

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Council
Chamber, Surrey Heath House, Knoll
Road, Camberley, GU15 3HD on 14
May 2018**

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|--------------------------|-------------------------|
| + Cllr Moira Gibson | + Gillian Barnes-Riding |
| + Cllr Josephine Hawkins | + Andrew Edmeads |
| - Cllr Ruth Hutchinson | + Geraldine Sharman |
| + 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

20/J Notes of Previous Meeting

The notes of the meeting held on 18 January 2018 were agreed.

21/J Review of Surrey Heath Borough Council's Whistle Blowing Policy

The Group considered a report setting out proposed revisions to the Council's Whistle-Blowing Policy. The amendments changed the contact details and titles of the various bodies to which staff could report concerns to; to reflect the new contact details for 'Public Concern at Work', the new role of the Audit, Counter Fraud and Corporate Enforcement Manager and a change of suggested central government body to report concerns to. The change in the Council's external auditors from KPMG to BDO was also reflected in the proposed amendments.

RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the amended Whistle-Blowing Policy.

22/J Review of Surrey Heath Borough Council's Statement of Terms and Conditions

The Group considered a report setting out proposed changes to the Council's Terms and Conditions for Employees. Changes to the document included:

- The introduction of a probationary period for all new employees regardless of whether they were existing Local Government Classification Scheme (LGCS).
- Greater emphasis and clarification on the responsibility of staff to inform HR of any criminal records they may have received.

- Wording at paragraph 15.0 to bring the policy in line with GDPR regulations surrounding storage and retention.

RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the amended Terms and Conditions.

23/J Social Networking Policy

The Group considered a proposed amendment to the Council's Social Networking Policy. It was noted that the amendment provided further guidance on the use of social media for debt recovery, and that no covert social networking profiles would be set up or used.

Resolved that, in accordance with the Scheme of Delegation of Functions to officers, the Head of Paid Service be asked to approve the amendment to the Social Networking Policy, as set out at paragraph 2.2 of the report of the Head of Transformation.

24/J Work Programme

The Group reviewed its scheduled Work Programme for the 2018/19 Municipal Year.

RESOLVED that the Work Programme for the 2018/2019 municipal year, as set out in the report be agreed.

Chairman