

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 5th NOVEMBER, 2019**

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

ALSO PRESENT: A. Pearson and S. Tisdale

92. MINUTES

The Minutes of the Management Team meeting held on 22nd October, 2019 were submitted.

AGREED

That the Minutes be approved.

93. 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

94. STAFF SURVEY 2019 – FINDINGS

Adam Pearson from Pearson Insight gave a presentation on the results of this year's Staff Survey.

There had been an 81% response rate compared with 89% last year and all staff had been given the same survey to complete (there had been a different one for front line staff last year).

This year a Net Promoter Score had been added which measured loyalty within staff. It was acknowledged that this was quite low and did not reflect the responses to the other questions within the survey.

Management Team acknowledged that there was a lot of good work going on particularly at a time of change with staff moving over to the Town Hall from Elliott House and changes within some teams.

AGREED

(1) That an Action Plan be prepared and submitted to Management Team on 3rd December, 2019.

**Dean Langton/
Jane McDonnell**

- (2) That consideration be given to providing Management Team with training from North West Employers relevant to the results in the survey.

Jane McDonnell

95. INDICIES OF MULTIPLE DEPRIVATION 2019

The Chief Executive submitted a report on the recently published data with regards to levels of deprivation and trends in Pendle.

It was noted that Pendle was ranked the 36th most deprived local authority in England (out of a total of 317) compared to 42nd in 2015. Pendle remained the 5th most deprived local authority in Lancashire.

The report provided an overview of the data and what it meant for Pendle. It was noted that the living environment had been identified as a big priority along with the LSOAs (Lower Super Output Areas).

Management Team were advised that the Whitefield Ward had been ranked 1st out of all the wards in England for the living environment.

Management Team considered the next steps and felt that further information was required to understand the sub domain data which included living environment and adult education along with further analysis of LSOAs.

AGREED

- (1) That the content of the report be noted.

All Management Team

- (2) That further work be undertaken to understand the data around the living environment, adult education and further analysis of LSOAs.

**Adam Pearson/
Sarah Astin-Wood**

96. GDPR UPDATE

The Chief Financial Officer submitted a report on GDPR and progress against the Information Governance Working Group's Action Plan.

Updates were given on progress with the Retention Policy which was due to be published later this month following feedback from staff; the first tranche of Information Security Policies which were currently being consulted on; progress with the new Intranet and a Project Management Framework.

A workshop had been arranged for 16th December with regards to the Information Asset Register and the Data

Flow Questionnaires.

With regards the one off track action identified in the Action Plan regarding the addition of a GDPR implication Management Team felt that this should be considered within the existing implications in the report template.

AGREED

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| (1) That the update be noted. | All Management Team |
| (2) That following feedback from the Clear Desk Policy this be circulated as soon as possible. | Susan Guinness |
| (3) That reference to consideration of GDPR issues within the implications in the report template be added to guidance notes. | Jane Watson |
| (4) That the Chief Executive and Chief Financial Officer work on producing a Project Management Framework. | Dean Langton/
Susan Guinness |

97. BREXIT

The Corporate Director advised that due to the forthcoming General Election all reporting mechanisms with regards to Brexit had been temporarily stood down. They would, however, be resurrected after the election.

The date for leaving the EU had now been moved to 31st January 2020 but 31st December, 2019 could also be the 'leave' date.

It was also reported that no issues had been identified both locally and within Lancashire.

98. GENERAL ELECTION 12th DECEMBER, 2019

Management Team were advised that the General Election was scheduled for 12th December, 2019 with the count to be held immediately after the close of poll that same evening.

Parliament would be dissolved at 00.01 on 6th November and therefore Andrew Stephenson would no longer be Pendle's MP.

It was reported that the Policy and Resources Committee scheduled for that evening had now been cancelled; work was ongoing to ensure the election ran smoothly although there had been reports that may possible be a postal strike in December, which would impact on the postal and proxy vote process.

Purda would run from Monday 11th November through to the election day.

99. STORAGE

Management Team discussed the issue of storage within Nelson Town Hall now that everyone had moved from Elliott House into the Town Hall. It was reported that there may be the opportunity to negotiate a space for storage at Elliott House with the new owners or an alternative was to use a vacant unit down at Clayton Street.

There was also an issue with regards to shredding of confidential waste and there were 180 bags awaiting collection. Arrangements were being made for these bags to be collected as soon as possible.

Management Team were reminded that there was still a lot of equipment and files in Elliott House which needed to be either identified as confidential waste, to be stored or to be disposed of.

All Management Team

100. POLICY AND RESOURCES COMMITTEE

Management Team considered the agenda and reports for the Policy and Resources Committee on 21st November, 2019.

AGREED

That the agenda and reports, as amended, for the Policy and Resources Committee on 21st November, 2019 be agreed.

Jane Watson