

WEST LINDSEY DISTRICT COUNCIL

MINUTES of a Meeting of the Joint Staff Consultative Committee held in the Council Chamber at the Guildhall, Gainsborough on Monday 2 March 2017 commencing at 4.00pm.

Present: Councillor Matthew Boles
Councillor Jackie Brockway
Councillor Jessie Milne

Representatives of Union members: Karen Lond (Vice-Chairman) (In the Chair)

Representatives of Non union staff: Kate Hearn
Rachel Parkin

In attendance:
Ian Knowles Director of Resources
Emma Redwood Team Manager – People and Organisational Development
Steve Anderson Information Governance Officer
Katie Coughlan Governance and Civic Officer

Apologies: No formal apologies received

47 MINUTES (JSCC.33 16/17)

(a) Meeting held on 30 January 2017

RESOLVED that the Minutes of the meeting of the Joint Staff Consultative Committee held on 30 January 2017 be confirmed and signed as a correct record.

48 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest made.

49 MATTERS ARISING SCHEDULE (JSCC.34 16/17)

Members gave consideration to the Matters Arising Schedule which set out the current position of all previously agreed actions as at 22 February 2017.

It was noted that all actions had been completed.

RESOLVED that progress on the Matters Arising Schedule as set out in report JSCC.34 16/17 be received and noted.

50 INFORMATION GOVERNANCE POLICY REVIEWS (PART 2) (JSCC.35 16/17)

- **DATA PROTECTION BREACH POLICY**
- **FREEDOM OF INFORMATION AND ENVIRONMENTAL INFORMATION POLICY**
- **RECORDS MANAGEMENT POLICY**
- **IT INFRASTRUCTURE SECURITY POLICY**
- **REMOVABLE MEDIA POLICY**

The Committee were asked to give consideration to the second five, of a raft of Information Governance Policies which required review. These were the Data Protection Breach Policy; the Freedom of Information and Environmental Information Policy; the Records Management Policy; the IT Infrastructure Security Policy; and the Removable Media Policy.

The purpose of each Policy was briefly summarised to the Committee, and was set out in the report, along with the main revisions which had been made to each policy and the reasons for change.

The Committee indicated they found the revision sheet pages most useful and this approach should be adopted wherever possible.

Members asked a number of questions in relation to the Policies.

In respect of the Data Protection Breach Policy, an Elected Member made reference to a previous IT incident at the County Council which had made it difficult for Officers to contact one another in the absence of IT systems. Officers confirmed that each Member of the 'Emergency Business Continuity Team' had several hard copies of the Plan, which included contact details, available in varying locations.

In relation to the Freedom of Information and Environmental Information Policy, it was confirmed that the fee related to an Environmental Information request only and was a statutory one, set at cost recovery and was included in the schedule of charges published by the Authority.

Regarding the Records Management Policy, any documentation which could be of future local historical or heritage value, was not destroyed but offered to the Lincolnshire Archive.

Finally, in relation to the Removable Media Policy, in response to the Committee's questions, Officers advised that all mobile phones were procured and configured by the IT department. Lost phones could be instantly wiped and shut down. Similarly with USB sticks; these were all procured by and issued through the IT Department. Furthermore, USB sticks were only issued to those employers who had an approved Business Case for use and were encrypted before issue. The introduction of the Lite Show technology had further reduced the need for USBs.

Employees not issued with a mobile phone by the Authority were permitted to have their work e-mails forwarded through, or synced, with their personal mobile devices. However, this was subject to them also agreeing to have a number of safeguards installed on their own personal devices, to facilitate quick data cleansing, in the event of loss, for example. This scenario was covered by the Bring Your Own Device to Work Policy, which would be submitted for the Committee's consideration at their next meeting.

There were no questions regarding the IT Infrastructure Security Policy.

On that basis it was:-

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

- (a) The Five Information Governance Policies, namely: -
- Data Protection Breach Policy
 - Freedom Of Information And Environmental Information Policy
 - Records Management Policy
 - It Infrastructure Security Policy
 - Removable Media 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.

51 WORK PLAN (JSCC.36 16/17)

Members gave consideration to their future work plan as set out in report JSCC.36 16/17. It was noted that if any Committee Member wished to see a report on a particular issue, this could also be raised.

RESOLVED that the Work Plan, as set out in report JSCC.36 16/17 be received and noted.

52 TO NOTE THE DATE OF THE NEXT MEETING

- 30 March 2017 at 4.00 pm.

The meeting closed at 4.33 pm.

Chairman