

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM  
HELD ON 8<sup>th</sup> JANUARY, 2019**

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

**ALSO ATTENDING:** S. Agnew

**113. MINUTES**

The Minutes of the Management Team meeting held on 4<sup>th</sup> December, 2018 were submitted.

**AGREED**

That the Minutes be approved.

**114. 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**

**115. IMPLEMENTING THE PAY AWARD 2019**

The HR and Payroll Manager submitted a report which provided an overview of the principles of the pay award 2019 and presented options for implementation.

**AGREED**

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|-----|--|---|
| (1) | That the decision of Management Team to increment then assimilate to the new grading structure be reconfirmed. | <b>Jane McDonnell</b>                   |
| (2) | That the new SCP points be left inactive for April 2019.   | <b>Jane McDonnell</b>                   |
| (3) | That the turnover and recruitment trends, especially within Waste Services, be monitored.                      | <b>Jane McDonnell/<br/>David Walker</b> |
| (4) | That the trade unions be consulted and the equality impact assessment be completed.                            | <b>Jane McDonnell</b>                   |

**116. SELF SERVICE (JADU) UPDATE**

The Head of Operational IT submitted a progress report on the Jadu (Self-Service) customer contract portal. This was

an online customer portal which would enable the public to interact with Council services on a 24/7 basis without the need to visit or call the Council.

A number of services were already available on line and work was ongoing to roll this out further. Examples of some of the consolidation work which had taken place was included in the report.

Interaction of on line services was being monitored. Management Team were asked to consider if there were other services within their teams which would benefit from being available on line.

It was acknowledged that the main focus was to reduce the number of telephone calls and increase the on line activity to access the Council's services.

#### **AGREED**

- (1) That the report be noted.
- (2) That IT Business Analysis meet with Service Managers to establish additional services within their teams for inclusion within the Jadu portal.

**Shane Agnew**

#### **117. REVIEW OF ACCOMMODATION**

The Chief Executive provided an update on the accommodation review. It was noted that some teams had already moved and the remainder would move within the next few months.

With regards storage it was reported that there were some empty units available at Clayton Street which could be used for this purpose.

#### **118. RISK MANAGEMENT WORKING GROUP**

Minutes of a meeting of the Risk Management Working Group held on 6<sup>th</sup> December, 2018 were submitted for information.

A number of issues were referred to including memorial and tree inspection updates; the annual health and safety audit and the Praxis 42 on-line training modules.

#### **AGREED**

- (1) That the Minutes of the Risk Management Working Group held on 6<sup>th</sup> December, 2018 be noted.

**All Management Team**

- (2) That the decision for the Principal Environment Officer to take responsibility for all trees on Council land, regardless of the Service Areas interest in the land they stand on, be supported. **Neil Watson/  
Lee Johnson**
- (3) That the introduction of Praxis 42 as the provider for PC based training modules be agreed, subject to funds being made available by the Chief Financial Officer. **David Walker**

**119. POLICY AND RESOURCES COMMITTEE**

Management Team considered the agenda and reports for the Policy and Resources Committee on 22<sup>nd</sup> January, 2019.

**AGREED**

That subject to a couple of amendments, the agenda and reports for the Policy and Resources Committee on 22<sup>nd</sup> January, 2019 be agreed.

**All Management Team**