

WEST LINDSEY DISTRICT COUNCIL

MINUTES of a Meeting of the Joint Staff Consultative Committee held in the Ancholme meeting room at the Guildhall, Gainsborough on Thursday 30 March 2017 commencing at 4.00pm.

Present: 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:
Emma Redwood Team Manager – People and Organisational Development
Steve Anderson Information Governance Officer
Katie Coughlan Governance and Civic Officer
Jana Randle Governance and Civic Officer
Kim Leith Health and Safety Co-ordinator

Also in Attendance: Dawn Bushnell (UNISON – Regional Organiser)

Apologies: Councillor David Cotton (Chairman)
Ian Knowles (Director of Resources)
Alan Robinson (Monitoring Officer)

55 MATTERS ARISING SCHEDULE (JSCC.38 16/17)

There were none to report.

Note: Agenda order was varied – report JSCC.40 16/17 dealt with first.

56 BOMB THREAT AND SUSPICIOUS PACKAGE PROCEDURE (JSCC.40 16/17)

The Committee were provided with information on the Bomb Threat and Suspicious Package Procedure which is a review of an old procedure following HR updating documents and the receipt of a suspicious package in Planning in September 2016.

The Procedure set out in the report was brought to the attention of the Committee highlighting the training received from a Counter terrorism awareness adviser on suspicious packages, bomb threats and suspicious packages coming into the premises as well as advice on post room security. A draft procedure document was also provided as part of the training and utilised in the report.

The Procedure sets out responsibilities for all, including What to look for, What to try and record, and Who to inform as well as detailing the Evacuation and Search procedure.

A Representative of Union members inquired about how the instructions and meeting place/assembly points would be notified to staff in case of a threat being identified. It was explained that a notification would be made through Customer Services over the tannoy/loud speaker system and that the meeting place, which will vary depending on the type of device, would also be notified at the same time.

A verbal amendment to page 9 of the report was proposed. Page 9 heading 'Unattended packages found by Operational Services' sentence 4 reads: 'The police will advise accordingly and contact your Manager/Supervisor'. This should read: 'The Police will advise accordingly. *Then you should* contact your Manager/ supervisor'.

It was:-

RESOLVED that the Bomb Threat and Suspect Package Procedure be supported and noted subject to the Amendment detailed above being incorporated.

Note: Kim Leith leaves the meeting at this point.

57 IMPLEMENTATION OF PCI-DSS SECURITY POLICY REVIEW (JSCC.41 16/17)

The Committee were asked to give consideration to The Payment Card Industry Data Security Standard Policy (PCI DSS) report.

The purpose of this report was to introduce a new Council policy to comply with the worldwide PCI-DSS standard which was set up to help businesses process card payments securely and reduce card fraud as well as avoid the potential for financial penalties being imposed due to loss of data, fraud losses and bank operational costs associated with replacing the affected accounts.

It was highlighted that the Council takes a substantial number of payments by card (21,153 between Apr 2016 and Nov 2016).

This new Policy is a sub-policy of the Council's overall IT Security Policy introduced to comply with Requirement 12 and, while essentially stand-alone, must be read and applied in conjunction with other policy documents in the set. The need to introduce

this new policy to comply with the above standard was picked up during an internal audit.

Appendix 1 of the Policy provides information on the card readers in use in the Council to enable staff to inspect the devices for tampering or damage.

Members asked a number of questions in relation to the new Policy relating to potential security breaches resulting in data loss and money loss.

It was:-

RESOLVED that:

- (a) The PCI-DSS Policy be supported, noted and **RECOMMENDED** to the Corporate Policy and Resources Committee for approval and formal adoption; and
- (b) delegated authority be granted to the SIRO to make minor house-keeping amendments to the Policy in the future, in consultation with the Chairpersons of the Joint Staff Consultative Committee and the Corporate Policy and Resources Committee.

58 INFORMATION GOVERNANCE POLICY REVIEW (PART 3) (JSCC.42 16/17)

The Committee were asked to give consideration to the next/final series of reports covering a complete review of the Council's information policies. The following eight policies were reviewed:

- Computer, Telephone and Desk Use Policy
- Email Policy,
- Email Policy For Active Sync Users,
- Information Security Incident management Policy and Procedure,
- Internet Acceptable Usage Policy,
- Mobile Device Policy,
- PSN Acceptable Usage Policy & Personal Commitment Statement, and
- Bring Your Own Device Policy.

It was reported that no change was made to the 'Bring Your Own Device Policy' following the review and the Policy was therefore not included.

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 any changes.

In respect of the Email policy, Members highlighted the need for caution regarding the content of each email when sending messages, including private email, and the importance of double-checking details of the person the message is being addressed to once any message is composed.

In relation to the Computer, Telephone, and Desk-Use Policy (Appendix 1) Union members pointed out that there had been a change to the way private calls were being billed. The committee were of a view that this Appendix should be amended to reflect the current practice (Appendix 1, page 9 refers). It was therefore agreed that the responsible officer would re-word this Appendix prior to its submission to the Corporate Policy and Resources Committee.

Members sought assurance in relation to Copyright linked to any creative work done by an employee being covered by a Policy. It was confirmed that there was a separate policy in existence to deal with Copyright and Intellectual Property issues.

There were no questions regarding the remaining Policies.

On that basis it was:-

RESOLVED that:-

- (a) it be **RECOMMENDED** to the Corporate Policy and Resources Committee that, subject to the above mentioned amendment to page 9 Appendix 1 of the Computer, Telephone, and Desk-Use Policy, the eight Information Governance Policies, namely: -
- Computer, Telephone and Desk Use Policy,
 - Email Policy,
 - Email Policy For Active Sync Users,
 - Information Security Incident management Policy and Procedure,
 - Internet Acceptable Usage Policy,
 - Mobile Device Policy,
 - PSN Acceptable Usage Policy & Personal Commitment Statement, and
 - Bring Your Own Device 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.

Note: Steve Anderson leaves the meeting at this point.

59 ABSENCE REPORT (JSCC.39 16/17)

The Committee were asked to give consideration to Sickness Absence Update April 2016 to February 2017 report.

The purpose of this report was to provide an update on levels of sickness absence for West Lindsey District Council up to the end of February. This is an update report only, with a full report to be brought to committee finalising the end of year absence.

The tables in the report show cumulative absence figures compared with figures from previous years showing a figure of 8.74 days per FTE at the end of February. The table shows a peak in September. It was pointed out that the higher absence figures were linked to a number of long term absences which have now been resolved. The Cumulative Total 16/17, which will include March figures, will be covered in the June report.

Members asked questions relating to the higher absence figures from September as well as clarification of the reasons for the long term absences no longer being an issue. It was confirmed that the relevant staff member(s) left the organisation due to significant health issues and were no longer employed by the Council. It was pointed out that the January/February figures were at the more usual levels as a result.

It was:-

RESOLVED that the Committee note the levels of absence for the year to date, April 2016 to February 2017.

60 INTRODUCE A FIXED TERM CONTRACT PROCEDURE (JSCC.43 16/17)

The Committee were asked to give consideration to the introduction of the Fixed Term and Temporary Contract Policy and Procedure report which is being put in place to ensure a consistent approach and provide guidance to managers and staff in relation to council staff on fixed term and temporary contracts.

The policy and procedure document sets out to adhere to legislation requirements.

Representatives of Union members felt that the policy was very clear from the recruitment point of view. Sections 4 and 9 of the report needed contained highlighted areas for completion. Officers confirmed that the policy should read as follows:

Section 4 – see section 11; section 9 should read see section 2 and undertook to make these amendments prior to submission.

Members raised a question regarding redundancy payments for staff on fixed term and temporary contracts and it was confirmed that their rights were the same.

It was:-

RESOLVED that, subject to the above mentioned minor amendments, it be **RECOMMENDED** that:-

- (a) Members, unions and staff representatives support and approve the introduction of the Fixed Term and Temporary Contract Policy and Procedure and recommend to the Policy and Resources committee for adoption.

- (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 chairman of JSCC.

Note: Ian Knowles joined the meeting during consideration of the above item.

61 REVIEW DISCIPLINARY RULES PROCEDURE (JSCC.44 16/17)

The Committee were asked to give consideration to the Disciplinary Rules Procedure document which is being reviewed in line with good practice and to capture internal learning.

The purpose of the review is to provide staff and managers with clear guidance and standards of behaviour expected by the council and the policy is to apply to all employees within the council.

The document presented to the Committee shows tracked changes. The tracking was left in to allow an easier discussion around the main changes. Some were minor formatting changes and some were actual changes.

Representative of Union members questioned the current definition of misconduct and gross misconduct, stating that the examples appeared excessive around what is gross misconduct and what is misconduct. It was pointed out that individual circumstances would need to be considered to better distinguish between the two as it was not always a black and white matter and could vary depending on the employee's role and level of training given. It was discussed that the definitions should not be too prescriptive and the examples could be simplified to find the right balance. It was acknowledged that Human resources and Union representatives had not had an opportunity to work on the document together prior to the meeting. It was therefore proposed that the paper be deferred to the next meeting to allow such work to be undertaken.

Members asked questions relating to criminal conduct outside of the workplace which reflects adversely upon the council and questions relating to misuse of drugs as opposed to the possibility of being incapacitated due to side effects of prescription drugs. Officers gave assurance that individual cases would be looked at individually and that such scenarios were covered in more detail by the Alcohol and Drugs Policy.

On that basis, it was:-

RESOLVED that the Disciplinary Rules Procedure Review be deferred to the June meeting.

62 WORK PLAN (JSCC.45 16/17)

Members gave consideration to their future work plan as set out in report JSCC.45 16/17.

It was highlighted that the Disciplinary Rules Procedure Review was to be added to the work plan as detailed above and that the Annual review of Absences had also been added to the June meeting.

RESOLVED that the Work Plan, as set out in report JSCC.45 16/17, subject to the above verbal amendments given to the meeting, be received and noted.

63 TO NOTE THE DATE OF THE NEXT MEETING

- 01 June 2017 at 4.00 pm.

64 CLOSING REMARKS

The Vice-Chairman wished to put on record her well wishes to Chairman Councillor Cotton and expressed thanks to all those who have contributed to the committee throughout the Civic year.

The meeting closed at 4.50pm.

Chairman