

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM  
HELD ON 17<sup>th</sup> DECEMBER, 2019**

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

**ALSO PRESENT:** M. Molloy and S. Astin-Wood

*(Apologies for absence were received from J. McDonnell and S. Guinness)*

**118. MINUTES**

The Minutes of the Management Team meeting held on 3<sup>rd</sup> December, 2019 were submitted.

**AGREED**

That the Minutes be approved.

**119. 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**

**120. RESULTS OF THE GENERAL ELECTION**

Management Team discussed the results of the recent general election. It was reported that Andrew Stephenson would continue to be Pendle's MP. He had retained his seat and was now in his fourth term.

**121. BOUNDARY COMMISSION – FINAL  
RECOMMENDATIONS ON NEW WARDS**

Management Team were informed that the Boundary Commission's final recommendations would be reported to this evening's Full Council meeting.

Their final recommendations had been published which showed a reduction in Councillors from 49 to 33. This would mean there would be 10 x3 member wards, a single member ward for Fence and Higham and a 2 member ward for Brierfield West and Reedley.

A draft order was to be laid in Parliament which would bring the recommendations into force. Subject to parliamentary scrutiny the new electoral arrangements

would come into force at the May, 2020 elections.

Changes had been made to all ward boundaries. A polling station review was also to be undertaken and this was to be completed by the end of January, 2020.

## **122. DOMESTIC ABUSE POLICY AND WHITE RIBBON ACTION PLAN**

Management Team considered a report on work undertaken to raise awareness of domestic abuse and how this could be shared amongst staff.

The report provided an update on progress with the White Ribbon Action Plan which the Council had accredited to in 2017.

An employee policy on Domestic Abuse was submitted for consideration. It set out the Council's approach to supporting employees who experienced or were affected by domestic abuse.

### **AGREED**

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|-----|---|---|
| (1) | That the Domestic Abuse Policy for Employees be approved.   | <b>Jane McDonnell/<br/>Sarah Astin-Wood</b> |
| (2) | That staff be encouraged to become White Ribbon Ambassadors and Champions.                                  | <b>Sarah Astin-Wood</b>                     |
| (3) | That the White Ribbon Action Plan and action taken in support of White Ribbon be noted.                     | <b>All Management Team</b>                  |
| (4) | That a report be submitted to the next Policy and Resources Committee on the White Ribbon Campaign.         | <b>Sarah Astin-Wood</b>                     |
| (5) | That a presentation on the White Ribbon Campaign be presented to a future Extended Management Team meeting. | <b>Tracy Turner/<br/>Sarah Astin-Wood</b>   |

## **123. GDPR UPDATE**

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

The report provided updates in relation to the Information Asset Register and the auto-deletion functionality for IT systems.

**AGREED**

That the report be noted.

**All Management Team**

**124. BROWNFIELD REGISTER**

The Planning, Economic Development and Regulatory Services Manager submitted a report on the Brownfield Land Register. There was a requirement that it be published by 31<sup>st</sup> December each year.

**AGREED**

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|---|--------------------------------------|
| (1) That the sites included in Part 1 of the Brownfield Land Register be agreed.          | <b>Matt Kennedy</b>                  |
| (2) That the register be published on the Council's website.                              | <b>Matt Kennedy</b>                  |
| (3) That the report be submitted to the Policy and Resources Committee in February, 2020. | <b>Matt Kennedy/<br/>Jane Watson</b> |

**125. ANNUAL HEALTH AND SAFETY AUDIT 2019**

The Environmental Services Manager submitted a report on the findings and recommendations of the annual Health and Safety Audit which was completed in July and August this year.

It was noted that significant improvements had been made over the past 12 months with each Service Area awarded a higher score than the previous year.

This resulted in the Council receiving an overall score of excellent. Management Team acknowledged that this was as a result of the improvements made since the last audit.

**AGREED**

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|---|----------------------------|
| (1) That the annual Health and Safety Audit for 2019 be noted and remedial actions be initiated.  | <b>All Management Team</b> |
| (2) That the report be shared with all staff.   | <b>All Management Team</b> |
| (3) That it be agreed that all recommendations within the report are completed as soon as possible.   | <b>All Management Team</b> |
| (4) That the actions are recorded within the Action Plan template and forwarded to the Health and Safety Officer as a record that the recommendations made have been completed. | <b>All Management Team</b> |

(5) That the Health and Safety Officer submits a progress report to the Risk Management Working Group at its next meeting.

**Paul Underwood**

(6) That staff be congratulated on their input in the Council achieving this improved score and a message of the day be circulated. Management Team also to mention this at Team Meetings.

**All Management Team**

**126. CHRISTMAS HOLIDAY FIRE SAFETY ARRANGEMENTS**

It was reported that a meeting was to be held on 19<sup>th</sup> December, 2019 with the Fire Officers, Fire Wardens and the Health and Safety Officer to discuss some issues which had arisen from a recent evacuation of the building.

Some issues had already been addressed and steps had been put in place to ensure there was adequate cover should there be need to evacuate the building over the Christmas holiday period.

**127. BREXIT**

Meetings and conference calls with the Resilience Forum will be resumed. There was nothing further to report.

**128. POLICY AND RESOURCES COMMITTEE**

Management Team considered the agenda and reports for the Policy and Resources Committee on 16<sup>th</sup> January, 2020.

**AGREED**

That, subject to some minor amendments, the agenda and reports for the Policy and Resources Committee on 16<sup>th</sup> January, 2020 be agreed.

**All Management Team**