

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey
Heath House on 28 September 2017**

+ Geraldine Sharman (Chairman)

+ Cllr Moira Gibson	+ Gillian Barnes-Riding
- Cllr Josephine Hawkins	+ Lee Brewin
+ Cllr Ruth Hutchinson	+ Andrew Edmeads
- Cllr Paul Ilnicki	+ Geraldine Sharman
+ Cllr Charlotte Morley	+ Lynn Smith
+ Cllr Robin Perry	+ Anthony Sparks
+ Cllr Ian Sams	+ Karen Wetherell
Cllr Conrad Sturt	

+ Present

- Apologies for absence presented

In Attendance: Louise Livingston and Rachel Whillis

8/J Notes

The notes of the Joint Staff Consultative Group meeting held on 6 July 2017 were agreed.

9/J Amended Social Networking Policy

The Group reviewed a revised Social Networking Policy. The revised Policy had been amended to include updated examples of forms of social networking and provide advice and guidance regarding using social networks and accessing information, in particular in relation to not using personal accounts to comment on postings about the Council or on behalf of the Council.

It was agreed that paragraph 7.7 would be re-worded to clarify that decisions should only be communicated by formal methods of communication. It was also noted that any typographical errors in the document would be amended.

RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the revised Social Networking Policy, as set out at Annex A to the agenda report, as amended.

10/J Revised Safeguarding Policy and Procedure

The Group considered a new Safeguarding Policy and Procedure, which had been rewritten to reflect the Surrey Safeguarding Group agreed policy, together with a summary reference guide for all staff.

The Policy and Procedure provided basic guidance to all council staff relating to the safeguarding of vulnerable groups, whilst also providing more in-depth

procedural information for those undertaking relevant roles where interaction with vulnerable groups was likely to occur within their normal duties.

The following amendments to the flowchart at the beginning of the Policy and Procedure were proposed by the Group:

- Adding the full title of the Multi Agency Safeguarding Hub, which had only been referred to by its acronym MASH;
- In the Do Summary Box, adding to the final bullet point the page number in the Policy where further information could be sought; and
- Removal of any “don’ts” from the bullet points in the Don’t Summary Box, thereby removing the resulting double negatives.

The Executive Head of Transformation also undertook to establish whether Social Services was part of the MASH and advised that, if this was the case, the specific reference to Social Services would be removed accordingly.

The typographical error at paragraph 9.5.4 would also be amended.

RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the revised Safeguarding Policy and Procedure as set out at Annex A to the agenda report, as amended.

11/J Review of the Joint Staff Consultative Group Constitution

The Group noted proposed revisions to the Joint Staff Consultative Group Constitution.

It was advised that, as the meeting was not sufficiently quorate to make recommendations for amending the Constitution, the item would be deferred to the next meeting.

12/J Work Programme

The Group considered a proposed work programme for the meetings scheduled for the remainder of the municipal year.

It was agreed to add the Data Protection Policy to the 15 March 2018 agenda. It was also noted that the item concerning the review of the Group’s Constitution would be added to the January meeting’s agenda.

RESOLVED that the Work Programme for the 2017/18 municipal year, as set out at Annex A to the agenda report, as amended, be agreed.

Chairman