

MINUTES OF A MEETING OF THE
LOCAL JOINT PANEL HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON WEDNESDAY 29
NOVEMBER 2017, AT 2.30 PM

PRESENT: **Employer's Side**

Councillors A Alder, E Buckmaster, L Haysey
and L Radford

Staff Side (UNISON)

Mr A Stevenson (Chairman), Ms J Bruce

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Vicki David	- Human Resources Officer
Emma Freeman	- Head of Human Resources and Organisation Development
Taryna Surtees-Moss	- Communications and Digital Media Manager

8 SOCIAL MEDIA POLICY

The Secretary to the Employer's Side submitted a report revising the Social Media Policy.

The Communications and Digital Media Manager provided a summary of the report including the key changes needed to ensure compliance with legislation and best practice. She explained the Council's wish to become more active with social media, the role of employees in

wanting to share news and the need to have regard to the new General Data Protection Regulations (GDPR) and the sharing / storage of personal data (effective from May 2018).

It was noted that the Policy would be amended to reflect the revised number of twitter characters now allowed.

The Panel recommended to Human Resources Committee approval of the report, as now detailed.

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

9 **EXPENSES POLICY**

The Secretary to the Employer's Side submitted a report outlining a number of revisions to the current Expenses Policy. The Head of Human Resources and Organisational Development provided a summary of the key changes needed to ensure compliance with legislation and best practice.

The Panel considered the issue of the introduction of a 20p mileage allowance for electric cars as no standard practice currently existed.

Councillor L Haysey referred to the issue of insurance and the need to ensure that proper coverage was in place when travelling on Council business. She asked the Head of Human Resources and Organisational Development to review this issue with the Council's Insurance Officer.

The issue of standard vs hybrid electric cars was discussed in relation to the 20p allowance proposed and the impact of depreciation. The Panel asked Officers to clarify this issue and to keep the 20p allowance under review.

The Panel recommended to Human Resources Committee approval of the report, as now detailed.

RECOMMENDED– that (A) the Head of Human Resources and Organisational Development clarify the allowance proposed in relation to “standard” vs Hybrid electric cars; and

(B) subject to clarification of (A) above, the revised Expenses Policy as now submitted, be approved.

10 **TRAINING AND DEVELOPMENT**

The Secretary to the Employer’s Side submitted a report outlining a number of revisions to the current Training and Development Policy. The Head of Human Resources and Organisational Development provided a summary of the key changes needed to ensure compliance with legislation and best practice.

The Head of Human Resources and Organisational Development explained the changes to funding training and development (partial or full) and why this was necessary having regard to the Council’s budget needs and the individual’s career development.

The Head of Human Resources and Organisational Development explained the position in relation to the payment of Professional Fees and that where the Council did not pay them, these could be claimed directly via HMRC.

The Panel recommended to Human Resources Committee approval of the report, as now detailed.

RECOMMENDED– that the revised Training and Development Policy as now submitted, be approved.

11 **APOLOGIES**

An apology for absence was submitted on behalf of Councillor

G McAndrew. It was noted that Councillor A Alder was substituting for Councillor G McAndrew. Apologies were also submitted on behalf of Ms F Brown and Mr S Ellis (UNISON). It was noted that Ms Jackie Bruce was substituting for Mr S Ellis.

12 MINUTES

RESOLVED – that the Minutes of the meeting held on 7 June 2017 be confirmed as a correct record and signed by the Chairman.

13 CHAIRMAN'S ANNOUNCEMENTS

The Chairman asked that with Members' consent the report on a Social Media Policy be considered as the first item on the agenda. This was supported.

14 PROPOSED RESTRUCTURE CONSULTATION POLICY

The Secretary to the Staff Side submitted a report outlining new policy guidelines to address future Council re-structures. The Panel was advised that Essential Reference Paper "C" contained exempt information as defined within Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 and that a motion to exclude the press and public would need to be moved should Members wish to consider this in detail.

The Chairman and Secretary to the Employer's Side explained the basis for submitting the report. The Head of Human Resources and Organisational Development in acknowledging the report, advised the Panel that due process and consultation had not been followed regarding the development of the this new Policy.

The Panel acknowledged the Chairman's concerns and the rationale in developing the guidelines, but felt that proper processes should be followed in relation to the introduction of new policies before submission to the Panel. In the circumstances, it was suggested that the report be withdrawn and that the draft, as submitted, be used as a first step in the consultation process. This was supported.

RESOLVED – that (A) the need to adhere to a proper consultation process and procedure prior to consideration of any new policy be noted; and

(B) the report be withdrawn and be used as a first step in the consultation process.

The meeting closed at 3.15 pm

Chairman
Date