



Alison Stuart
Head of Legal and
Democratic Services

MEETING : LOCAL JOINT PANEL
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : WEDNESDAY 5 JUNE, 2019
TIME : 2.30 PM

MEMBERS OF THE PANEL

EMPLOYER'S SIDE:

Councillors E Buckmaster, J Dumont, L Haysey and M Stevenson

Substitutes:

Councillors A Alder and G Cutting

STAFF SIDE - UNISON

Ms J Bruce, Mr S Ellis, J Francis and Ms N Munro

Substitutes:

(Note: Substitution arrangements must be notified by the absent Member to Democratic Services 24 hours before the meeting)

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DISCLOSABLE PECUNIARY INTERESTS

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
 - must not participate in any discussion of the matter at the meeting;
 - must not participate in any vote taken on the matter at the meeting;
 - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
 - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
 - must leave the room while any discussion or voting takes place.
2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.
3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.
4. It is a criminal offence to:
 - fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
 - fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
 - participate in any discussion or vote on a matter in which a Member has a DPI;
 - knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

Public Attendance

East Herts Council welcomes public attendance at its meetings and will provide a reasonable number of agendas for viewing at the meeting. Please note that there is seating for 27 members of the public and space for a further 30 standing in the Council Chamber on a “first come first served” basis. When the Council anticipates a large attendance, an additional 30 members of the public can be accommodated in Room 27 (standing room only), again on a “first come, first served” basis, to view the meeting via webcast.

If you think a meeting you plan to attend could be very busy, you can check if the extra space will be available by emailing democraticservices@eastherts.gov.uk or calling the Council on 01279 655261 and asking to speak to Democratic Services.

Audio/Visual Recording of meetings

Everyone is welcome to record meetings of the Council and its Committees using whatever, non-disruptive, methods you think are suitable, which may include social media of any kind, such as tweeting, blogging or Facebook. However, oral reporting or commentary is prohibited. If you have any questions about this please contact Democratic Services (members of the press should contact the Press Office). Please note that the Chairman of the meeting has the discretion to halt any recording for a number of reasons, including disruption caused by the filming or the nature of the business being conducted. Anyone filming a meeting should focus only on those actively participating and be sensitive to the rights of minors, vulnerable adults and those members of the public who have not consented to being filmed.

AGENDA

1. Appointment of Chairman and Vice Chairman 2019/20

2. Apologies

To receive apologies for absence.

3. Minutes (Pages 5 - 10)

To confirm the Minutes of the meeting held on 12 December 2018

4. Chairman's Announcements

5. Declarations of Interest

To receive any Members' Declarations of Interest.

6. Acceptable Use Policy (Pages 11 - 18)

7. Reports by Secretary to the Employer's Side

There are no reports from the Secretary to the Employer's Side

8. Reports by Secretary to the Staff Side

There are no reports from the Secretary to the Staff Side.

9. Urgent Business

To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.

MINUTES OF A MEETING OF THE
LOCAL JOINT PANEL HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
WEDNESDAY 12 DECEMBER 2018, AT 2.30
PM

PRESENT: **Employer's Side**

Councillor J Goodeve (Chairman)
Councillors E Buckmaster, A Alder,
L Radford,

Staff Side (UNISON)

J Bruce and Mr A Stevenson (Vice
Chairman)

OFFICERS IN ATTENDANCE:

Vicki David	- Human Resources Officer
Kate Leeke	- Interim Head of Human Resources and Organisational Development
Peter Mannings	- Democratic Services Officer

6 APOLOGY

An apology for absence was submitted on behalf of Councillor L Haysey. It was noted that Councillor A

Alder was substituting for Councillor L Haysey.

7 MINUTES - 6 JUNE 2018

The Secretary to the Staff Side (Unison) advised that the Restructure Consultation Policy would no longer be referred to the Executive for mediation. The Secretary to the Employer's Side stated that Officers would work with Unison in respect of the Restructure Consultation Policy.

It was proposed by Councillor L Radford and seconded by Ms J Bruce, that the Minutes of the meeting held on 6 June 2018 be confirmed as a correct record and signed by the Chairman. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 6 June 2018 be confirmed as a correct record and signed by the Chairman.

8 FLEXIBLE WORKING SCHEME

The Secretary to the Employer's Side submitted a report inviting Members to approve the revised Flexible working scheme. The Panel was advised of a number of key changes to the policy, including clarifying flexible working patterns and deleting the job share policy and adding job-share as a flexible working option to this policy.

The Panel was also advised of the key difference between flexible working and flexi time. The Secretary to the Employer's Side confirmed that the authority

embraced flexible working and if an employee was denied flexible working, they would be unable to apply again for 1 year.

In response to a query from Councillor E Buckmaster, the Panel was advised that flexi time was available to all, with the exception of the Leadership Team. Councillor A Alder commented on the procedure which should be followed should a request for flexible working be rejected and whether an Officer could reapply.

The Secretary to the Employer's Side confirmed that requests could reasonably be considered for flexible working every 12 months. Officers could ask for a temporary variation to hours if, for example, there was a short term family issue or emergency. A request for formal flexible working could only be submitted once in a 12 month period.

It was proposed by Mrs J Bruce and seconded by Councillor L Radford that Human Resources Committee be advised that the Local Joint Panel supports approval of the revised flexible working scheme and also the deletion of the job-share policy.

After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that Human Resources Committee be advised that the Local Joint Panel supports approval of the revised Flexible working policy and the deletion of the job-share policy.

9 APPEALS POLICY

The Secretary to the Employer's Side submitted a report inviting the Local Joint Panel to approve the revised Appeals Policy. The Panel was advised that e-forms had been created and the revised policy was intended to be more user friendly. The procedure on the Right of Appeal was also clarified.

The Secretary to the Staff Side advised that the revised policy had been consulted on widely and a number of comments had been taken on board. It was proposed by Councillor E Buckmaster and seconded by Mrs J Bruce that Human Resources Committee be advised that Local Joint Panel supports the revised appeals policy.

After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that Human Resources Committee be advised that Local Joint Panel supports the revised appeals policy.

10 REVISIONS TO LJP'S CONSTITUTION

The Secretary to the Staff Side (Unison) submitted a report that introduced the revised Local Joint Panel constitution. The Panel was invited to recommend the revised constitution to Council through the Human Resources Committee.

The Panel were referred to paragraph 2.2 of the report submitted for changes that had been agreed by Unison and Human Resources Committee. The Secretary to

the Staff Side (Unison) apologised that that section 7.15e in Essential Reference Paper 'B' should have been shown as a complete tracked change deletion instead of the last 2 lines.

The Panel were advised that section 7.15b in Essential Reference Paper 'B' covered matters in respect of Health and Safety. It was proposed by Councillor A Alder and seconded by Mr A Stevenson that the revisions to the Local Joint Panel's constitution, be recommended to Council via the Human Resources Committee, subject to the deletion of 7.15e in Essential Reference Paper 'B'.

After being put to the meeting and a vote taken, the motion was declared CARRIED. The Panel supported the recommendation as now detailed.

RESOLVED – that the revised Local Joint Panel constitution be recommended to Council via the Human Resources Committee, subject to the deletion of 7.15e in Essential Reference Paper 'B'.

The meeting closed at 2.47 pm

Chairman
Date

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EAST HERTS COUNCIL

COMMITTEE – 5/6/19

REPORT BY Helen Standen

REPORT TITLE: Acceptable Usage Policy 2019

WARD(S) AFFECTED:

Purpose/Summary of Report

To guide all ICT users the boundaries of acceptable usage of ICT equipment an systems.

<u>RECOMMENDATIONS FOR LOCAL JOINT PANEL: That: Human Resources committee be advised that :</u>	
(A)	the Local Joint Panel supportS the proposed Acceptable Usage Policy 2019

1.0 Background

Following an ICT audit it was recommended that all ICT polices were rewritten. The acceptable usage policy if the policy ground work for all other ICT policies and protocols which will follow.

2.0 Report

Two separate ICT audits stated that our policies were not fit for purpose and recommended rewriting. This is the first ICT to be re-drafted and is the highest level policy related to all users of

ICT. The remaining policies are more specific to certain areas of ICT e.g. Mobile working.

The policy as detailed in **Essential Reference Paper B** aims to guide users as to the minimum acceptable behaviour in the usage of ICT equipment and systems, and attempts to guide towards good behaviour.

3.0 Implications/Consultations

Consultation has taken place with Unison representative and the policy has been approved by the Senior Leadership team.

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers



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Report Author: Name – Simon Russell, ICT Strategic Partnership Manager
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IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives <i>(delete as appropriate):</i>	None
Consultation:	Consultation undertaken wait Unison representative.
Legal:	The policy will be used during staff disciplinary proceedings.
Financial:	No Financial implications
Human Resource:	The policy refers to staff usage of ICT.
Risk Management:	The policy in part aims to limit the risk of staff miss-use of ICT.
Health and wellbeing – issues and impacts:	None.
Equality Impact Assessment required:	No applies to all user of councils ICT.

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Acceptable Use Policy	Approved By:		 
	Date:		
	Next Review Date:		
	Department:	IT	

1. Scope

- 1.1. This policy applies to all staff, Members, agency workers and contractors or anyone else that has access to or uses the joint Stevenage & East Herts ICT network.

2. General usage

- 2.1. Users need to take reasonable care of the equipment provided for the execution of their duties,
- 2.2. Any damage or loss of equipment must be reported to the ICT department straight away.
- 2.3. Reasonable physical protection of the device must be taken to prevent damage or theft.
- 2.4. Users must not knowingly attempt to run or load any program on the ICT systems without express permission and knowledge of the ICT department.
- 2.5. Users must abide by the security measures put in place and not take any actions which would circumvent them.
- 2.6. ICT equipment remains in the ownership of the council and must be surrender on demand by the ICT department for upgrading or inspection.
- 2.7. Council equipment is not to be used for any private business activity.
- 2.8. Users must not connect any privately owned ICT equipment to the council’s networks without express permission of the ICT department.
- 2.9. Users must not alter or upgrade any supplied equipment.
- 2.10. Users must not allow any others to use equipment supplied to them for the execution of their duties.

3. Monitoring usage

- 3.1. Users should be aware that all electronic communication and internet activity may be monitored for security reasons. Any improper use may result in disciplinary action.

4. Email

- 4.1. The councils email system is for business use; however reasonable personal use is permitted but this should be during lunch breaks or before or after starting work.
- 4.2. Permanent forwarding rules to external email address are not to be created. Setting up such rules would be a disciplinary matter
- 4.3. User must not knowingly:
 - 4.3.1. Pass on chain mail emails.
 - 4.3.2. Send information that constitutes a breach of data protection rules under the Data Protection Act 2018 or General Data Protection Regulation 2016.
 - 4.3.3. Make abusive, derogatory or defamatory statements.
 - 4.3.4. Send or exchange information which could bring the council into disrepute.
 - 4.3.5. Download executable files (files which run a program).
 - 4.3.6. Open any links in emails which are not expected or not from a recognised source. This is to prevent phishing attacks on the councils systems.

5. Passwords

- 5.1. Users must not share their password with anyone.
- 5.2. Users must not write their passwords down.
- 5.3. Passwords must abide by the password complexity rules.

6. Internet usage

- 6.1. Users are allowed reasonable use of internet personal browsing but this should be during lunch breaks or before or after starting work.
- 6.2. Users will only access the internet when they are logged in with their own credentials.
- 6.3. Councils email addresses are not to be used for registering to web sites for personal use.

- 6.4. Access to inappropriate sites will be blocked by the council systems, if access to such sites is required for staff's duties exemptions can be made by the ICT department.
- 6.5. Files are not to be uploaded from the councils systems to any site (e.g. dropbox or facebook) unless authorised by the ICT department.

7. Telephone Usage

- 7.1. Reasonable use of telephones for personal calls is allowed but this should be during lunch breaks or before or after starting work.

8. Data protection

- 8.1. Users must abide by the Data Protection Act 2018 or General Data Protection Regulation 2016 to protect data under their control.
- 8.2. Data must be protected from misuse and must not be supplied to any persons who do not have legal permission to obtain or view that data.
- 8.3. Users will not view, disseminate or process the data they have access to in any way expect in performance of their duties.

Document Version History	Created by	Date	Approved by	Description of Change
0.01	Simon Russell			Created document in draft form for presentation to appropriate committees for approval

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