

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey
Heath House on 11 March 2021**

+ Anthony Sparks (Chairman)
+ Cllr Graham Tapper (Vice Chairman)

+ Cllr Rodney Bates	+ Louise Aartsen
+ Cllr Sharon Galliford	- Garry Carter
- Cllr Josephine Hawkins	+ Gillian Barnes-Riding
+ Cllr Rebecca Jennings-Evans	+ Andrew Edmeads
+ Cllr David Mansfield	+ Lynn Smith
+ Cllr Charlotte Morley	+ Karen Wetherell
+ Cllr Helen Whitcroft	

+ Present
- Apologies for absence presented

In Attendance: Louise Livingston, Julie Simmonds, Jane Sherman

29/J Notes

The Notes of the meetings held on 14 January and 28 January 2021 were agreed by the Group.

30/J Information Security Policy

The Information Security Policy set the framework for protecting and securing the Council's information assets.

The Policy, which had last been reviewed in March 2020, comprised a number separate documents which covered the rules and guidance to be applied by staff. A further review had been carried out and the recommended changes were as set out at Annex A to the agenda report. In addition to the recommended changes, the following amendments were proposed.

Paragraph No	Paragraph Heading	Amendments
2	Introduction	Include reference to "relevant associated policies"
2.0	Password Policy	The Executive Head of Transformation to explore the potential to encrypt passwords and the requirement to change a password every 90 days.
3.6	Account Closure	Increase the requirement to retain CMT emails from 3 to 5 years after they have left the Council.

- 11.7 Access to Staff Emails Replace “achieve” with “archive”.

In addition the Executive Head of Transformation undertook to ensure that all abbreviations used throughout the Policy would be explained in full at their first occurrence.

RESOLVED that the Employment Committee be asked to agree the Council’s revised Information Security Policy, as set out at Annex A to the agenda report, as amended.

31/J Data Protection Policy

The Data Protection Policy set out the framework for compliance with the requirements of the Data Protection legislation and provided guidance to all council staff to help them understand the importance of their role in maintaining the security and confidentiality of personal data.

The Data Protection Policy had been reviewed and the recommended changes were set out at Annex A to the agenda report.

The Executive Head of Transformation updated the Group in relation to a number of comments which had been received and, as a result, proposed the following amendments:

Paragraph No	Paragraph Heading	Amendments
2.2	Consent	The Executive Head of Transformation to make inquiries to clarify a situation where the Council was unaware that the data subject had died.
7.1	Rights of Data Subjects	Correction of punctuation error
10	Training	Include reference to face to face training, on-line training and e-learning

In relation to companies which the Council used to outsource services, it was proposed to add a statement to refer to the need for those companies to have the same standards of protection as the Council.

Furthermore in relation to the Home Working Policy, to add a reminder to staff, when printing from home, to be cognisant of the printing destination.

RESOLVED that the Employment Committee be asked to agree the Council’s revised Data Protection Policy, as set out at Annex A to the agenda report, as amended.

32/J Records Management Policy

Although Records Management was briefly covered in the Information Security and Information Governance Strategy, adopting a specific Records Management Policy would provide a more robust management of records. The Group considered a Records Management Policy which set out the standards for good records management to help ensure that the Council had the right information at the right time to make the right decision and help ensure it met its obligations under Data Protection legislation.

The Group was advised that the Executive Head of Transformation would check that the terms used in the Policy were consistent with other Council policies. In addition it was noted that the management of historic records would be explored and a further report made should an additional section be required.

In addition typographical errors in the wording of Paragraphs 10.1 and 13.5 would be amended.

RESOLVED that the Employment Committee be asked to adopt the Council's Records Management Policy, as set out at Annex A to the agenda report, as amended.

33/J Social Networking Policy

The Social Networking Policy aimed to provide guidelines for the effective and safe use of social networking to promote and develop the Council's services, and to ensure employees and workers were aware of how they should conduct themselves when using social networking sites both at work and outside of work.

The Social Networking Policy was regularly reviewed and the current review had recommended changes as set out at Annex A to the agenda report. In addition to the recommended changes the following amendments were proposed.

Paragraph No	Paragraph Heading	Amendments
2 4	Definitions Policy Statement	Define terms clearly as collaboration tools .
7.8	Policy and Procedure	Add reference to ensuring that when discussing confidential items using video conferencing sites that virtual backgrounds are not used.
9	Reporting Procedure	Amend "Whistleblowing Policy" to "Speak Up Policy".

RESOLVED that the Employment Committee be asked to agree the Council's revised Social Networking Policy, as set out at Annex A to the agenda report, as amended.

34/J National Graduate Development Programme

The LGA's National Graduate Development Programme, which had been running since 2002, provided for local authorities to employ graduates on a two-year contract, where they undertook at least three different service placements. The LGA provided a complimentary training and development offer which included working towards an Institute of Leadership and Management Level 7 qualification. The LGA carried out the central multi-stage recruitment exercise and would refer successful applicants to local authorities to carry local interviews.

The Group noted that the creation of a graduate post would require a budget increase.

The Group was advised that whilst it was not possible to give any guarantees about future employment with the Council at the end of the two years every effort would be made to offer suitable employment with this or other Councils. Furthermore the recruitment of local candidates would be given strong consideration.

RESOLVED that the Employment Committee be advised to recommend to Council that the Council create a new post of 'Graduate Trainee' and that the Council seek to recruit to this role via the Local Government Association's National Graduate Development Programme, subject to the necessary budget increase.

35/J Pay Settlement 2021/22

It was noted that, further to consideration of the Pay Settlement for 2021/22 by the Group at its meeting on 28 January 2021, the Council at its meeting on 24 February 2021 had agreed that

- i) no percentage cost of living award be agreed for 2021/22 with the exception of a consolidated staff pay award of £250 to be made to staff on Grades 1, 2 and 3;
- ii) a non-contractual additional day's leave be awarded to all staff in 2021/22, to be taken on Christmas Eve, or where the member of staff is required to work on Christmas Eve, added to their annual leave entitlement for 2021/22.

Note: It was noted for the record that all members of staff present at the meeting had an interest in any pay award.

36/J Work Programme

The Group considered its Work Programme for the remainder of the Municipal Year. It was noted that the Safeguarding Policy would be added to the agenda for the meeting on 24 June 2021. The Climate Change Policy to be considered at the meeting on 23 September was in relation to the Climate Change Action Plan as developed by the Climate Change Working Group.

A number of typographical errors were also corrected.

RESOLVED that the work programme for the remainder of the 2020/21 municipal year, as set out at Annex A to the agenda report, as amended, be agreed.

Chairman