

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 1st OCTOBER, 2019**

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

ALSO PRESENT: S. Agnew

73. MINUTES

The Minutes of the Management Team meeting held on 17th September, 2019 were submitted.

AGREED

That the Minutes be approved.

74. 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

75. ICT MOBILE WORKING STRATEGY

Management Team were presented with the revised ICT Mobile Working Strategy for the three year period 2017-2019.

It was noted that input had been received from Service Managers over recent weeks and this was reflected in the revised Strategy.

The discussion centred around the objectives which essentially focused on areas of work such as ensuring the right IT solutions were in place to enable citizens to move to 65% of interactions with the Council services being digital within the next 5 years; looking at opportunities for shared services with neighbouring authorities and public sector partners; opportunities of cloud based technologies with third party suppliers; effective mobile working; improvements to IT BC/DR resilience; ensure system compliance with the new GDPR and other regulatory standards; and maintain current infrastructure to ensure stability of existing service

It was acknowledged that the cost of IT should be less as a consequence of more efficient use of technology.

AGREED

That the revised ICT Strategy be noted and submitted to the next Policy and Resources Committee for information.

**Shane Agnew/
Jane Watson**

76.

MONTHLY UPDATE ON GDPR AND THE INFORMATION GOVERNANCE WORKING GROUP

The Chief Finance Officer submitted an update on GDPR and progress against the Information Governance Working Group Action Plan.

Areas of discussion included the Information Asset Register, Auto- Delete Functionality, Confidential Waste, Data Protection Impact, Data Retention Policy, Clear Desk Policy and personal information within some committee reports.

AGREED

- (1) That any comments on the Data Retention Policy be submitted to the Chief Financial Officer no later than 11th October, 2019. **All Management Team**
- (2) That the DPO be added to the Policy and Resources Committee report clearance. **Jane Watson**
- (3) That a Clear Desk Policy be agreed in principle (based on Liberata's Policy) and discussed further in November to allow Management Team to consider the implications of introducing such a Policy. **All Management Team**
- (4) That the Corporate Director and Head of Legal Services discuss with Members alternative ways to provide personal information currently requested for in some Committee reports. **Philip Mousdale/
Howard Culshaw**
- (5) That the Head of Democratic Services investigate options for the storage and removal of confidential waste. **Jane Watson**
- (6) That the following actions be noted: **All Management Team**
 - The Information Governance Working Group's Action Plan.
 - Implementation of auto-delete functionality.
 - ICT Steering Group to be responsible for ensuring Data Protection Impact Assessments are completed and shared with the DPO.
 - The Information Asset Register target date for issue is 11th October together with an example

Data Flow Map. The proposed deadline for returns was 10th January, 2020.

- That all Information Asset Register systems to be interrogated when searching for Subject Access Requests.

77. DELIVERING GOOD GOVERNANCE IN LOCAL GOVERNMENT (CIPFA/SOALCE) FRAMEWORK

The Chief Financial Officer submitted a report which provided Management Team with the 2019/20 Self-Assessment (attached to the report at Appendix 1) for review and update. Attached at Appendix 2 was the resulting action plan which was aimed at improving the Council's performance.

AGREED

That the report and action plan be agreed.

Susan Guinness

78. DIGITAL LEARNING

The Human Resources Manager submitted a report on options for digital learning. The report considered the different elements of digital learning and proposed a way forward to best manage resources and costs.

It was reported that given the vast majority of learning requests were for either very small number of colleagues or individuals a digital platform that hosted generic learning content was not appropriate to efficiently or effectively meet organisational learning needs on a number of key factors:

- Cost
- Existing Platforms
- Generic Content
- Time to Customise Learning

It was reported that a 'learning hub' was proposed for the Intranet and it was suggested that this would provide opportunities for more interaction and self-learning.

AGREED

That a platform for Digital Learning not be pursued.

Jane McDonnell

79. UPDATE AND REVIEW BUSINESS CONTINUITY AND DISASTER RECOVERY PLANS (IN PARTICULAR IT DISASTER RECOVERY)

The Environmental Services Manager provided an update

on business continuity and disaster recovery plans.

It was reported that the disaster recovery room at the Fleet Street Depot was now up and running and a test to see if it was 'fit for purpose' was to be carried out soon.

Discussions were ongoing with Service Managers regarding the number of staff required to be in the disaster recovery room or at home in the case of an incident.

80. BREXIT

The Corporate Director provided an update on the current position regarding Brexit.

This included discussions around the teleconference meetings of the LRF; issues relating to the ports; review of the Brexit risk assessment; fuel and food supplies; impacts on commuting and the EU Settlement Scheme.

It was noted that an LRF Task Group had been set up to look at the impact Brexit would have particularly on food banks.

AGREED

- (1) That the update be noted.
- (2) That the updated Brexit Action Plan be submitted to the next meeting.

Philip Mousdale

81. RISK MANAGEMENT WORKING GROUP

Minutes of a meeting of the Risk Management Working Group held on 5th September, 2019 were submitted for information.

There was some discussion around fire arrangements, including fire risk assessment updates and tree inspections.

82. POLICY AND RESOURCES COMMITTEE

Management Team considered the agenda and reports for the Policy and Resources Committee on 24th October, 2019.

RESOLVED

That the agenda and reports, as amended, for the Policy and Resources Committee on 24th October, 2019 be approved.

Jane Watson

