

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 22nd OCTOBER, 2019**

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

ALSO PRESENT: M. Mason

(Apologies for absence received from H. Culshaw).

83. MINUTES

The Minutes of the Management Team meeting held on 1st October, 2019 were submitted.

AGREED

That subject to the deletion of reference to “Mobile Working” from the name of the ICT Strategy in Minute No. 75, the Minutes be approved.

84. 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.

It was noted that the Emergency Planning Exercise was scheduled for 9.00 a.m. on 7th November, 2019.

All Management Team

AGREED

That items for future meetings be forward to Jane Watson.

All Management Team

85. PERFORMANCE INDICATOR REPORT 1st APRIL TO 30th SEPTEMBER, 2019

The Chief Financial Officer submitted a report on performance for the period 1st April to 30th September, 2019.

It was noted that overall, compared with the same period last year, performance had improved and forecasts for the remainder of the period were good.

Management Team discussed the underperforming PI's which were listed in Appendix 1 attached to the report. It was acknowledged that there were no real concerns. This was the same for the Corporate PI's listed in Appendix 2 attached to the report.

It was proposed that the PI review would be brought

forward slightly to allow more time to review the process but also to consider the resources available with a view to possibly reducing the PI set.

Due to the transfer of the service to Safenet it was reported that the Pendle Women's Refuge PI would be removed from the Corporate PI Set.

AGREED

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| (1) That the report be noted. | All Management Team |
| (2) That staff be congratulated on maintaining this level of performance. | All Management Team |
| (3) That meetings be arranged with Management Team to discuss the review of the PI sets relevant to their service area. | Marie Mason |

86. STRATEGIC PLAN REVIEW 1st APRIL TO 30th SEPTEMBER, 2019

The Chief Financial Officer submitted a report on the current progress made in achieving the Council's strategic priorities.

It was noted that good progress was being made against the delivery of the Strategic Plan to date. It was noted that five actions would be carried forward for delivery during 2020/21 and these were:

- DL-18 13 Assess the implications of Pendle possibly being split between two Parliamentary constituencies;
- FS-18 02 Review use of the ACE Centre;
- FS-18 12 Preparing for the Fair Funding Review of Local Government and the implementation of 75% Business Rates Retention;
- ES-18 04 Complete benchmarking exercise for domestic waste collections, street cleansing and landscape maintenance services to ensure good value services, and
- HHES-18 18 Continue to support the refurbishment and occupation of Northlight, Brierfield

AGREED

That progress on how each service was contributing to the delivery of the Strategic Plan to date be noted.	All Management Team
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**87. CONSULTATION AND RESEARCH WORK PLAN
PROGRESS UPDATE**

The Corporate Director submitted a report on progress of the research and consultation projects contained within the work plan for 2019/20.

AGREED

That a meeting be held with Adam Pearson (Pearson Insight) to discuss taking forward the potential projects now highlighted.

Marie Mason

**88. BUDGET PREPARATION 2020/21 KEY ASSUMPTIONS
AND TIMETABLE**

The Chief Financial Officer submitted a report on the key assumptions underlying the preparation of budgets for 2020/21 and set out the timetable for the process to its approval in February.

Management Team were reminded to provide realistic information on expected spend between now and the end of March, 2020. Members of the Finance Team would be liaising with Management Team and other Budget Holders over the next few weeks on the preparation of detailed budgets.

AGREED

- (1) That the key budget assumptions and timetable for the development of the budgets for 2020/21 be noted.
- (2) That the need to adhere to the timetable for the provision of information to ensure that the relevant Management Team and Committee deadlines could be met be acknowledged.
- (3) That any savings and/or budget growth and Capital Bid pro-formas are completed and returned to Financial Services to the deadline set.
- (4) That Management Team proactively provide information on any service issues arising that would impact on the budget and accurate 2019/20 out-turn forecasts to Financial Services as soon as practicable.

All Management Team

- (5) That further updates on the Financial Strategy and Medium Term Financial Plan will be submitted to Management Team leading up to Special Budget Policy and Resources Committee and Special Budget Council meetings in February, 2020.

**Susan Guinness/
Jane Watson**

89. GDPR UPDATE – REVIEW OF INFORMATION SECURITY POLICIES 1st TRANCHE

The Chief Financial Officer submitted a report which provided an update on the Information Governance Working Group's work in updating the Council's Information Security Policies.

Of the fifteen policies seven had been updated and it was proposed that these be adopted and awareness raised using the Message of the Day, Service Team Meetings and Extended Management Team. They would also be made available on the Intranet.

Management Team felt that feedback from staff was important and there was a need to understand the practicalities of how these revised policies would be implemented and whether there was a vast change in processes than what was currently being undertaken.

It was reported that an email had been circulated to Management Team prior to the meeting advising on the process for the refresh of the Information Asset Register. The deadline for completion of this refresh was January, 2020.

AGREED

- (1) That the Policies be discussed at Team Meetings and any feedback be sent to the Chief Financial Officer as soon as possible.
- (2) That feedback on the Policies be presented to Management Team two at a time starting with the meeting on 3rd December, 2019.

All Management Team

**Susan Guinness/
Jane Watson**

90. BREXIT

The Corporate Director provided an update on the current position regarding Brexit. The updated action plan had also been circulated prior to the meeting.

Teleconference meetings of the LRF were now being held on a daily basis but so far no new issues had been raised.

Issues that had been raised within the North West Region included difficulty negotiating with businesses, shortage of Environmental Health Officers and implications of Council's capacity and mutual aid arrangements.

91. CLIMATE EMERGENCY

It was reported that the Climate Emergency Working Group had held its first meeting on 1st October. At that meeting they agreed to ask Management Team to put forward any ideas to help address the climate emergency within the Council.

Details of a 33 point plan from the Friends of the Earth had also been circulated prior to the meeting.

It was suggested that discussions be held within each Service Area with a view to putting forward at least three suggestions for consideration.

AGREED

That all suggestions to address the climate emergency within the Council be sent to the Head of Democratic Services no later than 25th November, 2019. The suggestions would then be considered by Management Team on 3rd December before being submitted to the Climate Emergency Work Group's next meeting on 9th December, 2019.

All Management Team