

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey
Heath House on 14 July 2016**

+ Geraldine Sharman(Chairman)
+ Cllr Josephine Hawkins (Vice Chairman)

- | | |
|-------------------------|-------------------|
| - Cllr Moira Gibson | + Andrew Edmeads |
| + Cllr Ruth Hutchinson | + David McDermott |
| + Cllr Paul Ilnicki | - Lynn Smith |
| - Cllr Charlotte Morley | + Anthony Sparks |
| + Cllr Robin Perry | + Karen Wetherell |
| + Cllr Ian Sams | |
| - Cllr Conrad Sturt | |

- + Present
- Apologies for absence presented

1/J Election of Chairman

Under the Constitution of the Consultative Group, the positions of Chairman and Vice Chairman alternate between a Member representative and a Staff Representative. For 2016/17 the position of Chairman would be held by a Staff Representative and the position of Vice Chairman by a Member Representative.

Resolved, that Geraldine Sharman be elected Chairman and Councillor Josephine Hawkins be elected Vice Chairman of the Consultative Group for the ensuing year.

2/J Declarations of Interest

There were no declarations of interest.

3/J Notes

The notes of the meeting of the Joint Staff Consultative Group held on 17 March 2016 were agreed as a correct record.

4/J Social Networking Policy Review

The Group received a report proposing amendments to the Council's Social Media Policy. In particular, it was proposed to rename the policy to Social Networking Policy.

Changes had been proposed to the policy, to encompass social networking at work, advice for staff using social networking privately and an additional clause on compliance with the Data Protection Act 1998.

The Group agreed to following additional amendments:

- (i) Paragraph 4 – Policy Statement – 5th Bullet Point – Delete “Slack and other collaborative tools” and insert “All forms of collaborative tools including Slack and Trello.
- (ii) Paragraph 7 – Policy and Procedure – Sub-Paragraphs 7.1 and 7.2 – In both sub-paragraphs (personal internet site and social networking site from Surrey Heath Borough Council), insert an additional bullet point:
 - Do not discuss existing or proposed policies on social networking websites.

Resolved, that the Head of Paid Service be asked to rename the Social Media Policy to Social Networking Policy, as attached in Annex A to the Officer’s report incorporating the above amendments.

5/J Staff Benefits

The Group received a report on a proposed new staff benefits programme. The changes involved joining the P&MM employee benefits package under the SE7 Framework, negotiated by Surrey County Council in partnership with 7 south-east councils and including 2 streams, those being:

- (i) Lifestylehub – High street, cinema, leisure and travel discounts; and
- (ii) Salaryplus – cycle and cycle to work savings.

The cost implications for the Council were £2 per employee for 245 employees, giving a per annum cost of £490. The contract term for both Lifestylehub and Salaryplus would be 2 years with an option for a 3rd year.

Members supported the adoption of the new staff benefits programme, subject to funding approval and agreed to advise the Executive to agree the £490 per annum for the 2 years with the option of a 3rd year.

Resolved, that

- (i) **subject to funding approval, the introduction of the new staff benefits programme, as detailed in the officers’ report, be supported; and**
- (ii) **the Executive be advised to agree funding at £490 per annum for 2 years, with an option of a 3rd year.**

6/J Work Programme

The Group considered a proposed work programme, covering meetings scheduled for 6 October 2016, 19 January and 16 March 2017.

The Group agreed to the following item being added to the work programme for 6 October 2016:

- Review of the Officers' Code of Conduct.

Resolved, that the Work Programme for 2016/17 set out at Annex A to the Officer's report, as amended, be approved.

Chairman