

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey
Heath House on 29 March 2022**

+ Cllr Graham Tapper (Chairman)
+ Lynn Smith (Vice Chairman)

+ Cllr Rodney Bates	+ Keiran Bartlett
+ Cllr Sharon Galliford	+ Andrew Edmeads
+ Cllr Josephine Hawkins	+ Joe Fullbrook
+ Cllr Rebecca Jennings-Evans	Kathy Lindsay
+ Cllr Charlotte Morley	Gillian Riding
+ Cllr Helen Whitcroft	+ Anthony Sparks
	- Karen Wetherell

+ Present
- Apologies for absence presented

In Attendance: Jo Hill, Louise Livingston and Julie Simmonds

37/J Notes

The notes of the meeting held on 3 March 2022 were confirmed by the Group.

38/J Declarations of Interest

There were no declarations of interest.

39/J Information Security Policy

The Group considered a report which outlined information and proposed changes regarding the Council's Information Security Policy, which was considered by the Group on an annual basis.

The proposed policy had been amended to reflect:

- 2.5 inclusion of web browser
- 5.3 further information regarding personal and third party equipment
- 6.10 further information regarding remote access in particular to Microsoft Azure
- 9.2 Further information regarding storing documents and files

It was agreed that a typographical error would be amended to reflect the correct date of the proposed amended policy. Furthermore, it was agreed that there would be reference made in Section 2 of the policy to the requirement for password managing spreadsheets should be encrypted and preferably within a compressed zip folder.

RESOLVED that the Employment Committee be asked to agree that the revised Information Security Policy, as set out at Annex A to the report, be adopted.

40/J Data Protection Policy

The Group considered a report which provided information and a proposed change regarding the Council's Data Protection Policy.

The Group were advised that the proposed revised policy had not changed with the exception to the updating of job titles.

RESOLVED that the Employment Committee be asked to agree that the revised Data Protection Policy, as set out at Annex A to the report, be adopted.

41/J Data Security Breaches Policy

The Group received a report which reviewed the Council's Data Security Breaches Policy and proposed a few minor changes.

The proposed policy has been amended to reflect that the United Kingdom was no longer part of the European Union as detailed in section 1.6. The section now reflected UK GDPR. Furthermore, changes to Paragraph 3.1 reflected the job role changed for SIRO as a result of the recent Senior Management Restructure.

RESOLVED that the Employment Committee be asked to agree that the revised Data Security Breaches Policy, as set out at Annex A to the report, be adopted.

42/J Social Networking Policy

The Group considered a report outlined proposed changes to the Council's Social Networking Policy which was considered by the Group on an annual basis.

It was acknowledged that the proposed updated policy had been amended to note that some social networking use may be applicable to Freedom of Information (FOI) or Environmental Information Regulations (EIR) requests.

Furthermore, it was noted that it would be checked by Officers as to whether there were data protection implications in respect of the policy and the Bring Your Own Device scheme.

RESOLVED that the Employment Committee be asked to agree that the revised Social Networking Policy, as set out at Annex A to the report, be adopted.

43/J Organisational Change Policy and Procedure

The Group considered a revision to the Employment Stability Policy and Procedure which was proposed to be renamed the Organisational Change Policy

and Procedure. The Group were advised that the policy required review because it had been found that the policy was unclear and left gaps which allowed room for interpretation and that there was an opportunity to make the policy more informative to staff.

The proposed amended policy sought to reduce the term of the protected policy to 12 months and clarify that it could only be applied if an employee accepted a role one grade down from their redundant post. The Group agreed to amend the proposed policy so that where there was a drop of more than 1 grade below their substantive post, the employee would benefit from 6 months protected salary. It was noted that this would be preferable to the Council in contrast to the loss of corporate knowledge and the costs of redundancy and recruitment. In addition, in respect of notice periods, it was agreed to amend the proposed policy to allow the continuation of the options of 'payment in lieu', and 'gardening leave', for specific circumstances.

The Group felt that voluntary redundancy should remain as an option within the policy; and principally it was good practice and better for all parties for someone to leave via voluntary redundancy rather than members of a team leave via compulsory redundancy. It was agreed that those taking voluntary redundancy would receive the same package as those subject to compulsory redundancy.

Furthermore, it was felt by the Group that there was a lack of general understanding in respect of the effect of redundancy or an individual's pension and it was agreed that the pension strain should be defined in the policy. Moreover, it was acknowledged from the discussions that the Council's retirement policy needed review.

It was agreed that it should be included in the policy that outplacement should be made available to all staff who were subject to redundancy. It was also agreed to amend typographical errors and superseded job titles throughout the policy; as well as to add headings to the columns of the table under section 11 of the proposed policy.

However, the Group had differing opinions in respect of when the multiplier should apply. Whilst, the employer's representatives felt that the proposal for the multiplier should apply to any restructures which had started before 31 March 2023, the staff representatives wished for this to be extended in the proposed policy till March 2024.

As no consensus was reached and neither option achieved a majority vote amongst both staff and employer's representatives, separate recommendations would be presented to the Employment Committee for consideration.

RESOLVED that

- I. the Employment Committee be asked to agree that the revised Organisational Change Policy (formerly the Employment Stability Policy) as set out at Annex A of the agenda report, subject to the amendments outlined above, be adopted; and**

- II. the Employment Committee be asked to agree either**

- i. the x 1.5 multiplier be applicable to restructures, which had started by 31 March 2024 as proposed by staff representatives;
or
- ii. the x1.5 multiplier be applicable to restructures, which had started by 31 March 2023 as proposed by member representatives.

44/J Work Programme

The Group noted its work programme for rest of the municipal year. It was agreed that review of the Retirement Policy would be added 12 January 2023 scheduled meeting.

RESOLVED that the work programme for the remainder of the 2021/22 municipal year be agreed, as set out at Annex A to the agenda report, as amended.

Chairman