

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey
Heath House on 18 September 2014**

+ Geraldine Sharman (Chairman)
+ Cllr Ken Pedder (Vice Chairman)

- Cllr Liane Gibson	+ Andrew Edmeads
+ Cllr Moira Gibson	+ David McDermott
+ Cllr Josephine Hawkins	- Lynn Smith
+ Cllr Paul Ilnicki	+ Anthony Sparks
+ Cllr Charlotte Morley	- Karen Wetherell
+ Cllr Audrey Roxburgh	+ Rachel Whillis
+ Cllr Judi Trow	Vacancy

+ Present
- Apologies for absence presented

Chairman's Announcement

The Chairman welcomed two new Staff Representatives to the group, David McDermott and Karen Wetherell.

6/J Notes

The notes of the meeting of the Consultative Group held on 5 June 2014 were received and confirmed.

7/J Off-site Working Policy & Procedure

The group received a report on the introduction of an offsite working policy and procedure. The report outlined definitions of offsite workers namely homeworker, mobile worker and variable worker and the implications of offsite working.

The Group were advised of the following amendments to the policy:

- On page 9 add the Grievance Policy to the list of policies which should be read in conjunction with the offsite policy.
- On page 14 at paragraph 9.7, PPE to be printed in full, 'Personal Protective Equipment'.
- On page 19, paragraph 13.1, add a sentence at the end, *'the equipment will only used for Council business'*.

Resolved that the Executive be asked to recommend to Council that the Council's Offsite Working Policy and Procedure as amended be adopted.

8/J Flexible Working Policy & Procedure

The Group received a report on the Council's flexible working policy and procedure. It was noted that the policy had been revised to include the changes to

statutory rights to request flexible working. In particular paragraph 9.7 the information in respect of rejection of statutory flexible working had been updated.

Resolved that the Executive be asked to recommend to Council that the Council's Flexible Working Policy and Procedure be adopted.

9/J Data Security Breach Management Policy and Procedure

A report on the data security breach management policy and procedure was received by the Group. It was noted that it was an important document, should any data be compromised. It was noted that all staff would need to sign up to the policy.

Resolved that the Executive be asked to recommend to Council that the Council's Data Security Breach Management Policy and Procedure be adopted.

10/J Annual Pay Settlement Procedure

The group received a report on the revised Annual Pay Settlement Procedure and were advised of the following amendments:

- On page 51, paragraph 3, replace the word 'inform' with '*confirm with*'.
- On page 51, last sentence of the paragraph entitled 'Timeline', should read '*If the pay settlement is not agreed as part of the budget setting at Full Council in February, it should be noted that this could delay the payment of any agreed pay settlement as Full Council does not meet again until April.*'

Resolved that the Executive be asked to recommend to Council that the Council's Annual Pay Settlement Procedure as amended be adopted.

11/J Information Security Policy

The group received a report on the amendments to the Council's Information Security Policy. It was noted that computer information security was not the sole responsibility of the Information Communication and Technology (ICT) Service.

The Group was advised that the suggested amendments were outlined in annex B on page 89.

Resolved that the Executive be asked to recommend to Council that the Council's Information Security Policy be adopted.

12/J Work Programme

The Group received the work programme for the remainder of the 2014/15 municipal year and noted the topics allocated to each meeting.

Meeting	Topic	Source
27 November 2014	Maternity Leave Policy	HR
	Paternity Leave Policy	HR
	Adoption Leave Policy	HR
	Parental Leave Policy	HR
22 January 2015	Pay Settlement	HR
	Pay Policy Statement	HR
19 March 2015	Employment Stability Policy	HR

Resolved that the work programme for the remainder of the 2014/15 municipal year be approved.

Chairman