

WEST LINDSEY DISTRICT COUNCIL

MINUTES of a Meeting of the Joint Staff Consultative Committee held in the Trent Meeting Room - The Guildhall on Thursday, 5 September 2019 commencing at 4.00 pm.

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

**Representatives of
Union members:**

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

In attendance: Alan Robinson, Director of Governance/Monitoring Officer
Steve Anderson, Data Protection Officer
Lyn Marlow, Customer Strategy and Services Manager
Emma Redwood, People and Organisational Development
Manager
Grant White, Enterprising Communities Manager
Ele Snow, Democratic and Civic Officer

Apologies: Councillor Mrs Jackie Brockway
James Deacon, System Development Officer

1 TO ELECT A CHAIRMAN FOR THE CIVIC YEAR

The Director of Governance opened the meeting and sought nominations for the position of Chairman. On receiving nominations and being voted upon unanimously, it was

RESOLVED that Councillor David Cotton be elected as Chairman for the 2019/20 Civic Year.

Councillor Cotton thanked the Committee for nominating him as Chairman and took the chair.

2 TO ELECT A VICE-CHAIRMAN FOR THE CIVIC YEAR

The Chairman asked for nominations for the position of Vice Chairman. On being nominated and voted upon unanimously, it was

RESOLVED that Rachel Parkin be appointed as Vice-Chairman for the 2019/20 Civic Year.

3 MEMBERS' DECLARATION OF INTEREST

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

4 MINUTES

RESOLVED that the Minutes of the meeting of the Joint Staff Consultative Committee held on 28 March 2019 be confirmed and signed as a correct record.

5 MATTERS ARISING SCHEDULE

The Democratic and Civic Officer advised Members there were no outstanding matters arising.

6 TO INTRODUCE A DATA PROTECTION APPROPRIATE POLICY DOCUMENT

Committee members gave consideration to a report from the Data Protection Officer regarding the introduction a data protection Appropriate Policy Document. He explained that the report focussed on new legal requirements governing how an organisation can process special category and criminal conviction data. It highlighted the need for an Appropriate Policy Document to comply with the law and introduced a draft policy for consultation.

It was explained that the policy would be at an organisational level rather than something staff would need to know in detail but it was confirmed by the Director of Governance that it would be included in guidance notes for Team Leaders to cascade to their teams as necessary.

The Chairman enquired whether there was a quick reference document to detail and signpost staff to all the Data Protection Act policies and the Data Protection Officer confirmed there was something in place but it had yet to be updated. He undertook to refresh the quick reference guide in line with updated legislation.

With no further comment from members it was voted upon and unanimously

RESOLVED to:

- a) Support and endorse the Appropriate Policy Document and recommend to the Corporate Policy and Resources Committee that it be adopted and implemented across the authority; and
- b) Agree that delegated authority be granted to the Director of

Resources to make minor housekeeping amendments to the policy in future, in consultation with the Chairman of the Corporate Policy and Resources Committee and Chairman of the Joint Staff Consultative Committee.

Note: In the absence of the Enterprising Communities Manager, the Chairman proposed a variation to the agenda. This was seconded and unanimously voted upon and it was therefore

RESOLVED that the agenda be varied to hear item 7c prior to item 7b.

7 ICS STAFF SURVEY

The Committee was addressed by the People and Organisation Development (POD) Manager and the Customer Strategy and Services Manager regarding the recent staff survey with The Institute of Customer Service. It was explained that this survey had previously taken place in 2016 and those results provided the benchmark against which future results would be measured.

The Committee heard that there had been 168 total responses, which was an increase on the 2016 response rate. Responses were grouped into six areas, those being commitment, credibility, capability, continuity, consistency and creativity. All six areas had seen improved ratings in the 2019 survey compared with the 2016 survey, however, for those areas that rated lowest in the survey, there would be an action plan progressed through the Staff Engagement Group to start realising improvements.

The Customer Strategy and Services Manager explained that there would be a customer version of the survey distributed in the coming weeks after which the data from staff and customers would be compared. The Chairman enquired which customers would be included in the survey and it was explained that those contacted would have given their consent to be contacted for the survey, either through their involvement with the Citizen Panel or following any form of contact with the Council throughout August.

The contents of the presentation were noted by Committee and it was agreed that the improvements across the Council were positive steps and it was pleasing to see that progress was being made.

8 CCTV CODE OF PRACTICE - POLICY

The Enterprising Communities Manager introduced the report regarding updates to the CCTV Code of Practice policy. He explained that the policy had been in place since 2016 with the agreement of the senior management team at the time however, there were now amendments required in line with

updated data protection legislation and so it would be taken to the Corporate Policy and Resources Committee for formal adoption of the updated policy.

There was discussion regarding the relevant amendments in relation to GDPR and the Data Protection Act (DPA) and it was suggested that the policy should be shared with the Data Protection Officer for clarity on the legislation prior to final approval at Committee. The Enterprising Communities Manager assured the Committee that the content of the policy had not been altered and as such the work between himself and the Data Protection Officer would be focussed on ensuring the correct GDPR and DPA references were included.

The Director of Governance suggested this could be completed as a housekeeping exercise in consultation with the Chairman and as such it was

RESOLVED that

- a) The updated CCTV Code of Practice be approved, subject to the relevant amendments being made as agreed between the Enterprising Communities Manager, the Data Protection Officer, the Director for Governance and the Chairman of JSCC; and
- b) Delegated authority be granted to the Director of Resources to make minor housekeeping amendments to the policy in future, in consultation with the Chairman of the Corporate Policy & Resources committee and the Chairman of JSCC.

9 ANNUAL CORPORATE HEALTH & SAFETY REPORT

The People and Organisational Development (POD) Manager introduced the Annual Corporate Health and Safety report and explained it was focussed on health and safety for the organisation and staff within Council buildings.

A Member of Committee enquired about the Safety Champions and it was explained that these were volunteers from across the work force. All champions attended a three-day IOSH Managing Safety course which was updated on a regular basis. The POD Manager also explained that there had been work undertaken to encourage a culture of reporting work-based incidents or near-misses and it was for this reason that incident figures appeared elevated.

The Committee commended the work of the Health and Safety Co-Ordinator and the report was noted.

10 **SICKNESS ABSENCE REPORT**

The Committee heard from the POD Manager regarding the end of year sickness absence report. She highlighted that the year had ended with an average sickness of 7.04 days which was within target and against a benchmark for the public sector of 8.4 days. She noted there had been a spike in absence figures in February 2019 but explained the circumstances that led to that temporary increase. It was stated that the figures for short-term absences were static but explained that absence for stress was not broken down into whether it was home or work related as that was often difficult to determine.

The Committee heard that there was considerable focus on initiatives for general wellbeing and mental health wellness as well as an awareness campaign for the Employee Assistance Programme. Committee Members praised the wellness and mental health initiatives and agreed that the organisation was supportive of its employees.

Members thanked the POD Manager and the contents of the report were noted.

11 **MODERN SLAVERY STATEMENT**

The Vice-Chairman introduced the report regarding the Modern Slavery Statement. This was to implement a Modern Slavery statement across all working practices of the council, particularly in view of the recent serious case review following several occurrences of modern slavery across the district and county. She explained the statement was about giving awareness and corporate focus across the Council.

There was discussion around recent cases and what actions should be taken if modern slavery was suspected. Members raised recent experiences they had seen and the Vice-Chairman confirmed there were situations where Council Officers had raised their suspicions with the relevant agencies.

The POD Manager enquired about training opportunities for operational staff as they had the most access to all areas of the district and it was confirmed they would receive face-to-face training around the matter.

On being proposed and seconded, it was unanimously

RESOLVED that

- a) Members of JSCC support the Modern Slavery Statement and recommend that it proceed to the Prosperous Communities Committee and Corporate Policy and Resources Committee for formal adoption across all operations of West Lindsey District Council; and

- b) Delegated authority be granted to the Director of Resources to make minor housekeeping amendments to the policy in future, in consultation with the Chairman of the Corporate Policy & Resources Committee and the Chairman of JSCC.

12 **WORK PLAN**

The Work Plan for the business of the Joint Staff Consultative Committee was presented. Members were advised that there would be amendments made to the work plan over the coming weeks as additional items were due to be brought to Committee throughout the Civic Year.

RESOLVED that the work plan be noted.

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

NOTED that the next meeting of the JSCC be held on Thursday 3 October 2019, 4.00pm in Trent Meeting Room, Guildhall.

The meeting closed at 5.22 pm.

Chairman