

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey
Heath House on 19 January 2017**

+ Geraldine Sharman (Chairman)
+ Cllr Josephine Hawkins (Vice Chairman)

+ Cllr Moira Gibson	- Andrew Edmeads
- Cllr Ruth Hutchinson	+ David McDermott
+ 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

In Attendance: Lee Brewin and Louise Livingston

1/J Notes

The notes of the meeting of the Joint Staff Consultative Group held on 14 July 2016 were agreed as a correct record.

2/J Information and Security Policy

The Head of ICT and the Information Governance Manager had revised the Information Governance Strategy and Information Security Policy to produce a revised Information Security Policy. It was noted that this policy applied to staff only. A separate guidance to managing emails would be produced at a later date.

The following amendments were agreed:

- On page 27, paragraph two under the heading 'Remote Access', add after '*Surrey Heath email, Live Ops.....*'
- On page 37, under the paragraph entitled 'Speed of Response', add final sentence, '*Except for complaints which must comply with the Complaints procedure.*'
- The recommendation was amended in line with the delegated powers of the Head of Paid Service in relation to adoption of Policies and Procedures and their amendments.

**Resolved that the Head of Paid Service be asked to approve the
Information Security Policy as amended.**

3/J Pay Policy Statement

The Group received a report on the Pay Policy Statement 2017/18. This was an annual statement as required by the Localism Act. The Group was advised that the Statement would be considered at the Executive and Council for agreement.

The following amendments were advised:

- On page 45, first sentence under Chief Officers' Remuneration, should read '*three*' and not two statutory roles.
- On page 45, the last post in the table should read, '*Head of Investment and Development*'.

Resolved that the Pay Policy Statement be noted.

4/J Voluntary Duties Leave Policy and Procedure

The Group was advised that the Voluntary Duties Leave Policy and Procedure was a new policy to develop the Council's Corporate Social Responsibility. It detailed leave allowed to staff for voluntary duties, which would be one day paid leave for this purpose.

The following amendments were advised:

- The recommendation was revised in line with the delegated powers of the Head of Paid Service.
- On page 56, final sentence under examples, the word 'sort' should read '*sought*'.
- On page 57, the title of the first table should read, '*Examples of approved organisations for Voluntary Duties Leave*'.
- In table 2, the two organisations 'non-profit affiliates' and 'non-profit religious organisations' under the approved heading should be deleted and one example called 'non-profit organisations' should be added.

It was noted that as far as possible voluntary work should take place in the borough.

It was also agreed that a report be submitted to this group in a years' time to provide an overview of voluntary duties carried out under this scheme.

Resolved that the Head of paid Service be asked to amend the terms and conditions of employment, to include the adoption of the Voluntary Duties Leave Policy and Procedure as amended.

5/J Work Programme

The Group reviewed the work programme for the remainder of the 2016/17 municipal year, and was advised that the title of the item 'Data Protection Policy' may change in line with new legislation, the General Data Protection Regulation.

Members commented that there were still only six staff representatives as part of the Group. Officers advised that they were actively seeking volunteers to become staff representatives on the Joint Staff Consultative Group.

Resolved that the work programme for the remainder of the 2016/17 year as set out in Annex be approved and amended as appropriate.

Annex A

**Joint Staff Consultative Group
Work Programme
2016/17**

Consultative Group meetings for 2016/17 municipal year are scheduled to be held on the following dates:

16 Mar 2017

The following work for the 2016/17 municipal year has been identified for consideration by the Consultative Group:

Meeting	Topic	Source
16th March 2017	Data Protection Policy	ICT/HR
	Information Governance Strategy	ICT/HR
	Pay Settlement	HR

Annex A

Chairman