

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

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

**ALSO ATTENDING:** M. Mason

**107. MINUTES**

The Minutes of the Management Team meeting held on 20<sup>th</sup> November, 2018 were submitted.

**AGREED**

That the Minutes be approved.

**108. 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**

**109. BOB'S BUSINESS COMPLIANCE UPDATE**

Management Team received an update on the completion of modules within Bob's Business. It was noted that since the last report activity had increased but there were still some members of staff who had not yet accepted the invitation to the modules.

A breakdown which showed completion rates within each service area was also attached to the report.

**AGREED**

That all staff be reminded of the mandatory requirement to accept the invitation to join Bob's Business and to regularly complete the course/module that they were enrolled onto in a timely manner.

**All Management Team**

**110. LGA CYBER SECURITY STOCKTAKE**

The Chief Financial Officer submitted a report on the outcome of the recent Local Government Association (LGA) Cyber Security Stocktake Assessment and the steps/actions required to improve the Council's resilience.

Each council had received a copy of their individual assessment which had been compiled following the completion of a questionnaire which informed the LGA where support was needed, including funding to individual councils. This assessment provided the opportunity to develop a bid for funding from the LGA Cyber Resilience Funding Programme.

The council's overall assessment rating was 'Amber Amber.' Some key areas had been identified as areas that needed to be addressed and these were:

- People
- Governance
- Technology

A draft action plan was attached to the report and it was noted that this was still under development. Once finalised the plan would be delivered by the IT Programme Board.

It was reported that the Council had submitted a Phase 1 bid for funding but it was noted that there was approximately £1.5m available but the cost of undertaking the stocktake had been taken from this pot.

#### **AGREED**

That the report be noted.

### **111. ANNUAL HEALTH AND SAFETY AUDIT 2018**

The Environmental Services Manager submitted a report on the findings and recommendations of the annual Health and Safety Audit which was completed in July/August, 2018.

The Council had retained an overall accumulative audit score of good – generally compliant with Health and Safety legislation and best practice.

#### **AGREED**

(1) That the content of the audit report be noted and remedial actions as requested be initiated as soon as possible.

**All Management Team**

(2) That actions be recorded within the action plan template and forwarded to the Environmental Services Manager as a record that the recommendations made within the audit report had been completed.

**All Management Team**

- (3) That the Environmental Services Manager provides a progress report to the Council's Risk Management Working Group. **David Walker**

**112. POLICY AND RESOURCES COMMITTEE**

Management Team considered the agenda and reports for the Policy and Resources Committee on 18<sup>th</sup> December, 2018.

**AGREED**

That subject to some minor amendments the agenda and reports be agreed. **All Management Team**