

***Private and Confidential***

**KENSINGTON AND CHELSEA MANAGEMENT BOARD**

**11 OCTOBER 2017**

**11am at Kensington Town Hall**

**ACTION SHEET**

**Present:**

Barry Quirk (CE), Chris Buss (DF), Melissa Caslake (EDCS), Richard Egan (DCP), Sue Harris (EDELRS), John O'Rourke (for DHR), John Quinn (DCS), Mike Robinson (DPH), Graham Stallwood (EDPBD) and Andrew Tagg (DF for CS).

**Apologies for absence:** Nick Austin (DEH), Stella Baillie (ASC), Debbie Morris (DHR), Sue Redmond (EDASC), Mahmood Siddiqi (DTH) and Heather Wills (DSLS).

<b>ITEM</b>	<b>TITLE AND DECISION</b>	<b>ACTION BY</b>
<b>1.</b>	<b>NOTES OF THE PREVIOUS MEETING</b>  Noted.	
<b>2.</b>	<b>REVIEW OF CONTINGENCY PLANNING AND RESPONSE ARRANGEMENTS</b>  Stuart Priestley attended for this report.  The Board recognised the need to ensure that lessons were learned from the Grenfell fire and agreed the 17 recommendations in the paper.  Noted the need to expand the silver rota. BQ spoke of the need to ensure that people were not rostered for a whole week or who lived too far away. Honoraria should also be considered. Agreed that training for silvers should be undertaken.  Noted that the report could be shared with Management Teams.  Noted that departmental business continuity plans, such as that in FCS, should continue to be worked on.	  HW/SP      HW/DK  All to note
<b>3.</b>	<b>GENERAL DATA PROTECTION REGULATION</b>  Fatima Zohra and Jason Lowther attended.	

The Board noted the new regulations around data protection from May 2018. FZ drew particular attention to the need to keep evidence of individuals' consent to use information. She also highlighted the penalties for breaches on page 3.

RE asked FZ to liaise with Glenn Woodhead as he had been working on this.

FZ

FZ spoke of the need to have appropriate lead officers on the working group so that information could be cascaded.

FZ said that pilot work may be undertaken with Children's Services as much work would fall here. She would be happy to attend Management Team meetings to discuss further.

All to note

#### **4. CAPITAL PROGRAMME UPDATE AND REVIEW**

Noted update paper for next Leadership Team meeting. There would be a report to Council in March 2018 on the capital strategy.

CB

#### **5. FORTHCOMING LEADERSHIP TEAM ITEMS**

##### **Leadership Team - 19 October**

Items noted.

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##### **Leadership Team - 30 November**

Items noted.

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#### **6. OTHER BUSINESS**

##### **(i) Christmas 2017 (raised by MR):**

MR raised what the Council could do around Christmas for those affected by the Grenfell fire. This could include a children's party. All to come to next meeting with ideas.

All

The meeting ended at 12.10pm.

**Barry Quirk  
Chairman**

**Forthcoming Board meetings (from 11am unless indicated otherwise):**

8 November  
13 December  
10 January  
14 February