

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 7th MAY, 2019**

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

ALSO ATTENDING: S. Astin, G. Dickson, M. Mason and S. Tisdale

(Apologies for absence were received from J. Whittaker).

159. ELECTION OUTCOME

The Chief Executive reported that the results of last week's Borough elections showed that the Council had no overall control. The number of Members for each party were:

Conservative 23

Labour 16

Liberal Democrat 10

The Leader of the Council would be determined at the Annual Council meeting on 16th May.

160. 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 forwarded to Jane Watson.

All Management Team

161. 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

162. PERFORMANCE INDICATORS 2018/19 (1st APRIL, 2018 TO 30th MARCH, 2019)

The Chief Financial Officer submitted a report which detailed performance for the period 1st April, 2018 to 31st March, 2019.

It was noted that comparatively there was a slight

deterioration on performance but this had been impacted by a number of 'one off' events such as the introduction of the blue bins.

The areas of improved performance were recognised and it was acknowledged that performance had generally improved over the year.

AGREED

- (1) That the report be noted.
- (2) That staff be congratulated on the improvements made to performance over the past year.

All Management Team

163. STRATEGIC PLAN REVIEW 2018/19 (1st APRIL, 2018 TO 30th MARCH, 2019)

The Chief Financial Officer submitted a report which detailed progress made in achieving the Council's strategic priorities during 2018/19.

It was noted that there were currently 36 actions which were overdue but all were expected to be delivered by 31st March, 2020; 42 actions were at amber status; 38 actions had already been completed and the remaining 76 actions were currently being delivered on target.

Overall good progress had been made and no areas of concern had been raised.

Management Team were reminded that service plans were to be reviewed and presented to Management Team on 21st May.

AGREED

- (1) That the report be noted.
- (2) That the service planning arrangements and timescales in the report be noted.

All Management Team

164. ENVIRONMENTAL VISUAL AUDIT

The Environmental Services Manager submitted a report on the proposed ending of the Environmental Visual Audit (EVA).

The EVA's were initially undertaken as a multi-agency approach but due to the reduction in partners engaged and changes to services it had become less viable to monitor the outcomes of them.

Mini EVA's had also been carried out by the Localities Officer for the past 3 years. These had focused on the Southfield and Brierfield wards.

Reference was made to District Enforcement who had been working on behalf of the Council to tackle low level enforcement issues such as dog fouling and cigarette ends since February this year. It was reported that since February Environmental Services had been able to focus more on high level offences relating to dirty back streets.

It was felt that Environmental Services were achieving what an EVA could achieve through a schedule of visits and a proactive approach to hotspots.

It was therefore suggested that EVA's come to an end.

AGREED

That the Environmental Visual Audits cease but this be monitored over the next six months to see what impact this makes, if any.

**Sarah Astin/
David Walker**

165. FEEDBACK ON STAFF FOCUS GROUP

The Human Resources Manager submitted a report which highlighted key issues from the staff focus groups. It was noted that overall there had been a reduction in the level of compliance to the Investors in People standards.

Some of the issues discussed included 'the golden thread' communication, values, job descriptions and engagement with managers.

Management Team acknowledged that the timing of the focus group sessions, during the accommodation moves, had not been ideal. However, it was also acknowledged that the issues raised needed to be addressed. In order to do this it was felt that further information was needed.

During discussion reference was made to the need to overhaul the Directors Blog, consistency with team meetings and the need to establish the Council's values and its strategic objectives with staff.

AGREED

- (1) That the report be noted.
- (2) That further information be provided to enable Management Team to address the issues and concerns raised.

**Jane McDonnell/
Simon Tisdale**

166. SMALL SCALE PILOT TO DEVELOP A NEW APPROACH TO PERFORMANCE MANAGEMENT

The Human Resources Manager submitted a report suggesting a new approach to Performance Management. The proposal was to run a small scale pilot to implement a new approach to continuous performance management.

It was reported that Future Leaders were already having regular one-to ones with their team members and were getting better at giving feedback. The proposal was to consult with two of them on the new approach.

The remainder of the organisation would remain on the existing paperwork this year but if the pilot was a success this would be rolled out to everyone for next year.

AGREED

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| (1) | That a small scale pilot based on continuous performance management be agreed. | Simon Tisdale |
| (2) | That the pilot be expanded following learning from the small scale pilot. | Simon Tisdale |
| (3) | That the deadline for the completion of all PMR's is 30 th June, 2019. | All Management Team |

167. APPRENTICESHIP LEVY FUND

The Human Resources Manager submitted a report which provided an update on the usage of the Apprenticeship Levy.

The monthly levy amount was approximately £1,227 and the current balance as at April 2019 was c£7,000. The 2019/20 budget for employing apprentices had been set at £67,730 and discussions were ongoing to identify areas of business need and succession planning priorities.

AGREED

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| (1) | That the report be noted. | |
| (2) | That Management Team continue to consider ways in which the apprenticeship levy could be used to support the development of existing employees and effective succession planning. | All Management Team |

168. STRATEGIC TRAINING PLAN2019/20

The Human Resources Manager submitted a report on the proposed Strategic Learning and Organisational

Development Plan for 2019/20.

Following discussion a number of additions to the Plan were suggested.

AGREED

(1) That the Strategic Learning and Organisational Development Plan for 2019/20 be noted. **All Management Team**

(2) That consideration be given to including the following in the Plan for 2019/20: **Simon Tisdale**

Change Management
IT Training
Business Process Reviews
Commercialism (Business Case Writing/Bid Writing)
How to do Service Reviews
Financial and Budget Management

169. THE COUNCIL'S APPROACH TOWARDS EQUALITIES IN RELATION TO THE USE OF EMOTIONAL SUPPORT ANIMALS AND SERVICES ANIMALS

The Housing, Health and Engineering Services Manager submitted a report on the Council's approach towards equalities in relation to the use of emotional support animals (ESA) and service animals (SA).

It was reported that a member of the public had asked for clarification that the Council's equalities policy took account of the use of ESA. Although ESA's did not appear to have legal status in the UK it was a decision for the provider to undertake in line with their rules e.g., health and safety regulations.

It was felt that the Council's Equal Opportunities Policy was a broad overarching document and as such there appeared to be no reason to change the policy to reflect the use of ESA's. However, it was felt that the Council should consider the individual services it provided and how it might approach requests for users to use ESA's and SA's.

AGREED

(1) That the current Equalities Policy not be amended to reflect the use of ESA. **Wayne Forrest**

(2) That it be agreed that a case by case approach be taken by individual Service Areas towards the use of ESA in relation to their areas of responsibility. **All Management Team**

170. POLICY AND RESOURCES COMMITTEE

Management Team considered the agenda and reports for the Policy and Resources Committee on 28th May, 2019.

AGREED

That subject to a few amendments the agenda and reports for the Policy and Resources Committee on 28th May, 2019 be approved.

Jane Watson