

**WEST LINDSEY DISTRICT COUNCIL**

MINUTES of a Meeting of the Joint Staff Consultative Committee held virtually via MS Teams on Thursday, 25 March 2021 commencing at 4.00 pm.

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

**Representatives of Union members:** James Deacon (Vice Chairman)

**Representatives of Non-union staff:** Amy Potts

**In attendance:** Alan Robinson, Director of Corporate Services and Monitoring Officer  
Emma Redwood, Assistant Director People and Democratic Services  
Robert Gilliot, Waste and Recycling Team Manager  
John Bingham, Assistant Data Protection and Freedom of Information Officer  
Ele Snow, Democratic and Civic Officer

**35 REGISTER OF ATTENDANCE**

The Democratic and Civic Officer undertook the register of attendance and all Members and Officers confirmed their attendance individually.

**36 MEMBERS' DECLARATION OF INTEREST**

There were no declarations of interest.

**37 MINUTES**

**RESOLVED** that the minutes of the meeting of the Joint Staff Consultative Committee held on Thursday, 21 January 2021 be approved as an accurate record.

**38 MATTERS ARISING SCHEDULE**

There were no outstanding matters arising.

### 39 **CAPABILITY POLICY**

The People and Organisational Development Manager introduced a report regarding the updated Capability Policy. She explained this was not a new policy but a review had been undertaken in line with document management procedures. She stated there were no legislation changes or amendments which effected the emphasis of the policy. There had been some minor housekeeping amendments, such as changes of job titles, and further clarity had been added regarding the stages of a capability review.

A Member of the Committee enquired as to the involvement of the Team Leader in a capability review and queried whether this should be from a separate team. It was explained that the reference to the Team Leader had been a job title change and in terms of seniority, this was the level at which capability reviews had always been conducted.

With no further questions and having been moved and seconded, with a unanimous vote it was

**RESOLVED** that:

- a) Members, unions and staff representatives support and recommend the changes to the Employee Capability Policy to Corporate Policy & Resources Committee for adoption; and
- b) Delegated authority be granted to the Chief Executive to make minor housekeeping amendments to the policy in future, in consultation with the Chairman of CP&R committee and the Chairman of JSCC.

### 40 **DEPOT RELOCATION UPDATE**

The Committee heard from the Waste and Recycling Team Manager regarding the progress of the new depot. He showed the Committee pictures of the construction so far and explained the intention behind creating space for a one way system which would eliminate the need for vehicles to reverse, which was one of the main hazards. He explained there had been a slight delay due to the pandemic with a revised completion date of October 2021. The Committee heard that consultation with affected staff had begun in December. There had been no response so the Waste and Recycling Team Manager had made contact individually with each person. Those who had raised concerns had then had 1-2-1 meetings with the Assistant Director of Commercial and Operational Services. In addition to the staff consultation, the applications for all relevant site licences were underway and the next update would be brought to committee in the summer.

Members of the Committee thanked the Waste and Recycling Team Manager for his presentation and enquired as to details of the new depot in

terms of whether there were exclusive areas for different staff. It was explained that the kitchen and staff areas were for all operatives.

Aspects of current operations were enquired about, such as the street cleansing in Gainsborough and the future use of the two existing sites. It was confirmed that options were being looked at for storage in Gainsborough for the hand barrows and of the two existing sites, the lease was due to run out on one and the other would become part of the strategic assets portfolio. The Chairman enquired as to transport for those who lived and worked locally, it was confirmed that a survey had been undertaken and in fact there was at least one operative who had been motivated to get his licence in readiness for the move.

With no further questions, the contents of the report were **NOTED**.

#### 41 **INFORMATION GOVERNANCE HANDBOOK**

The Committee heard from the Assistant Data Protection/FOI Officer regarding the introduction of the Information Governance Handbook for Officers. He explained that the aim was to have a quick reference point for Officers in order to increase efficiency, personal knowledge and to minimise the need for Officers to seek assistance from the Data Protection Officer. He explained the handbook would be shared across all forms of communication, such as email and the staff website and it would be a part of the induction pack for new starters.

Members of the Committee were satisfied with the level of information in the document and felt it would be a useful tool for Officers. It was noted that the definition of information governance could be given earlier in the document. A Member of the Committee also enquired as to whether the 'right to object' ever hampered the work of the Officers or council. It was explained that, in the time the Assistant Data Protection Officer had worked for the council, he had not received any 'right to object' challenges, however it would not stop usual functions being carried out.

In response to positive comments on the document, it was explained that the Assistant Data Protection Officer was considering a similar version for Members, however this was a work in progress. With regard to the recommendations of the report, the Monitoring Officer explained that as the handbook was an internal guidance document rather than a policy, it was not required to continue to the Corporate Policy and Resources Committee, however, the next item on the agenda, as a policy document, would progress through the Committee schedule.

**RESOLVED** that:

- a) the new handbook be supported for formal adoption; and
- b) any future housekeeping amendments be delegated to the

Chief Executive in consultation with the Chairman of the Joint Staff Consultative Committee.

#### 42 **INFORMATION MANAGEMENT AND PROTECTION POLICY**

The Assistant Data Protection / FOI Officer introduced a report on the review of the Information Management and Protection Policy. He explained it was not a new policy but there had been changes made with regard to terminology, mainly as a result of the UK leaving the European Union.

A Member of the Committee enquired as to what protections were in place for when Officers left the council or moved teams. It was explained that there was a robust leavers process in place which ensured rights of access were removed and handed to another team member. In relation to moving between teams, it was explained that Team Managers should ensure access rights be amended according to each team. The Monitoring Officer added that the council devices were not personal devices and as such, they were returned to the council when an Officer left employment and that ensured they could no longer access council information.

The Chairman read aloud the recommendations and it was unanimously

**RESOLVED** that

- a) the amendments to the IMAP Policy be supported and recommended to the Corporate Policy and Resources Committee for formal adoption; and
- b) any future housekeeping amendments be delegated to the Chief Executive in consultation with the Chairs of the JSCC and CP&R Committees.

#### 43 **WORK PLAN**

The Committee heard that there would be some additional items on the work plan for future meetings, such as further updates on the depot.

The Committee work plan was duly **NOTED**.

#### 44 **TO NOTE THE DATE OF THE NEXT MEETING**

The date and time of the next meeting of the JSCC, to be held on Thursday, 27 May 2021, 4pm was **NOTED**.

The Chairman concluded the meeting with thanks to all who had been involved over the past year, Officers and Members alike. He offered special thanks to Alan Robinson, for whom this was his last meeting, and the

Chairman thanked him for his support and assistance over the years.

Councillor J. Milne added her thanks and requested that it be put on record the appreciation to all Officers across the council for their fortitude and commitment over the previous 12 months. She wished to express that Officers had kept the council afloat and been an absolute credit to the organisation.

This was wholeheartedly supported and thanks offered all round.

The meeting closed at 4.40 pm.

Chairman