

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 3rd SEPTEMBER, 2019**

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

ALSO PRESENT: S. Tisdale and W. Dohety

(Apologies for absence were received from D. Langton and J. McDonnell).

56. MINUTES

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

AGREED

That the Minutes be approved.

57. 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

That items for future meetings be forward to Jane Watson. **All Management Team**

58. ESTORE

Management Team received a presentation from the ICT Service Delivery Manager on the Estore which was the updated version of the current CIVICA software used for on line payments.

The system would go live on 9th September but a decision on when it would be published had not yet been made.

It was noted that the number of payment fields would reduce as and when certain services were transferred over to Jadu.

It was suggested that some staff feedback be sought prior to the publication of the system. **All Management Team**

59. STAFF SURVEY QUESTIONNAIRE

The Human Resources Manager submitted a report which provided an update on the content of the staff survey for 2019.

The Continuous Improvement Group had reviewed the 2017 questionnaire and had checked the questions by asking “can action be taken on this question?” The Group also felt that there should be just one survey to ensure all colleagues were seen to be treated consistently.

Management Team discussed the questionnaire and referred to a number of new questions which had been suggested.

It was proposed that the questionnaire would go out on 16th September and would close on 11th October.

AGREED

That there be a single questionnaire for all staff and that details of “you said we did” be circulated at the same time as the questionnaire was launched.

**Jane McDonnell/
Simon Tisdale**

60. REVIEW OF HOMELESSNESS SERVICE DELIVERED BY HOUSING NEEDS

The Housing, Health and Engineering Services Manager submitted a report which provided Management Team with an update on the homelessness service delivered by Housing Needs.

AGREED

That the report be noted.

All Management Team

61. GDPR MONTHLY UPDATE

The Chief Financial Officer submitted a report which provided Management Team with an update on GDPR and progress against the Information Governance Working Group’s Action Plan.

A number of issues were discussed at length. These included:

- **Information Asset Register**

To be refreshed annually – to be submitted to the next meeting.

**Susan Guinness/
Howard Culshaw**

- **Data Flow Mapping**

To be completed for all processes. Template requested and the issue of the resource implications was acknowledged.

**Susan Guinness/
Howard Culshaw**

- **Privacy Notice**

It was felt that one Notice was sufficient but that this be

Susan Guinness/

kept under review.

Howard Culshaw

- **Out of hours notification to the ICO**

It was considered that an out of hours rota was impractical but that a list of staff who should be notified as soon as possible of any breach potentially requiring notification be drawn up.

Susan Guinness

- **Internal processes – support Individual’s Rights**

More information was requested – information to be sought from other Councils.

**Susan Guinness/
Howard Culshaw**

- **Data Protection Impact Assessments**

Management Team were asked to think about this and it be brought back to a future meeting.

**All Management Team/
Susan Guinness/
Howard Culshaw**

- **Staff Access to Data**

This be established as part of the induction process.

All Management Team

- **Draft Retention Policy**

Any amendments to be sent to Susan Guinness and the document be brought back to the next meeting.

All Management Team

- **Clear/Secure Desk Policy**

That Liberata’s Clear Desk Policy be submitted to the next meeting.

Simon Tisdale

- **Raising Awareness and Embedding GDPR**

A suggestion to include GDPR in the implications section of the report template was not agreed.

Management Team acknowledged the enormity of the requirements of GDPR and the resource implications associated with this.

AGREED

That the report be noted and the actions referred to above be agreed.

**As above/
Jane Watson**

62. PENDLE IT PROGRAMME BOARD

Minutes of a meeting of the Pendle IT Programme Board held on 8th August, 2019 were submitted for information.

63. BREXIT

Management Team received a brief update on the current position regarding Brexit. A report was to be submitted to the next Policy and Resources Committee on the “Preparations for a No Deal Brexit.”

64. POLICY AND RESOURCES COMMITTEE

Management Team considered the agenda and reports for the Policy and Resources Committee scheduled for 19th September, 2019.

AGREED

That subject to some slight amendments the agenda and reports for the Policy and Resources Committee on 19th September, 2019 be agreed.

Jane Watson