**

PRESENT: D. Langton, P. Mousdale, D. Walker, J. Whittaker, S. Guinness, and J. Watson

ALSO ATTENDING: M. Molloy and M. Mason

(Apologies from absence were received from N. Watson and H. Culshaw).

86. MINUTES

The Minutes of the Management Team meeting held on 9th October, 2018 were submitted.

AGREED

That the Minutes be approved.

87. 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**

88. RESTRUCTURING

The Chief Executive provided an update following a meeting of the Restructuring Committee on 16th October.

An email informing staff of the discussions was circulated earlier in the week. These recommendations would be submitted to the full Council meeting on 5th December for decision.

89. LIFE IN PENDLE 2018 SURVEY

Management Team considered a 'draft' survey which had been produced following discussions with Adam Pearson along with input from Service Managers.

The survey was to be launched on 29th October and would run until 7th November, 2018. This would be an on-line survey with some hard copies available at various locations within the Borough.

The results of the survey would be reported to Management Team on 20th November.

AGREED

That the revised Life in Pendle Survey 2018 be agreed.

Philip Mousdale

90. PERFORMANCE INDICATORS QUARTER 1st APRIL TO 30th SEPTEMBER, 2018/19

The Chief Financial Officer submitted a report on performance for the period 1st April to 30th September, 2018.

It was reported that comparisons were slightly different as 10 PIs had been removed and 6 new ones added. Of the 91 corporate PIs performance could only be measured against 77. Of these 39 were performing on or above target with 38 underperforming. However, forecasts given indicated that 57 of these PIs were expected to meet or exceed targets set for the year.

Of the 29 Key Performance Indicators (KPIs) 15 were underperforming. It was acknowledged that reasons for the underperformance were being addressed and improvements were expected.

The KPI for volunteer time was again discussed. It was felt that not all of this time was being recorded accurately and this need to be looked into.

Management Team discussed a number of underperforming PIs which would be reported to the next Policy and Resources Committee. Improvements on performance were discussed along with the need to update the commentary before the meeting, particularly in relation to missed bin collections, removal of category 1 and category 2 hazards through the Council's intervention, % of Council Tax collected and % of Non-Domestic Rate collected.

AGREED

- (1) That the report be noted.
- (2) That the PI for volunteer time be reviewed (NS1).
- (3) That further information be provided in relation to the following PI's for inclusion in the report to the Policy and Resources Committee on 27th November, 2018:

Marie Mason

**Marie Mason/
David Walker/
Julie Whittaker**

WM2 – Missed bin collections not dealt with within 24 hours
HS6(a) – Number of private sector dwellings where

category 1 and category 2 hazards removed through the Council's intervention
BV9 - % of Council Tax collection
BV10 - % of Non-Domestic Rate collected

91. STRATEGIC PLAN REVIEW 1st APRIL TO 30th SEPTEMBER, 2018

The Chief Financial Officer submitted a report on current progress made in achieving the Council's strategic priorities.

It was noted that performance was good with no real concerns. 66% of actions were being delivered to target, 10 actions already completed and 10 were overdue.

AGREED

That the report be noted.

All Management Team

92. DRAFT COMMERCIAL STRATEGY 2019/20

The Chief Financial Officer submitted a report on the first draft of the Commercial Strategy for 2019/20.

During discussion other areas to consider were suggested such as sponsorship opportunities i.e. boundary signs; utilising car parks more; links to the Asset Management Strategy; vehicle advertisements and the inclusion of Pendle Leisure Trust and Liberata in the Strategy.

It was acknowledged that some work identified in the Strategy was already being done. The next stage was to focus on areas where there were gaps, identify priority areas to focus on first but also to ensure there was an element of realism connected with capacity and resources available. The Strategy should also focus on the next steps by way of a definitive action plan.

AGREED

That subject to a number of amendments the Strategy be agreed and submitted to the Policy and Resources Committee on 27th November, 2018 for consideration.

**Susan Guinness/
Jane Watson**

93. RISK MANAGEMENT WORKING GROUP

Minutes of a meeting of the Risk Management Working Group held on 10th October, 2018 were submitted for information.

A number of issues were highlighted such as the need for

more funding to address the increasing problem with Ash Dieback on trees; eye test vouchers and an online training module Praxis 42.

94. GETTING READY FOR WINTER

Management Team considered a report from the Neighbourhood Services Manager on preparations for the forthcoming winter.

It was reported that the County Council's briefing note on their winter maintenance regime had not yet been publicised.

Management Team discussed what plans were already in place. There was a lengthy discussion in relation to the gritting of Council owned car parks.

AGREED

(1) That the gritting of Council owned car parks be agreed subject to a check list being produced to agree when the gritting should be implemented.

**Peter Atkinson/
Sandra Farnell**

(2) That a communication be circulated signposting the public to the Council's website for advice on preparing for the winter months as soon as information from the County Council had been received.

**Peter Atkinson/
Alice Barnett**

(3) That an item on 'Getting Ready for Winter' be included on the Area Committee agendas for December.

Committee Services