

MINUTES OF A MEETING OF THE  
LOCAL JOINT PANEL HELD IN THE  
COUNCIL CHAMBER, WALLFIELDS,  
HERTFORD ON TUESDAY 19 FEBRUARY  
2013, AT 2.30 PM

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**PRESENT:**    **Employer's Side**

Councillor Mike Wood (Chairman)  
Councillors M Alexander and J Ranger

**Staff Side (UNISON)**

Mr S Ellis and Mr A Stevenson

**OFFICERS IN ATTENDANCE:**

Glenda Bennett	- Interim Head of People and Property
Lorraine Blackburn	- Democratic Services Officer
Adele Taylor	- Director of Finance and Support Services

11    **MATERNITY AND PATERNITY POLICY**

**The Secretary to the Employer's Side submitted a report updating the Maternity, Paternity and Adoption Leave Policy to bring this in line with legislation and best practice. The Acting Head of People Services drew Members' attention to the key changes to the report in relation to Paternity Leave, Adoption Leave, Maternity timelines and "Keeping in Touch" (KIT) days, the detail of which was set out in Essential Reference Paper "B" of the report now submitted.**

**The Panel supported the revised Policy, as submitted.**

**RECOMMENDED** – that the revised Maternity, Paternity and Adoption Policy, as submitted, be approved.

12 **OFFICERS' CODE OF CONDUCT**

The Secretary to the Employer's Side submitted a report outlining revisions to the Officers' Code of Conduct and standards of behaviour. The Acting Head of People Services outlined the key changes to the report, including the use, by employees, of social media, IT facilities and personal mobile phones. She referred to the use of social media sites and the need to protect the Council's reputation.

Councillor J Ranger referred to the monetary value in relation to hospitality and the receipt of gifts. He suggested that this should be brought in line with Members' allowances of £25. This was supported.

Councillor M Alexander referred to the ICE (In Case of Emergency) facility on mobile phones and suggested that all employees who worked remotely or went out on site, be encouraged to make use of this emergency contact facility. The Acting Head of People Services undertook to review this issue in relation to remote working policies.

The Panel supported the revised Policy, as amended in relation to the hospitality /gift allowance.

**RECOMMENDED** – that the Officers' Code of Conduct, as now amended, be approved.

13 **DISCLOSURE AND BARRING SERVICE POLICY**

The Secretary to the Employer's Side submitted a report outlining revisions to the former policy "Managing the Criminal Record Bureau Process" following the merger of the Criminal Records Bureau (CRB) Service and the Independent Safety Authority (ISA) on 1 December 2012 into the Disclosure and Barring Services (DBS).

The Acting Head of People Services outlined the key changes to the new policy, the detail of which was set out in the report now submitted and Essential Reference Paper “B”. The policy and guidelines ensured that the Council was compliant with the new process and the Disclosure and Barring Services’ Codes of Practice and also the Protection of Freedoms Act 2012. A new Recruitment of Ex-Offenders Policy had also been incorporated within the new policy.

The Acting Head of People Services summarised the introduction and application of the new Recruitment of Ex-Offenders Policy within the Council. She anticipated that there would be a need to refresh the Council’s Recruitment and Selection Policy in the light of this new arrangement and undertook to review this for consideration at the next meeting of the Local Joint Panel.

In response to a query from Councillor J Ranger the Acting Head of People Services explained how checks would be carried out from a licensing viewpoint.

The Panel supported the Disclosure and Barring Service Policy, as now submitted.

**RECOMMENDED** – that the Disclosure and Barring Service Policy and the Recruitment of Ex-Offenders Policy, as now submitted, be approved.

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## **SOCIAL MEDIA POLICY**

The Chief Executive and Director of Customer and Community Services submitted a report which established a policy aimed at providing guidance on the personal and business use (on behalf of the Council) of social media.

The Acting Head of People Services summarised the content of the report, the detail of which was set out in the report now submitted and Essential Reference Paper “B”. Of particular concern was the use of social media,

(which could be used unwittingly), by employees outside of work to bring the Council into disrepute and of the need to manage social media usage.

Councillor M Alexander referred to the dangers of “tweeting” and the need to think before comments were added as these could be considered as an endorsement of comments which might have been mentioned earlier in a “tweet”. In response to a query from Councillor M Alexander regarding employees who might have left the Council’s employment, the Acting Head of People Services stated that the policy only covered those individuals who were currently within the Council’s employment.

Councillor M Alexander referred to the Members’ Code of Conduct, currently under review and suggested that both the Members’ Code and Employees’ Code should be in line with one another as anything else could be considered divisive. The Director of Finance and Support Service undertook to discuss this with the Director of Neighbourhood Services charged with undertaking the review of the Members’ Code of Conduct.

The Panel supported the Social Media Use Policy, as now submitted.

**RECOMMENDED** – that the Social Media Use Policy, as now submitted, be approved.

15 APOLOGIES

Apologies for absence were received from Councillors L Haysey and A Jackson (Employer’s Side) and Jenny Francis and Jane Sharp (Staff Side).

16 MINUTES

**RESOLVED** – that the Minutes of the meeting held on 13 June 2012 be approved as a correct record and signed by the Chairman.

17 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Adele Taylor, Director of Finance and Support Services, Glenda Bennett, Acting Head of People Services and Steve Ellis, Interim Branch Secretary (Staff Side) to the meeting.

The meeting closed at 3.05 pm

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