

**Guildhall Gainsborough
Lincolnshire DN21 2NA**

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AGENDA

This meeting will be recorded and the video archive published on our website

Corporate Policy and Resources Committee

Thursday, 12th April, 2018 at 6.30 pm

Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA

Members:

Councillor Jeff Summers (Chairman)
Councillor Owen Bierley (Vice-Chairman)
Councillor Mrs Sheila Bibb
Councillor Matthew Boles
Councillor David Cotton
Councillor Michael Devine
Councillor Steve England
Councillor Ian Fleetwood
Councillor Stuart Kinch
Councillor John McNeill
Councillor Tom Regis
Councillor Trevor Young

3b) For Noting

Joint Staff Consultative Committee meeting on 29 March.

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Mark Sturgess
Head of Paid Service
The Guildhall
Gainsborough

Wednesday, 4 April 2018

Agenda Item 3b

JOINT STAFF CONSULTATIVE COMMITTEE – Thursday, 29 March 2018

WEST LINDSEY DISTRICT COUNCIL

MINUTES of a Meeting of the Joint Staff Consultative Committee held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on Thursday, 29 March 2018 commencing at 4.00 pm.

Members: Councillor David Cotton (Chairman)
Councillor Matthew Boles
Councillor Mrs Jessie Milne

Representatives of Union members: James Deacon

Representatives of Non-union staff: Rachel Parkin (Vice Chairman)

In attendance: Alan Robinson, Strategic Lead Governance and People/Monitoring Officer
Emma Redwood, People and Organisational Development Manager
Simon Hunt, Health & Safety Co-ordinator
Steve Anderson, Data Protection Officer
Ele Durrant, Democratic and Civic Officer

Apologies: Kathryn Hearn

29 CHAIRMAN'S WELCOME

The Chairman welcomed all present and expressed his thanks, and those of the Committee, to Kate Hearn, Staff Representative. The Chairman stated that Kate had served the Committee for the past couple of years but was now moving to pastures new. He knew she would be well missed at the council and conveyed his best wishes for the future.

30 MEMBERS' DECLARATION OF INTEREST

There were no declarations of interest made at this point in the meeting.

31 MINUTES OF THE JOINT STAFF CONSULTATIVE COMMITTEE HELD ON 23 NOVEMBER 2017

RESOLVED that the Minutes of the meeting of the Joint Staff Consultative Committee held on 23 November 2017 be confirmed and signed as a correct record.

32 **MATTERS ARISING SCHEDULE**

The Committee gave consideration to the Matters Arising Schedule, setting out the current position of previously agreed actions, as at 21 March 2018. The Democratic and Civic Officer highlighted that of the two outstanding matters, the annual sickness report was due to be seen by the Committee in May 2018 and the outstanding item would be completed at that point.

RESOLVED that the Matters Arising Schedule as at 21 March 2018 be received and noted.

The People and Organisational Development Manager introduced to the Committee Mr Simon Hunt, Health & Safety Co-ordinator, and explained he would be seen at Committee over the coming months as several items on the work plan fell within his work remit. Committee welcomed Mr Hunt and expressed thanks for his attending in order to gain experience in how the meeting ran.

33 **DATA PROTECTION POLICY - GDPR REVISION**

Committee gave consideration to a report regarding the General Data Protection Regulation (GDPR), which would come into force on 25 May 2018. Members were asked to support and recommend a revised Data Protection Policy, and its supporting Data Breach Reporting Policy and Procedure, to the Corporate Policy and Resources Committee for adoption.

The Data Protection Officer provided Committee with an explanation of GDPR, what changes would be implemented and the impact GDPR would have on the council. He explained that the council's Data Protection Policy had been updated in relation to GDPR and that the main changes related to accountability of the organisation and individuals and the evidence required to prove compliance with GDPR. He explained that there was more work required under the new legislation with regards to data protection impact assessments and communicating with service users exactly how they could expect their personal information to be used.

The Data Protection Officer further explained to Committee the updated Data Breach Reporting Policy and Procedure and the amended requirements as to when notification to the Information Commissioner's Office (ICO) was necessary. He highlighted that with the timescales involved, it was important for everyone to be aware of what constituted a breach as early recognition and reporting was imperative to minimise any reprisals arising from a breach.

The Chairman highlighted that the council had to comply with the new legislation and how important it was for everyone, Officers and Members, to understand and appreciate the increased requirements within GDPR. The Data Protection Officer confirmed there had been training sessions provided

for staff and there were sessions arranged for Members. There would be further training rolled out once GDPR was adopted.

All present agreed that it was important for everyone involved with the council to be aware of their responsibilities and the repercussions of not following the new legislation.

RESOLVED that it be **RECOMMENDED** to the Corporate Policy and Resources Committee that

- a) the revised Data Protection Policy and its supporting Data Breach Reporting Policy and Procedure be approved for formal consultation; and
- b) delegated authority be granted to the Director of Resources to make minor housekeeping amendments to the policies in future, in consultation with the chairman of the Corporate Policy & Resources committee and chairman of JSCC.

34 **PRIVACY NOTICE - GDPR REVISION**

Members were asked to review the second of the reports regarding GDPR and were asked to support and recommend to the Corporate Policy and Resources Committee a revised Privacy Notice for adoption. The Data Protection Officer explained that the Privacy Notice specified what needed to be disclosed and to whom, that is to say, why we asked for certain data and what we would do with it. The Privacy Notice would be referenced on the website and links would be added within other pages so ensure it was easily accessible.

A Member of Committee suggested that a link to the Privacy Notice be included in email signatures and it was agreed that this could be used once GDPR had been formally adopted. There was discussion around repercussions for individuals if they did not comply with the new regulations and how this could be managed by training opportunities and adequate communication with everyone concerned.

RESOLVED that it be **RECOMMENDED** to the Corporate Policy and Resources Committee that

- a) the revised Privacy Notice be supported and approved for formal consultation; and
- b) delegated authority be granted to the Director of Resources to make minor housekeeping amendments to the policies in future, in consultation with the Chairman of the Corporate Policy & Resources committee and Chairman of JSCC.

35 INFORMATION PAPER - NATIONAL PAY AWARD

The People and Organisational Development Manager presented a paper regarding the proposals for the National Pay Award. The proposed salary increase worked on a sliding scale from 2% to 8% increase according to each salary band. She explained that of the three main unions, Unite had unilaterally declined to accept the proposals, GMB had recommended members to accept and Unison were still in consultation with their members. She expressed the need to update West Lindsey District Council staff on the current situation and explained that it had previously taken as long as July for the pay award to be finalised. She explained in this scenario, pay would be back-dated to April.

RESOLVED that the contents of the information paper be noted.

36 MONITORING OF SICKNESS ABSENCE APRIL 2017 - JANUARY 2018

Committee were presented with a report regarding the monitoring of sickness absence from April 2017 – January 2018. The People and Organisational Manager explained that this had been rolled over as the Committee had not met since November 2017 and the annual report would be at Committee in May.

She highlighted that the sickness figures were the lowest they've ever been and that previous cases of long-term sickness, which had been impacting on the average figures, had now been resolved. In response to a question about highlighting cases of work-related stress, anxiety or depression, the People and Organisational Manager explained this was not possible to do as, by the very nature of these issues, they could be multi-faceted, not simply linked to work issues and also staff might not be willing to disclose.

Committee was assured that the council had adopted a proactive response to absence management and used measures such as the involvement of Occupational Health services to help support staff through the process. The People and Organisational Development Manager clarified that the sickness process was intended to help staff access health resources and support them as necessary, it was not just to take punitive sanctions against staff.

The Monitoring Officer added that staff satisfaction rates had also significantly improved alongside the improvement in sickness absences.

RESOLVED that the outcome of the monitoring report be noted.

37 GENDER PAY REPORT

The People and Organisational Development Manager requested of the Chairman that she be permitted to present an additional paper to Committee. With his agreement, she shared with Committee the details of

the gender pay gap for West Lindsey District Council. She explained that this was a mandatory annual report and was intended to demonstrate the difference between male and female workers' salaries. She added that ordinarily you would expect there to be a gender pay gap weighted towards male workers as they are more likely to hold higher paid positions and also work in higher paid areas of work (such as IT).

It was presented to Committee that, where the mean gender pay gap for the whole economy was 17.4% (indicating higher average earnings for male workers), the mean gender pay gap for West Lindsey District Council was minus 10.08% (-10.08%), demonstrating overall higher earnings for female employees.

The People and Organisational Development Manager confirmed that there was nothing to be addressed by the council at this time and reiterated that West Lindsey District Council was confident that its gender pay gap did not stem from paying men and women differently for the same or equivalent work. Rather its gender pay gap was the result of the roles in which men and women worked within the organisation and the salaries that those roles attracted.

RESOLVED that the contents of the Gender Pay Gap report be noted.

38 **STAFF ENGAGEMENT GROUP - PROGRESS UPDATE**

The Monitoring Officer gave Committee a verbal update on the current circumstances of the Staff Engagement Group. He explained that there was a drive to involve a different group of staff as, over time, the original members of the group had progressed through the council and there were now more managers involved than other grades.

He explained that the current focus was re-evaluation of the working space as it was ten years since the building was designed and there had been significant changes over that time. In addition to physical changes to the building, there had been changes in working styles, such as more flexible working hours or an increase in homeworking, and the re-evaluation of the working space needed to take all aspects into consideration.

There was discussion around those with health related issues and the need to make reasonable adjustments and also consideration was given to what space staff have available to them away from the office, for example a space to eat lunch or have 1-2-1 sessions without having to book a main meeting room.

It was agreed that the group would discuss needs and wishes with key stakeholders before returning to Committee with an update and to discuss Councillor needs at that point.

RESOLVED that the contents of the discussion be noted with further details to follow at a later date.

39 **WORK PLAN**

The Work Plan for the business of the Joint Staff Consultative Committee was presented. Members were advised that there was a significant amount of planned business for the meeting in May 2018 although this would be reviewed and amended for later meeting dates as necessary.

RESOLVED that the Work Plan be noted.

40 **TO NOTE THE DATE OF THE NEXT MEETING**

NOTED that the next meeting of the JSCC be held on Thursday 31 May 2018, 4.00pm in the Council Chamber, Guildhall.

The Union Representative noted that he might have to send his apologies for the meeting as he was due to be on paternity leave around that date. The Committee discussed that in his absence, Committee would not be quorate and therefore consideration needed to be given to increasing both staff and union representation on the Committee.

The meeting closed at 5.06 pm.

Chairman