

EAST HAMPSHIRE DISTRICT COUNCIL AND HAVANT BOROUGH COUNCIL

At a meeting of the Joint Human Resources Committee held on 29 June 2021

Present

Councillor Carter (Chairman)

Councillors

East Hampshire District Council: Councillors Budden, Burns, Davies and Glass
Havant Borough Council: Councillors Crellin (Vice-Chairman), Howard and Wade

19 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Linger (HBC)

20 MINUTES

21 DECLARATIONS OF INTERESTS

There were no declarations of interest relating to matters on the agenda.

22 VACCINATION AND TESTING POLICY

The Head of Organisational Development introduced the policy to the committee, being put in place for the purpose of encouraging staff to have tests and take up the vaccine when offered.

Members asked if results of any tests taken would need to be recorded or reported. It was confirmed that the only instance when reporting would be required is if the virus was caught within the workplace, aside from that it is only to encourage staff to take tests and take up the vaccine. It is not mandatory. Upon questions from members, the Head of Organisational Development advised that there would be more communication to staff to emphasise the importance of testing, the vaccine and staying away from the offices should symptoms show. Further advice will be taken from Health and Safety as to whether we are able to encourage staff to report test results to the NHS.

The committee enquired as to whether Unison had already been consulted before the policy has reached the Joint HR Committee. It was noted that Unison had seen the policy and would be advised when passed, as this was a consultation item.

Proposed by Cllr Crellin and seconded by Cllr Davies it was RESOLVED that the committee APPROVED the Coronavirus Vaccine and Testing Policy for each Council which is set out in Appendix A.

23 VIOLENCE AND AGGRESSION POLICY

The Head of Organisational Development introduced the Violence and Aggression Policy as included the agenda. Members noted that there was not a clear definition of 'Cyber Aggression' laid out in the policy and felt it would be helpful to include. The Head of Organisational Development advised this would be taken away and clarified before publication. The committee asked for clarification about how to obtain legal assistance and if this would be given if not a work-related incident. It was said that in these circumstances the Legal Team would provide advice on how to proceed as it may be necessary to have external representation. Members noted that the policy only specifically refers to physical injury, it did not mention mental health. The committee agreed that this was an important distinction to be made and the Head of Organisational Development agreed to take this away and look to add into the policy.

The committee were pleased to see a document that supported staff and provided a process to report incidents. It was emphasised that although incidents were very few, having the policy in place sent a clear and strong message that violence and aggression was not tolerated.

Proposed by Cllr Glass and seconded by Cllr Wade, it was RESOLVED that the committee APPROVED the Violence and Aggression Policy for each Council.

24 ICT POLICIES

The Digital Design Team Leader introduced the new 5Councils' ICT Security Policy Suite to the Committee.

Members were advised that since having Capita in place as the ICT provider the 5Councils' security working group has been working with the Information Security Manager at Capita to produce policy documentation to replace, in whole, the existing legacy policy we have with Hampshire County Council. The policies which have been reviewed and acknowledged by the Security Working Group and form the basis of the technological relationship with our ICT supplier and the 5Councils' Client, they represent a shared approach across all councils within the 5C's partnership.

It was asked of members that any questions of a specific technical nature be asked in a non-public session to protect the Councils security.

It was asked what it is that is legacy and what is being transferred. The committee were advised that the term 'legacy' is used in order to reference the old contract that was in place and that the migration of data has already happened. This took place in 2017 when the service with Capita went live, the Hampshire County Council policy that was in place at that time did not reflect the infrastructure that was being put in place and therefore that policy had to be amended.

It was said that the policy suite documents are in place to govern how users interact with the new infrastructure and provide clear procedures for escalation etc. viewed as a guidebook for staff.

Members raised concerns that in paragraph 9.2 it says that there are 'no risks' to adopting the new policy suite as there are always risks involved. It was

Joint Human Resources Committee (29.6.21)

suggested that the wording be amended to suggest that the risk is minimal. The Design team Leader agreed with this suggestion and is happy to change the wording to reflect the committee's comments*.

***9.2 Adopt the new Policy suite**

There are no identified risks associated with adopting the new suite of ICT security policies. The policies are reviewed annually and will develop as risks are identified and mitigations incorporated to ensure a robust security provision.

At this time, 17:45pm, the Committee adjourned to an Exempt session.

Proposed by Cllr Davies and seconded by Cllr Glass it was RESOLVED that the committee APPROVED:

The new 5Councils' ICT Security Policy Suite for each Council.

The meeting commenced at 5.00 pm and concluded at 6.09 pm

.....

Chairman