

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 21st MAY, 2019**

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

ALSO ATTENDING: S. Astin-Wood, G. Dickson, M. Mason and S. Agnew

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

13. ANNUAL COUNCIL – UPDATE

Following the Annual Council meeting on 16th May it was reported that Councillor Mohammed Iqbal was the new Leader of the Council and Councillor David Whipp was the new Deputy Leader of the Council.

The Corporate Director would be sending out an email to all staff advising them of these changes along with the appointed Chairmen to the various Committees.

14. MINUTES

The Minutes of the Management Team meeting held on 7th May, 2019 were submitted.

AGREED

That the Minutes be approved.

15. 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.

16. SERVICE PLAN PRESENTATIONS

Each member of Management Team presented their Service Plans for 2019/20.

17. DEMAND MANAGEMENT PROJECT UPDATE

An update on progress with the demand management projects was submitted for information.

It was reported that the demand management actions

would be included in the Service Plan 2019/20 Refresh to ensure the actions were firmly embedded in service delivery and improve the monitoring process.

AGREED

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| (1) | That the report be noted. | All Management Team |
| (2) | That the demand management actions be incorporated into the Service Plan Refresh for 2019/20 and Gill Dickson be advised of any changes to the wording and/or milestones. | All Management Team/
Gill Dickson |

18. CORPORATE PERFORMANCE INDICATOR REVIEW AND PROPOSED TARGETS FOR 2019/20

The Chief Financial Officer submitted a report on the proposed performance management arrangements for 2019/20.

The proposals put forward had been discussed with the Chief Executive and the Corporate Director and the final list was attached to the report at Appendix 1. It was reported that 7 new PIs had been put forward for consideration and 6 PIs had been removed.

Management Team were reminded that due to various staff changes, structures and systems the original PI Guidance Notes may need to be reviewed. The deadline for these changes was 28th June, 2019.

AGREED

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| (1) | That the proposed PI set and targets and Basket of Key Performance Indicators for 2019/20 be agreed. | All Management Team |
| (2) | That where appropriate profiled quarterly targets be submitted to the Service Support Assistant (Client and Performance) no later than 28 th June, 2019. | All Management Team |
| (3) | That all new PIs be supported by fully completed PI Guidance Notes and submitted to the Service Support Assistant (Client and Performance) no later than 28 th June, 2019. | All Management Team |
| (4) | That all existing PI Guidance Notes be reviewed, particularly in light of new systems being implemented (e.g. IDOX) and submitted to the Service Support Assistant (Client and Performance) no later than 28 th June, 2019. | All Management Team |

19. REVIEW OF MOBILE WORKING

A brief update was given from the IT Service Manager on mobile working.

Discussions would be held with each Service Manager to find out their requirements for mobile working. It was important to consider how working patterns were structured and it was acknowledged that mobile working would not be suitable for everyone.

Shane Agnew

20. PENDLE IT PROGRAMME BOARD

Minutes of a meeting of the Pendle IT Programme Board meeting held on 9th May, 2019 were submitted for information.

Updates were given on a number of issues including Office 365 and the PSN Health Check.

Management Team asked that IT training requirements be provided as soon as possible.

Shane Agnew