

MINUTES OF A MEETING OF THE  
LOCAL JOINT PANEL HELD IN THE  
COUNCIL CHAMBER, WALLFIELDS,  
HERTFORD ON WEDNESDAY 17 JUNE  
2015, AT 2.30 PM

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**PRESENT:**    **Employer's Side**

Councillors E Buckmaster, A Jackson and  
G Cutting

**Staff Side (UNISON)**

Mr A Stevenson (Chairman) and Ms F Brown

**ALSO PRESENT:**

Councillors C Woodward

**OFFICERS IN ATTENDANCE:**

Lorraine Blackburn	- Democratic Services Officer
Emma Freeman	- Head of Human Resources and Organisation Development

**1    POLICY FOR HANDLING PERSONAL DATA**

**The Head of Information, Customer and Parking Services submitted a report setting out a new policy for handling personal data to ensure compliance with best practice and the Data Protection Act.**

**The Secretary to the Employer's Side explained that the new policy, as set out within Essential Reference Paper "B" would be applicable to employees, services and functions of the Council to ensure compliance with the requirements of the Data Protection Act.**

In response to a query regarding training, the Secretary to the Employer's Side explained that staff received training, via an "e"-learning programme called "Bob's Business" which focused on specific areas of learning. The Digital and Information Manager was then able to track who had completed areas of learning.

In response to a query from Councillor A Jackson regarding rolling out the idea of "Bob's Business" "e"-learning to Members, the Secretary to the Employer's Side explained that the information was generic and that she would discuss the matter of extending Member training with the Scrutiny Officer and Head of Information, Parking and Customer Services.

Assurances were sought that there was consistency with Members' Data Policy and the revisions now proposed. The Secretary to the Employer's Side was confident that there would be consistency between the policies but undertook to discuss the matter further with the Head of Information, Parking and Customer Services and ask for an email to be sent to the Panel.

The Panel recommended approval of the report subject to confirmation that the revised policy was consistent with Members' Data Policy.

**RECOMMENDED** – that subject to confirmation that the revised policy, as now submitted, was consistent with the Members' Data Policy, the Policy for Handling Personal Data be approved.

## 2 **SHARED PARENTAL LEAVE - FAMILY FRIENDLY POLICIES**

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The Secretary to the Employer's Side submitted a report on changes to a new policy on Shared Parental Leave and Family Friendly policies which encompassed a number of changes to employment law effective from 5 April 2015.

**The Secretary to the Employer's Side reminded Members that the Human Resources Committee on 25 March 2015 had asked that Officers review fostering arrangements in other Authorities and report back to Members.**

**The Secretary to the Employer's Side explained that the policy now submitted had been updated to include the rights of employees who fell within the "Foster to Adopt" Scheme and as such were entitled to Adoption Leave, Shared Parental Leave and Paternity Leave.**

**The Panel recommended approval of the report.**

**RECOMMENDED – that the Shared Parental Leave - Family Friendly Policies, as now submitted be approved.**

### **3 APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**

It was moved by Fiona Brown (UNISON) and seconded by Councillor A Jackson that Andrew Stevenson (UNISON) be appointed as Chairman for the civic year 2015/16.

After being put to the meeting and a vote taken, Andrew Stevenson was appointed Chairman of the Local Joint Panel for the civic year 2015/16.

It was moved by Councillor E Buckmaster and seconded by Councillor G Cutting that Councillor A Jackson be appointed Vice Chairman for the civic year 2015/16.

After being put to the meeting and a vote taken, Councillor A Jackson was appointed Vice Chairman of the Local Joint Panel for the civic year 2015/16.

**RESOLVED – that Andrew Stevenson (UNISON) and Councillor A Jackson be appointed Chairman and Vice Chairman respectively, for the civic year 2015/16.**

### **4 APOLOGIES**

Apologies for absence were submitted from Councillor L Haysey and G McAndrew. It was noted that Councillor G Cutting was substituting for Councillor G McAndrew.

5 MINUTES

RESOLVED - that the Minutes of the meeting held on 11 March 2015 be approved as a correct record and signed by the Chairman.

The meeting closed at 2.45 pm

Chairman .....
Date .....