

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 29th 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: A. Pearson (Pearson Insight), M. Mason, M. Molloy and G. Dickson

120. MINUTES

The Minutes of the Management Team meeting held on 8th January, 2019 were submitted.

AGREED

That the Minutes be approved.

121. 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**

122. LIFE IN PENDLE SURVEY

Adam Pearson from Pearson Insight gave a presentation on the results of the Life in Pendle Survey 2018.

The Survey asked local residents a range of questions relating to their local area and council services. The Survey had been an open access survey available for any resident to take part. 510 responses had been received over a six week period from 26th October to 9th December, 2018.

The questions were based on the following:

- Living in Pendle
- Pendle Council
- Contacting the Council
- Online Services
- Local Town Centres

During discussion it was noted that value for money remained fairly consistent; there was mixed feedback on customer experiences when contacting the Council; and the three areas for improvement were identified as parking, anti-social behaviour and public transport.

Management Team were pleased to see that people of all ages were accessing the Council's services on line.

AGREED

- (1) That the results of the Life in Pendle Survey 2018 be noted. **All Management Team**
- (2) That the Life in Pendle Survey 2018 be presented to a future meeting of Extended Management Team. **Philip Mousdale**

123. CONSULTATION AND RESEARCH WORK PLAN 2019/20

The Corporate Director submitted a report which provided an update on progress with the research and consultation projections contained in the work plan for 2018/19.

It was reported that there was 1.5 days remaining which could be used for a small project before the end of the financial year or alternatively carried forward into 2019/20.

Management Team also considered the work plan for 2019/20. It was suggested that the Nelson Research Project, which would attract funding from the High Street Fund, be added to the 2019/20 Work Plan.

AGREED

- (1) That the progress to date on projects within the 2018/19 Consultation and Research Work Plan be noted. **All Management Team**
- (2) That the 2019/20 Consultation and Research Work Plan be agreed and the Nelson Research Project be added to the Plan. **Marie Mason**

124. PERFORMANCE INDICATORS REPORT – 1st APRIL to 31st DECEMBER, 2018

The Chief Financial Officer submitted a report on performance for the period 1st April to 31st December, 2018.

Although there were some areas of underperformance it was reported that these were being addressed with further improvements expected.

Management Team acknowledged the significant improvements that had been made.

AGREED

- (1) That the report be noted.
- (2) That a report on the Key Priority Performance Indicators be submitted to the next meeting of the Policy and Resources Committee.

All Management Team

**Marie Mason/
Jane Watson**

125. STRATEGIC PLAN REVIEW 1st APRIL to 31st DECEMBER, 2018

The Chief Financial Officer submitted a report on progress made in achieving the Council's strategic priorities for the period 1st April to 31st December, 2018.

It was noted that, overall, good progress was being made.

Although 17 actions were currently overdue it was expected that all of these, with the exception of 2 actions, were expected to be delivered by 31st March, 2019.

19 actions had already been completed; 109 actions were currently being delivered on target; and 48 actions were expected to be delivered by 31st March, 2020.

RESOLVED

That the report be noted.

All Management Team

126. HORIZON SCANNING

The Chief Executive submitted, for information, a report which outlined the relevant emerging national policies and funding opportunities for the Council.

AGREED

- (1) That the report be noted.
- (2) That future reports be submitted to Management Team on a monthly basis.

All Management Team

**Gill Dickson/
Jane Watson**

127. VOLUNTEERING UPDATE

The Corporate Director submitted a report which provided an update on the Employee Volunteering and Skill Sharing Policy and the use of volunteers across the Council's service areas.

It was noted that uptake with staff had been poor. It was suggested that the Policy be re-launched to remind staff of the Council's offer and encourage them to share their skills

with the wider Pendle Community.

A number of volunteers had however, been used in some service areas across the Council and this was detailed in the report.

Management Team acknowledged that there had been some proactive volunteering work within service areas and with local groups. It was however, difficult to assess the full extent of the number of volunteers within the local community.

Following discussion it was felt that the Volunteer Scheme should be re-launched and promoted more.

AGREED

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| (1) | That the report be noted. | All Management Team |
| (2) | That the Employee Volunteering and Skill Sharing Policy be re-launched and discussions be held with the Human Resources and Pay Roll Manager and the Communications Manager regarding promotion of the Policy. | Gill Dickson |
| (3) | That the Corporate Guidance and Checklist be reviewed and re-launched. | Gill Dickson |
| (4) | That the report be submitted to the next Policy and Resources Committee on 12 th February, 2019. | Gill Dickson/ Jane Watson |

128. PROMOTING PENDLE ACTION PLAN

The draft Promoting Pendle Action Plan was submitted for consideration. It was proposed that the Plan would be reviewed and refreshed annually.

It was reported that Pendle Vision Board had recently discussed this topic and it was suggested that Paul Collins be asked for his input and a link to Marketing Lancashire also be included in the Plan.

Management Team were asked to forward any further additions/amendments to Sarah Lee for inclusion in the Action Plan.

AGREED

That, subject to the above comments, the Promoting Pendle Action Plan be agreed and submitted to the March meeting of the Policy and Resources Committee.

**Sarah Lee/
Jane Watson**

129. EMPLOYEE HEALTH AND WELLBEING PROGRAMME 2019

The Human Resources and Pay Roll Manager submitted a report on the Employee Health and Wellbeing Programme for 2019.

The report also provided details of the programme from 2009 to 2018.

It was noted that the money collected from the dress down days had been less over recent months. Management Team discussed reasons for this and it was suggested that the dress down days be promoted more within each service area. Money collected would be going to the following charities during 2019:

- The Mayoress' Charities (January to May)
- Pendle Dementia Action Alliance (June to November)
- Save the Children (December)

It was suggested that ideas for other fundraising events be considered by members of the Health and Wellbeing Group. Consideration also be given to linking the Leisure Trust's monthly activity challenges and Pendle's Walking Festival within the Plan.

AGREED

- (1) That, subject to the inclusions referred to above, the Employee Health and Wellbeing Programme for 2019 be agreed.
- (2) That the Employee Health and Wellbeing Programme 2019 be presented to a future meeting of Extended Management Team.

Michelle Molloy

Michelle Molloy

130. 2019/20 BUDGET AND MEDIUM TERM FINANCIAL PLAN

The Chief Financial Officer gave a presentation of the Council's budget for 2019/20 along with the Medium Term Financial Plan.

Reports setting out proposals to "grow, save and charge" would be submitted to the Policy and Resources Committee on 12th February prior to consideration by Full Council on 26th February.

131. BREXIT UPDATE

The Corporate Director gave an update on Brexit following

his attendance at meetings of the Lancashire Resilience Forum. He explained how the Forum had been set up and its membership.

Regular tele-conference meetings were held with the next full meeting of the Forum scheduled for 11th March.

Regular updates will be submitted to future Management Team meetings.

132. SPECIAL BUDGET POLICY AND RESOURCES COMMITTEE

Management Team considered the agenda and reports for the Special Budget Policy and Resources Committee on 12th February, 2019.

RESOLVED

That subject to some slight amendments, the agenda and reports for the Special Budget Policy and Resources Committee on 12th February, 2019 be approved.

**All Management Team/
Jane Watson**