

**WEST LINDSEY DISTRICT COUNCIL**

MINUTES of a Meeting of the Joint Staff Consultative Committee held in the Council Chamber at the Guildhall, Gainsborough on Thursday 8 September commencing at 4.00pm.

**Present:** Councillor David Cotton (Chairman)  
Councillor Jessie Milne

**Representatives of Union members:** Paul Key  
Karen Lond (Vice-Chairman)

**Representatives of Non union staff:** Kate Hearn  
Rachel Parkin

**In attendance:**  
Alan Robinson Strategic Lead for Democracy and Business Support  
Emma Redwood Team Manager – People and Organisational Development  
Jo Brown HR and Organisational Development Officer  
Katie Coughlan Governance and Civic Officer

**Apologies:** Jackie Brockway  
Ian Knowles

**23 MINUTES (JSCC.15 16/17)**

**(a) Meeting held on 7 July 2016**

**RESOLVED** that the Minutes of the meeting of the Joint Staff Consultative Committee held on 7 July 2016 be confirmed and signed as a correct record.

**24 MEMBERS' DECLARATIONS OF INTEREST**

There were no declarations of interest made.

**25 MATTERS ARISING SCHEDULE (JSCC.16 16/17)**

Members gave consideration to the Matters Arising Schedule which set out the current position of all previously agreed actions as at 31 August 2016.

It was noted that all actions had been completed.

**RESOLVED** that progress on the matters arising schedule as set out in report JSCC.16 16/17 be received and noted.

## **25 STAFF ENGAGEMENT GROUP – VERBAL UPDATE/PROGRESS**

The Team Manager, People and Organisational Development, provided a verbal update to the Committee on the work of the Staff Engagement Group.

The Group had taken a summer recess but, as previously advised, with regard to communication, which had been selected as the first priority to be addressed, the Group had devised a number of mini-projects aimed at helping to improve communication across the organisation, examples being, providing staff with an opportunity to set an element of the Corporate Update agenda, ask questions and provide feedback post the event; regularising the Chief Executive's Blog and the introduction of Senior Officer Blogs; making use of newly installed monitors around the Guildhall, to show important and key corporate messages. A number of these had now been implemented and appeared to have been received positively. These mini projects had a formed an action plan and this would be kept under review.

Officers were currently working on trying to replicate the active tv monitors, in use at the Guildhall, at the Depot.

The next area to be addressed by the Group was Reward and Recognition, and the group would again be asked to devise mini-projects for implementation with a view to creating an action plan.

It was noted that further updates would be submitted to the Committee as the Group's work progressed. The Group were next due to meet on 29 September 2016.

**RESOLVED** that the verbal update be noted.

## **26 INTRODUCTION OF INFORMATION GOVERNANCE POLICIES (JSCC.17 16/17)**

Consideration was given to a report which sought to introduce three new policy documents to support the Council's compliance with information-related legislation, these being: -

- The Information Governance Policy
- The Legal Responsibilities Policy; and
- The Information Sharing Policy

The Information Governance Policy demonstrated the Council's commitment to protecting and managing information securely and effectively and to reducing the risks to the Confidentiality, Integrity, and Availability of its information assets.

The Policy set out how the Council would organise its activities around 6 strands to achieve the objectives of information governance:

1. Risk Management;
2. Key Policies;
3. Information Governance Roles and Responsibilities;
4. Key Bodies;
5. Staff Information Security Awareness; and
6. Information Security Incident Management.

The Policy further described, at a high level, the key elements within those 6 governance strands and ensured continuous improvement of the whole function by mandating an Information Governance Improvement Plan, which would be monitored and progressed by the Corporate Information Governance Group (CIGG) and reported to GCLT 6-monthly.

The Legal Responsibilities Policy listed the plethora of legislation and regulations which govern how the Council must collect, protect and manage information and the risks to the Council (and in some cases individuals) for failing to comply. The Policy set out in general terms what the Council and its employees needed to do to comply with each piece of legislation.

Finally, the Information Sharing Policy provided a framework for the Council and those working on its behalf to:

- Provide information to deliver better services;
- Consider the controls needed for information sharing; and
- Ensure that partners sharing information were aware of the Council's Minimum Security Standards for securing information; the obligations of consent; and how to take appropriate account of an individual's objection to the sharing.

The Policy further established a mechanism for the exchange of information between the Council and other organisations.

The Committee had no questions and therefore: -

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

- (a) The Information Governance Policy, The Legal Responsibilities Policy; and The Information Sharing Policy be approved for formal adoption; and
- (b) delegated authority be granted to the Director of Resources to make minor house-keeping amendments to the Policy in the future,

in consultation with the Chairmen of the Corporate Policy and Resources Committee and Joint Staff Consultative Committee.

## **27 REVIEW OF THE PATERNITY POLICY (JSCC.18 16/17)**

The Committee were asked to give consideration to a report which reviewed the current Paternity Policy and recommended a number of changes arising from updated legislation to be adopted subsequently by the Corporate Policy and Resources Committee.

In presenting the report it was noted that all of the proposed changes had been listed out in Appendix A to the report for clarity and ease. The Policy did not amend any terms and conditions of employees.

The Policy had been developed by the HR and OD Officer, taking into consideration relevant publications such as ACAS and Government guidance. The Policy had also been sent to Unison and Staff Reps for comment.

The Policy would be made available on Minerva and clear communication would be sent to all Managers to make them aware that the Policy had been reviewed and to update them on their responsibilities. Training and support would also be offered by the HR Team on the implementation and application of this policy.

In responding to questions it was confirmed that the Policy was regularly used.

Prior to moving to the vote, the Chairman sought and received agreement from Members to take this item and the following two items en bloc in view of them being similar in nature.

**RESOLVED** that (see minute 29 below).

## **28 REVIEW OF THE PARENTAL POLICY (JSCC.19 16/17)**

The Committee were asked to give consideration to a report which reviewed the current Parental Policy and recommended a number of changes arising from updated legislation to be adopted subsequently by the Corporate Policy and Resources Committee.

It presenting the report it was noted that all of the proposed changes had been listed out in Appendix A to the report for clarity and ease.

The Policy had been developed by the HR and OD Officer, taking into consideration relevant publications such as ACAS and Government guidance. The Policy had also been sent to Unison and Staff Reps for comment.

The Policy would be made available on Minerva and clear communication would be sent to all Managers to make them aware that the Policy had been reviewed and to

update them on their responsibilities. Training and support would also be offered by the HR Team on the implementation and application of this policy.

In response to questions Officers indicated that any effects to an employee's pension, as a result of using this Policy were clearly set out in Section 7 of the report, together with the options available to employees.

It was confirmed that the Policy was not regularly used, but the Council were duty bound to have such a policy in existence.

There was a minor typographical error contained within the Policy's application form and Officers undertook to amend this prior to approval by the Policy Committee.

**RESOLVED** that (see minute 29 below).

## **29 REVIEW OF THE ADOPTION POLICY (JSCC.20 16/17)**

The Committee were asked to give consideration to a report which reviewed the current Adoption Policy and recommended a number of changes arising from updated legislation to be adopted subsequently by the Corporate Policy and Resources Committee.

It presenting the report it was noted that all of the proposed changes had been listed out in Appendix A to the report for clarity and ease.

The Policy had been developed by the HR and OD Officer, taking into consideration relevant publications such as ACAS and Government guidance. The Policy had also been sent to Unison and Staff Reps for comment.

The Policy would be made available on Minerva and clear communication would be sent to all Managers to make them aware that the Policy had been reviewed and to update them on their responsibilities. Training and support would also be offered by the HR Team on the implementation and application of this policy.

Officers advised that any effects to an employee's pension, as a result of using this Policy were clearly set out in Section 10.4 of the report, together with the options available to employees.

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

- (a) the Paternity, Parental and Adoption Policies be approved for formal adoption; and
- (b) delegated authority be granted to the Director of Resources to make minor house-keeping amendments to the Policies in the future, in consultation with the Chairmen of the Corporate Policy and Resources Committee and Joint Staff Consultative Committee.

### **30 TO INTRODUCE A LEAVING THE AUTHORITY PROCEDURE (JSCC.21 16/17)**

This matter had been brought to the Committee for information. The information contained within the document was currently standard procedure across the Authority but until now had not been held in a single procedure document. By doing so, it was hoped that managers would have a greater clarity and understanding of what was required when an employee left employment.

The Committee welcomed the document, and staff representatives commented on how useful it would be to have a checklist. This would also assist in ensuring consistency across the organisation and would offer people assurance regarding their responsibilities.

Referring to the non-exhaustive list of items for return, detailed on page 3 of the document, a Member of the Committee sought clarity as to what was intended by “uniform, clothing etc”.

Officers clarified that this would be for example branded clothing, or specialist equipment. It was acknowledged that branded clothing, not returned, could end up in the wrong hands and leave the Council open to reputational and safety risks, hence why clothing was referred to in the list of property to be returned on leaving employment. This was not associated with cost saving and did not cover such items as safety boots.

As a result, it was suggested that the word “as appropriate” be included after uniform, clothing etc on page 3 of the document.

The Chairman also indicated that he would like to incorporate the standard practice house-keeping delegation recommendation to the report, to give officers the flexibility to minor amendments to the document.

On that basis it was: -

**RESOLVED** that: -

- (a) the Leaving the Council Procedure document be noted for information; and
- (b) delegated authority be granted to the Director of Resources to make minor house-keeping amendments to the document in the future, in consultation with the Chairman of the Joint Staff Consultative Committee.

### **31 WORK PLAN (JSCC.22 16/17)**

Members gave consideration to their future work plan as set out in report JSCC.22 16/17. It was noted that if any Committee Member wished to see a report on a particular issue, this could also be raised.

Officers advised that there were further policies to come forward and undertook to populate the Work Plan further following the meeting.

**RESOLVED** that the Work Plan, as set out in report JSCC.22 16/17 be received and noted.

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

- 6 October 2016 at 4.00 pm.

The meeting closed at 4.32 pm.

Chairman