

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 26th FEBRUARY, 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. Astin, G. Dickson and F. Khaliq

**133. 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**

134. HORIZON SCANNING

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

AGREED

That the report be noted. **All Management Team**

135. DEMAND MANAGEMENT PROJECT UPDATE

Management Team were provided with an update on progress with the Demand Management project.

Each workstream had been allocated a leader and it was their responsibility to co-ordinate their workstream actions across the relevant service areas with a view to influencing the Service Planning process for 2019/20.

An update on progress was attached to the report at Appendix 1.

AGREED

(1) That the report be noted. **All Management Team**

(2) That updates be presented to future Management Team meetings on a quarterly basis. **Gill Dickson/
Jane Watson**

136. CHILDHOOD OBESITY TRAILBLAZER PROGRAMME

The Chief Executive submitted a report on the successful outcome of the Pennine Lancashire Childhood Obesity

Trailblazer application.

It was reported that Blackburn with Darwen Council's Pennine Lancashire bid had been chosen as just one of the 13 successful applications.

Although it was suggested in the report that the target wards for Pendle should be Brierfield and Bradley, but following discussion it was felt that Bradley and Whitefield would be the preferred choice. Both wards covered Nelson Town Centre so this would tie in well with the Council's Future High Streets Bid, which would incorporate the NHS' Healthy New Towns principles.

AGREED

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|-----|-----------------------------------------------------------------|-------------------------------------------|
| (1) | That the report and potential implications for Pendle be noted. | All Management Team |
| (2) | That a report also be submitted to Nelson Committee. | Gill Dickson/
Sarah Waterworth |

137. BOB'S BUSINESS – SECURITY AWARENESS TRAINING UPDATE

The Chief Financial Officer provided Management Team with an update on the compliance of the Bob's Business modules.

It was evident that the majority of users were completing the modules with almost 98% of the GDPR training modules and almost 95% of the general information security awareness training modules had been completed. This was a significant improvement since the last update.

Management Team were asked to encourage all staff to complete the modules.

AGREED

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|-----|------------------------------------------------------------------|----------------------------|
| (1) | That the report be noted. | |
| (2) | That the all invitations to join Bob's Business be accepted. | All Management Team |
| (3) | That all Bob's Business modules be completed in a timely manner. | All Management Team |

138. INTERNAL AUDIT PLAN 2019/20

The Chief Financial Officer submitted a report on the Internal Audit Plan for 2019/20.

The Plan had been circulated to Management Team prior to the meeting.

AGREED

That the Internal Audit Plan for 2019/20 be approved.

**All Management Team/
Farhan Khaliq**

139. CLOSURE OF ACCOUNTS 2018/19

The Chief Financial Officer submitted a report on the timetable for the closure of the Council's accounts for 2018/19.

AGREED

(1) That the timetable and detailed arrangements for the closure of accounts for 2018/19, as shown at Appendix A attached to the report, be approved.

Susan Guinness

(2) That all relevant staff with each Service Area be made aware of the timetable and closedown procedures and adhere to the relevant deadlines.

Susan Guinness

(3) That compliance with accounting rules in relation to creditors and debtors (as referred to in paragraph 8 in the report) and the application of a £500 minimum threshold be noted.

All Management Team

(4) That all adjustments (annual leave, flexi-time, lieu time updates) to the ETARMIS time recording system be input by 29th March, 2019.

All Management Team

(5) That comments regarding car mileage claims in paragraph 11 in the report be noted.

All Management Team

140. DISPOSAL OF EQUIPMENT

The Localities and Policy Manager submitted a report on the disposal of obsolete items of equipment which included voting handsets and CCTV equipment.

In accordance with the Council's Financial Procedure Rules it was –

AGREED

(1) That the voting handsets be offered to the local community/voluntary sector e.g., Burnley, Pendle and Rossendale Council for Voluntary Service and In Situ.

Sarah Astin

(2) Should the offer referred to in (1) above be declined then the items be disposed of through IT Services.

**Sarah Astin/
Shane Agnew**

(3) That the obsolete CCTV equipment be disposed of through Waste Management Services but the metal poles be retained for PSPO signage.

**Sarah Astin/
David Walker**

141. ENVIRONMENTAL HEALTH ENFORCEMENT POLICY

The Housing, Health and Economic Development Services Manager submitted a report on the revised enforcement policy for Environmental Health.

The policy had been revised following legislative changes with regards to the enforcement of food hygiene legislation and best practice had been incorporated.

AGREED

That the revised Environmental Health Enforcement Policy be agreed.

Julie Whittaker

142. POLICY AND RESOURCES COMMITTEE

Management Team considered the agenda and reports going to the Policy and Resources Committee on 19th March, 2019.

AGREED

That, subject to some minor amendments, the agenda and reports for the Policy and Resources Committee on 19th March, 2019 be approved.

**All Management Team/
Jane Watson**