

**Minutes of a Meeting of the Joint Staff  
Consultative Group held at Council  
Chamber, Surrey Heath House, Knoll  
Road, Camberley, GU15 3HD on 28  
November 2019**

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+ Cllr Rebecca Jennings-Evans (Chairman)

+ Anthony Sparks (Vice Chairman)

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| + Cllr Richard Brooks<br>Cllr Sharon Galliford | - Louise Aartsen<br>- Garry Carter |
| + Cllr Alan McClafferty                        | - Gillian Barnes-Riding            |
| + Cllr Charlotte Morley                        | + Andrew Edmeads                   |
| + Cllr Graham Tapper                           | + Lynn Smith                       |
| + Cllr Victoria Wheeler                        | + Karen Wetherell                  |
| + Cllr Helen Whitcroft                         |                                    |

+ Present

- Apologies for absence presented

In Attendance: Louise Livingston, Belinda Tam, Jane Sherman.

**7/J Minutes of the last meeting**

The notes of the last meeting held on 1 August 2019 were agreed.

**8/J Declarations of Interest**

There were no declarations of interest.

**9/J Speak Up Policy and Procedure ( formerly Whistle Blowing Policy )**

The Group was informed that the Council's current Whistle-Blowing Policy and Procedure had been updated and renamed the Speak Up Policy and Procedure.

Speaking Up was the confidential disclosure by staff of any wrong-doing they encountered in the workplace. The Policy was designed to encourage staff to raise serious concerns whilst providing them protection. The disclosure could be made to the Council or to an external party outside the management structure of the Council

This Policy and Procedure explained the procedure to follow and outlined an employee rights and what they should expect throughout the process.

The Group suggested that the following additions should be made to the Policy and Procedure;

- (a) Paragraph 1 - Introduction – include reference to qualifying examples; and
- (b) Paragraph 3 – Scope – include “volunteers”.

**RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the amended Speak Up Policy and Procedure attached as Annex A to the agenda report subject to the additions set out above.**

#### **10/J Criminal Records Policy and Procedure**

The Group was advised that the purpose of the Criminal Records Policy was to provide guidance for Human Resources, recruiting managers, current employees and Surrey Heath Borough Council applicants regarding the process of Disclosure and Barring Service, Basic Disclosure and Baseline Personnel Security Standard.

The Member representatives asked if there was a similar policy for Councillors but were advised that the Council was not able to undertake any of these checks in respect of Councillors.

**RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the amended Criminal Records Policy as attached as Annex A to the agenda report.**

#### **11/J Hate Crime Policy**

The Safeguarding Policy had been revised to include an Appendix 9 which set out the Council policy and procedure when a 'hate crime' incident occurred.

Hate Crime could be defined as any crime that was motivated by hostility on the grounds of someone's actual or perceived characteristics. Hate Crime could take many forms including (but not limited to): physical violence, threats of violence, offensive graffiti or other written material, online abuse, and abusive or insulting words of behaviour.

The Group received details of the proposed policy to deal with to Hate Crime. It was suggested that wording be introduced to clarify the reference religion or belief as including all faiths or lack of a faith.

The Group noted that a typographical error in Appendix 9 – paragraph 1.3 – "of" would be corrected to "or".

**RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the addendum attached to the agenda report relating to Hate Crime, incorporated within the Councils Safeguarding Policy, subject to the amendments outlined above.**

#### **12/J Work Programme**

The Group considered the scheduled Work Programme for the remainder of the 2019/2020 Municipal Year.

**RESOLVED, that the Work Programme for the remainder of the 2019/2020 municipal year, as set out in the agenda report, be agreed.**

Chairman