

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 20TH AUGUST, 2019**

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

(Apologies for absence were received from Neil Watson and Jane Watson.)

52. MINUTES

The Minutes of the Management Team meeting held on 6th August, 2019 were submitted.

Reference was made to the GDPR Action Plan that had been discussed and in particular the Data Retention Policy.

It was noted that IT had recently reported a lack of memory on the Council's 'Z' Drive and the necessity to delete data. This had to be done in accordance with the Data Retention Policy.

AGREED

- (1) That the Minutes be approved.
- (2) That IT be asked to increase the capacity of the Council's 'Z' drive.
- (3) That the Data Retention Policy be circulated as soon as possible.

Dean Langton

Susan Guinness

53. 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 and amended.

AGREED

- (1) That all business scheduled for the 8th October, 2019 Management Team meeting be moved to an alternative date, to accommodate a visit from the MHCLG.
- (2) That items for future meetings be forward to Jane Watson.

**All Management Team/
Jane Watson**

All Management Team

54. RESOURCES AND WASTE STRATEGY

The Environmental Services Manager submitted a report which provided Management Team with an update on the DEFRA Resources and Waste Strategy following the DEFRA consultation responses that had been published recently.

AGREED

That the Council's Strategic Risk Register be updated to include reference to the Resources and Waste Strategy.

Susan Guinness

55. BREXIT

The Corporate Director submitted a report to update Management Team on recent developments in the preparation for No Deal Brexit.

He advised that, in response to a request from the Secretary of State for Housing to designate a senior officer of the Council, he had been nominated as Brexit Lead Officer.

He further advised that total funding of £51k had been allocated to Pendle to aid Brexit preparations.

The Council had been asked to proactively identify local issues and escalate these to the Lancashire Local Resilience Forum, which would be holding weekly teleconference meetings, starting on 5th September.

Initial work involved developing the website which would signpost readers to advice on other sites such as Gov.uk. An Action Plan had also been drawn up which was reviewed at the meeting.

AGREED

(1) That the Corporate Director be asked to write to the Council's major partners/suppliers seeking assurance of their plans for No Deal Brexit.

Philip Mousdale

(2) That the Contact Centre staff be advised/reminded of how to signpost people to the Lancashire County Council EU Settlement Scheme.

Philip Mousdale

(3) That enquiries be made into neighbouring authorities' proposed use of their additional funding.

Susan Guinness

(4) That the Corporate Director be designated as Lead Officer for communication and coordination between Central and local government.

Philip Mousdale

(5) That a report on preparations for No Deal Brexit, together with the Action Plan, be submitted to the September meeting of the Policy and Resources Committee.

**Philip Mousdale/
Jane Watson**

(6) That Preparations for No Deal Brexit be included as a standing item on future Management Team agendas.

Jane Watson