

**MINUTES OF A MEETING OF THE MANAGEMENT TEAM
HELD ON 21st JANUARY, 2020**

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

129. MINUTES

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

AGREED

That the Minutes be approved.

130. 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.

The meeting scheduled for 4th February would be a Strategic Planning day and Management Team were asked to bring to the meeting any updates to the Plan for discussion.

The Digital Strategy would also be presented on that day.

AGREED

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

131. PERFORMANCE INDICATOR REPORT 1st APRIL TO 31st DECEMBER, 2019

The Chief Executive submitted a report on performance for the period 1st April to 31st December, 2019.

Overall performance was good. Management Team focused on Appendix 1 and the underperforming PI's. It was apparent that although there was some underperformance improvements had also been made in spite of the pressures staff had been under and they should be congratulated for this.

AGREED

(1) That the report be noted.

(2) That staff be congratulated for the continued level of performance.

All Management Team

132. STRATEGIC RISK REGISTER UPDATE

Management Team discussed the strategic risk register and which was to be submitted to the next meeting of the Corporate Governance Working Group and then the Accounts and Audit Committee in March.

Management Team were asked to review the risk ratings and identify any other risks which should be added to the Register.

AGREED

- (1) That the Strategic Risk Register be noted.
- (2) That any amendments/additions to the Strategic Risk Register be forwarded to Marie Mason no later than 14th February, 2020.

All Management Team

133. GDPR MONTHLY UPDATE INCLUDING INFORMATION SECURITY POLICY REVIEW

The Information Governance Working Group submitted a report which provided an update on GDPR and progress against the Working Group's Action Plan.

The Email Policy and ICT Access Policy were also submitted for comment. The proposal was that these Policies, along with others, would be implemented from 1st April, 2020.

Management Team discussed passwords and the need for one password to allow access to all systems used by an individual; the marking of emails as Public, Controlled and Private; the need for training, implementation and monitoring of the policies.

AGREED

- (1) That the report be noted.
- (2) That IT be asked to investigate the possibility of one password access for all systems.
- (3) That IT be asked to identify a system/software that automatically marks emails Public, Controlled or Private.
- (4) That a training programme be put together to enable the policies to be implemented from 1st April, 2020.

Shane Agnew

Shane Agnew

**Jane McDonnell/
Susan Guinness**

134. DRUG AND ALCOHOL TESTING SAFETY CRITICAL LIST

The Human Resources Manager reported that the Chief Executive had undertaken a drug and alcohol test on Monday which had proved negative. It was suggested that all members of Management Team also undertake a random test.

Inspire, a drug and alcohol addiction charity had recently led two sessions at Fleet Street on awareness and how to seek help. Further sessions were planned for staff at the Town Hall.

AGREED

That all members of Management Team be invited to take a drug and alcohol test.

Jane McDonnell

135. STAFF SURVEY ACTION PLAN

Management Team considered a draft action plan which had been produced following the recent staff survey.

The Plan had been broken down into themes and main topics. It was proposed that the Plan be discussed at Extended Management Team meetings.

Management Team felt that the Plan was very comprehensive and feedback from staff be sought to progress the actions/initiatives identified.

AGREED

That the Action Plan be shared with all staff and feedback be sought and the Plan be further considered at the next meeting on 4th February, 2020.

**All Management Team/
Jane Watson**

136. BUSINESS CONTINUITY TEST

It was reported that a business continuity test would be carried out shortly. This would be desktop exercise and was planned for some time in March.

137. BARNOLDSWICK BID

The Planning, Economic Development and Regulatory Services Manager submitted an interim report on the proposed Business Improvement District for Barnoldswick.

The report presented the initial findings and emerging conclusions from a short study carried out by Kolek

Consulting between November 2019 and January 2020.

Management Team discussed the 4 options presented but wanted to wait until the recommendations report had been received from Kolek Consulting before making any decisions.

AGREED

(1) That the report be noted.

(2) That the report be submitted to the next Leadership meeting for consideration.

**Neil Watson/
Tracy Turner**

138. BREXIT

It was reported that last week's meeting of the Lancashire Resilience Forum had been cancelled pending the meeting with the Resilience Forum leads with the Minister for Housing and Local Government.

It was noted that the Council had not received any enquiries about the EU Settlement Scheme and reference was made to publicity of the scheme.

139. POLICY AND RESOURCES COMMITTEE

(a) Special Policy and Resources Committee

It was reported that a Special Policy and Resources Committee meeting was scheduled for 30th January to consider four planning applications.

AGREED

That the agenda be agreed.

Jane Watson

(b) Special Budget Policy and Resources Committee

Management Team considered the agenda and reports for the Special Budget Policy and Resources Committee scheduled for 13th February, 2020.

Some slight amendments were made to the agenda.

AGREED

That the agenda and reports, as amended, be agreed.

Jane Watson