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Havant
BOROUGH COUNCIL

Havant Borough Council
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JOINT HUMAN RESOURCES COMMITTEE AGENDA

| | |
|--|--|
| Membership: Councillor Carter (Chairman) Councillor Howard (Vice-Chairman) | |
| Councillors (EHDC) Budden, Burns, Davies and Glass | Councillors (HBC) Crellin, Linger, Patrick, Scott and Wade |

Meeting: Joint Human Resources Committee
Date: Tuesday 29 June 2021
Time: 5.00 pm
Venue: Council Chamber, Penns Place, Petersfield GU31 4EX

Public Attendance

Please note that the Council Chamber has very limited capacity to safely accommodate members of the public in a Covid secure manner. Please contact the named officer below if you wish to attend in person, otherwise we would encourage attendance virtually via the webcast on the Council's website.

The business to be transacted is set out below:

Gill Kneller
Chief Executive

21 June 2021

Contact Officer: Lauren Kennedy 02392 446233
Email: lauren.kennedy@havant.gov.uk

| | Page |
|--|----------------|
| PART 1 (Items open for public attendance) | |
| 1 Apologies for Absence | |
| 2 Minutes | |
| 3 Declarations of Interests | |
| 4 Vaccination and Testing Policy | 1 - 10 |
| 5 Violence and Aggression Policy | 11 - 22 |
| 6 ICT Policies | 23 - 30 |

GENERAL INFORMATION

IF YOU WOULD LIKE A VERSION OF THIS AGENDA, OR ANY OF ITS REPORTS, IN LARGE PRINT, BRAILLE, AUDIO OR IN ANOTHER LANGUAGE PLEASE CONTACT DEMOCRATIC SERVICES ON 01730 234073.

Internet

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Public Attendance and Participation

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Disabled Access

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Emergency Procedure

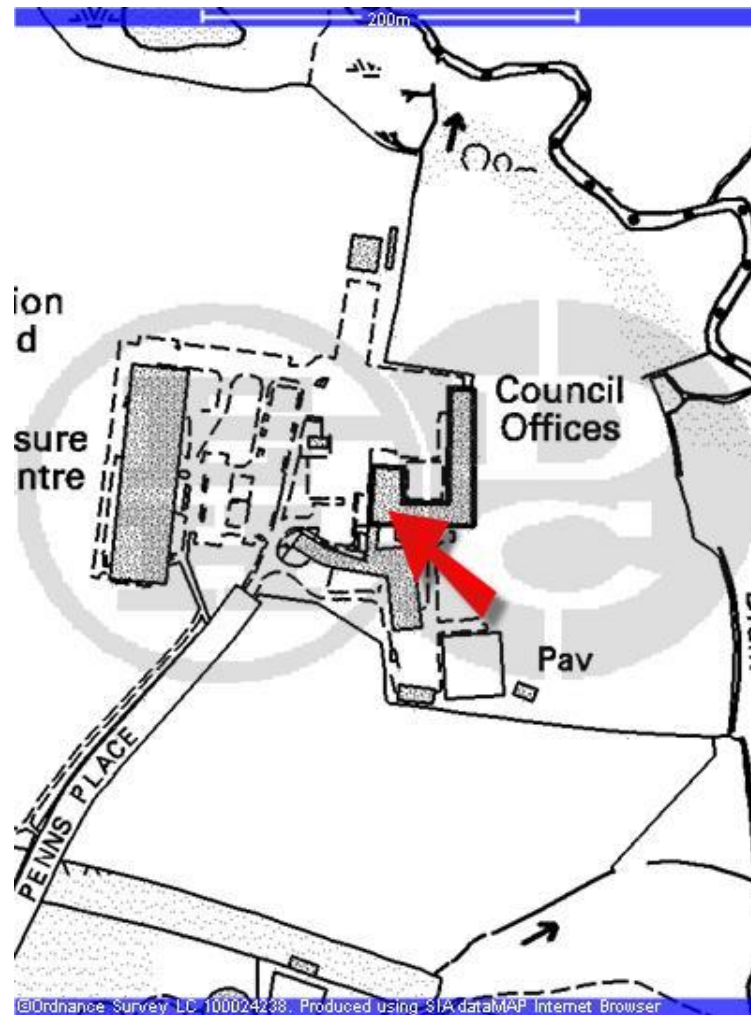
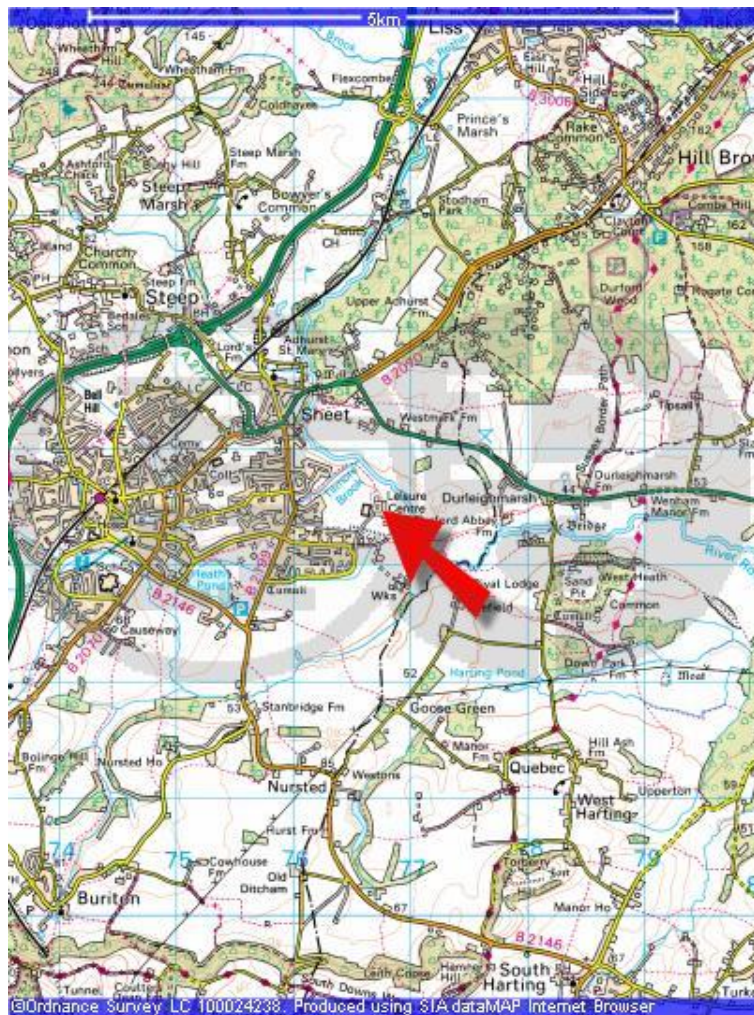
Please ensure that you are familiar with the location of all emergency exits which are clearly marked. In the unlikely event of an emergency an alarm will sound.

PLEASE EVACUATE THE BUILDING IMMEDIATELY.

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No Smoking Policy

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NON-EXEMPT

EAST HAMPSHIRE DISTRICT COUNCIL/HAVANT BOROUGH COUNCIL

JOINT HR COMMITTEE

29th June 2021

Coronavirus Vaccine and Testing Policy

FOR DECISION

Portfolio Holder: Portfolio Holder for Governance and Organisational Development Cllr Nick Drew (EHDC) and Cabinet Lead for Community Safety & Organisational Development Cllr Narinder Bains (HBC)

Director: Peter Lewis (Interim Director for Corporate Services and Chief Finance Officer)

Key Decision: No

Report Number: EHDC/011/2021

1. Purpose

- 1.1. This paper is submitted to Joint HR Committee for agreement to introduce a policy which effectively supports employees as the coronavirus vaccines are rolled out in 2021.

2. Recommendation

- 2.1. Joint HR Committee are asked to approve the policy for each Council which is set out at Appendix A.

3. Executive Summary

- 3.1. The Councils do not currently have a policy in place which specifically sets out our approach regarding Covid 19 vaccines and testing. Covid-19 vaccination has not been made mandatory however encouragement by employers to have the vaccine is desirable to enhance the uptake of the vaccine when individuals are offered it through the NHS.

- 3.2. The Health and Safety at Work Act 1974 requires employers to take reasonable steps to reduce workplace risks. It is this duty which gives an employer the reason to encourage their employees to be vaccinated to protect themselves and everyone else in the workplace.
- 3.3 In general most staff will welcome the opportunity to receive a Covid-19 vaccine but there will be a small minority of staff who may be unwilling or who refuse to have the vaccine completely on medical grounds, religious beliefs or a general fear of vaccinations. Vaccination is a personal choice and as such these reasons need to be respected. However, there is a role that the Council can play in helping to promote the benefits of staff having the vaccine to fulfil the duty placed on employers from a health and safety perspective.
- 3.4 The development of the policy at Appendix A allows the Councils to outline their stance on vaccination and testing and enables the Councils to set out their expectations for employees with regards to this. The policy reinforces the position that staff having a Covid-19 vaccine and using testing will help to minimise the risk of Covid-19 in the workplace. The policy has been written with direct links to the NHS websites and other associated material to ensure that staff have the most up to date position on Covid-19 at any given point in time.
- 3.5 A mandatory vaccination programme was not considered to be appropriate for the Councils based on the type of roles and services that are delivered by the Councils, particularly as the government has not introduced legislation to make vaccines mandatory, even for healthcare workers. In view of this the introduction of a requirement for existing employees to be vaccinated would be difficult to justify as being necessary and proportionate and could expose the Council to claims for constructive dismissal from employees who chose to resign rather

than comply. In addition, mandatory vaccination could be classed as discriminatory if persons with particular disabilities or religious or philosophical beliefs were more likely to be unable to comply with the requirement for vaccination.

4. Additional Budgetary Implications

4.1. None

5. Background and relationship to Corporate Strategy and/or Business Plans

5.1. This policy has been developed to support the government's roll out of coronavirus vaccines and testing and to promote the wellbeing of all employees. The Councils support this in order to make high quality information and interventions concerning disease prevention available to all employees. It is of course the case that vaccines are currently not compulsory for anyone. Any data held on the medical situation of an employee (including vaccine history, covid-19 test results, vulnerability etc.) is sensitive personal data and subject to the highest level of protection under data protection legislation.

6. Resource Implications

6.1. Financial Implications

None identified.

Section 151 Officer comments

Date: 10th May 2021

No financial implications to report.

Matthew Tiller 10 May 2021

6.2. Human Resources Implications

There are no direct HR implications. This policy will be updated in the suite of HR policies and will ensure that staff have an appropriate route to raise any issues

and HR/Management/Safety and EP will have the appropriate tools to deal with the matter fairly and swiftly.

6.3. Information Governance Implications

None identified.

Other resource implications

There will be a requirement for communications support to implement the policy across the Councils and to continue to encourage the uptake of vaccines. This has been factored into current resource levels.

7. Legal Implications

- 7.1. Although this has yet to be tested in the courts, it is unlikely that mandatory vaccination could be legally required for existing employees. In any event, no one can be forcibly vaccinated as this would amount to a criminal assault. Under the Health and Safety at Work Act 1974 employers are responsible for the health, safety and welfare at work of all employees, and may encourage employees to be vaccinated where this will help to protect them and others in the workplace from the effects of disease. Under the Equality Act 2010, no employee should suffer detriment as a result of any protected characteristic(s) and requiring any employee to be vaccinated could result in a breach of the Council's duty under this Act.

Monitoring Officer comments

26th May 2021

Legal Implications comments above have been provided by the Legal Services team (Gina Homewood, solicitor). No further comments to add.

Daniel Toohey

8. Risks

As detailed above, there are risks of challenges under the above legislative acts in addition to the health, safety and welfare of employees.

9. Consultation

- 9.1. Unison will be consulted on the policy in line with the usual consultation processes.

10. Communication

- 10.1. The policy will be communicated to all members of staff via internal channels.

11. Appendices

- 11.1. Appendix A – Policy document

12. Background papers

- 12.1. None

Agreed and signed off by:

Portfolio Holder: **Cllr. Narinder Bains – 10/06/21** **Cllr. Nick Drew - 14/06/21**

Director: **Peter Lewis – 26/05/21**

Monitoring Officer: **Daniel Toohey – 26/05/21**

Section 151 Officer: **Matthew Tiller – 10/05/21**

Contact Officer:

Name: Marthie Turner

Job Title: HR Business Partner

Telephone: 07966 491888

E-Mail: Marthie.turner@havant.gov.uk

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Coronavirus vaccine and testing policy

| | |
|---|---|
| Policy Date | June 2021 |
| Review Date <i>when under review, this policy should continue to be used</i> | June 2022 or earlier depending on government and NHS advice |
| This policy is non-contractual. | |
| Author | HR Dept |
| Version This policy may be amended prior to the review date to comply with any new, relevant legislation or organisational change that affects how this policy is used | 1 |
| Related Policies | Managing Sickness Absence Other Leave Health & Safety |

CORONAVIRUS VACCINE POLICY

1. INTRODUCTION

- 1.1 Vaccines to prevent serious health effects from coronavirus disease (COVID-19) have been developed and made available to the public. The purpose of this policy is to set out our organisation's stance on the vaccine as it affects everyone and the related rights of individual employees.

2. VACCINE STATUS

- 2.1 Individual opinions on vaccines can vary greatly and it is appreciated that having a vaccine is generally a personal choice, sometimes dictated by personal circumstances such as health or religion. The Government has not made the taking of the vaccine mandatory and therefore it remains a voluntary exercise for all our employees.

3. OUR STANCE

- 3.1 As an employer, we have a duty to ensure the safety of our employees. In addition, the Health and Safety at Work etc Act 1974 requires employers to take all reasonably practicable steps to ensure the health, safety and welfare at work of all their workers. Despite the extensive measures taken to ensure that the workplace and all working arrangements are, and continue to be, COVID secure, the vaccine provides a greater level of personal safety against serious illness. Because of this, employees are encouraged to take up the opportunity to have the vaccine when it is offered to them.
- 3.2 Employees are reminded that whether or not they or their colleagues have been vaccinated is a private matter, unless an individual chooses to share this information. As always, employees will be treated with dignity and respect by their colleagues in relation to their decision over the vaccine. The organisation will not accept any bullying or harassment, or other unwanted behaviour, against an employee because of their decision.

4. MAKING AN INFORMED DECISION

- 4.1 It is normal that some of our employees may have concerns about having the vaccine. The councils encourage everyone to make an informed decision by paying attention to official information sources such as the NHS. The vaccines have been extensively tested and are regarded as safe by medical and scientific bodies around the world. We would ask our employees to check the source of any information they read about the vaccine as we are aware that there is a certain amount of uncertified information available.

5. HAVING THE VACCINE

- 5.1 The current Government strategy for vaccinating the UK population is formulated on a priority basis according to age, industry sector and vulnerable status. Employees will receive notification of their vaccine appointment which may be at their normal GP

surgery or at one of the vaccination centres set up specifically for this purpose. The vaccine is offered free of charge. It is currently administered in two doses, to be provided at separate appointments. We encourage employees to verify a notification purporting to provide vaccine appointment details if this appears suspicious due to several scams attempting to gain bank details. Employees should notify their manager of their appointment time on each occasion, giving as much notice as possible if time off work is needed. Employees are entitled to paid time off to attend a vaccine appointment.

- 5.2 Currently the Health & safety team are occasionally notified of the availability of excess vaccines that need to be used up rapidly and so staff may be contacted with details of appointments at short notice and can take advantage of this. There is no requirement to do so.

- 5.3 Information on the vaccine programme is currently available on the NHS website:

<https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/>

6. VACCINE SIDE EFFECTS

- 6.1 Occasionally individuals experience side effects from the vaccine. In the vast majority of cases these are minimal, and further information is available on the NHS website mentioned above. If an individual is unable to come to work due to side effects, absence should be reported in the usual way.

7. LATERAL FLOW TESTS

- 7.1 The number one priority is safety and support to all staff working, knowing that another peak is expected later in the year. It is vital to make sure everyone is safe and well.

- 7.2 Staff are therefore actively encouraged (whether or not they have had a vaccine) to take lateral flow tests to mitigate any risk of transmission, amongst staff and the general public. These tests should be carried out twice weekly (every 3 to 4 days) for those attending the office or carrying out site visits.

- 7.3 Lateral Flow Test kits can be ordered online or by telephone or collected from participating Pharmacies, further information at the following link.

<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

NB. Anyone who has symptoms of coronavirus should arrange a PCR test as soon as possible:

<https://www.gov.uk/get-coronavirus-test>

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NON-EXEMPT

EAST HAMPSHIRE DISTRICT COUNCIL

HAVANT BOROUGH COUNCIL

JOINT HR COMMITTEE

29th June 2021

Violence and Aggression Policy

FOR DECISION

Portfolio Holder: Portfolio Holder for Governance and Organisational Development Cllr Nick Drew (EHDC) and Cabinet Lead for Community Safety & Organisational Development Cllr Narinder Bains (HBC)

Director: Peter Lewis (Interim Director for Corporate Services and Chief Finance Officer)

Key Decision: No

Report Number: EHDC/012/2021

1. Purpose

- 1.1. This paper is submitted to Joint HR Committee to propose the adoption of a Violence & Aggression policy for both Councils. The adoption of this policy will ensure that any displays of violence and aggression towards staff will be managed in an appropriate and robust way.

2. Recommendation

- 2.1. Joint Human Resources (JHR) Committee members are asked to approve the Violence and Aggression policy for both Councils as detailed at Appendix A.

3. Executive Summary

- 3.1. Since 2017 the Councils have had an Incident Register reporting procedure in place which ensures that when a member of the public shows aggressive or violent behaviour towards a member of staff, they are listed on the register for up to a period of one year.

- 3.2. Authorised Council employees are required to access this register prior to contact/site visits to ensure they aren't placing themselves in a position of risk. Access audits are carried out by the Data Protection Officer on a periodic basis to ensure access to the register is being used in the correct way.
- 3.3. The Councils do not currently have a Violence and Aggression policy in place. The policy detailed at Appendix A provides assurance to staff that the Councils take any incidents of violence and/or aggression by a member of the public seriously. The policy also ensures that staff fully understand their responsibilities if an incident occurs and the steps each Council will take to hold the member of the public to account.
- 3.4. The policy will be available on each Council's external website so members of the public also understand the potential consequences of their actions which, dependent on severity, could include legal action.

4. Additional Budgetary Implications

- 4.1. None

5. Background and relationship to Corporate Strategy and/or Business Plans

- 5.1. The policy is key to supporting staff safety and enhances the promotion of the Incident Register reporting procedure. It also encourages the reporting of incidents. In addition to this, it is essential that we have robust procedures in place to deal with incidents of this nature from an insurance perspective to minimise the risk of future claims.

6. Options considered

- 6.1. The introduction of a policy document which supports the Incident Register reporting procedure to enhance staff safety is needed. It is acknowledged that certain Council professions may be at increased risk of violence and aggression due to the nature of their roles. Whilst this risk can be greatly reduced by effective communication, effective risk assessment and preventative measures there may be occasions despite all these mitigations when violence and/or aggression may occur towards a member of staff.
- 6.2. The introduction of a policy document which supports the Incident Register reporting procedure to enhance staff safety is needed. Whilst this risk can be greatly reduced by effective communication, effective risk assessment and preventative measures there may be occasions despite all these mitigations when violence and/or aggression may occur towards a member of staff.
- 6.3. The Councils will use all appropriate opportunities to inform the public about its policy regarding violence and aggression to staff including the use of each Councils website and social media where relevant.

7. Resource Implications

7.1. Financial Implications

None to report. This policy will reduce the risk of insurance claims from individuals as the policy includes a robust approach to mitigate the potential for an incident of this nature to occur. The approach also ensures that members of the public are fully aware of the way the Council will deal with incidents and as such this should act as a deterrent.

Section 151 Officer comments

Date: 6th January 2021

No additional comments to make.

7.2. Human Resources Implications

Roll out and implementation of the policy to the staff group will be needed. This is factored into the current resources available.

7.3. Information Governance Implications

The Council is now proposing to roll out a new system which will enable front line staff to check the register for themselves prior to any visits. Currently due to the systems used not all teams could place a marker, and there was no assurance that data was deleted when required and access to systems were given to teams for a particular purpose and who were then able to see the markers.

In some cases, there may be the ability to identify residents who have physical or mental health issues, therefore falling under special category data. The new system will require users to sign a 'Terms of Use' document to ensure they understand their data protection obligations regarding this data. Managers are required to authorise users and logons are based on Council email address, therefore as staff leave and their email suspended their access to this system is suspended also. The DPO can audit check to ensure staff are only looking at addresses they are due to visit and not those of friends/family, as well as removing entries when their entry expires.

7.4. Other resource implications

None

8. Legal Implications

- 8.1. The Council has a legal duty to ensure the health, safety and welfare of employees under the Health and Safety at Work etc Act 1974. In addition, the Management of Health and Safety at Work Regulations 1999 place specific requirements on employers to assess the risks to their employees, and to take appropriate measures to prevent or reduce the risks. These legal duties include

protecting employees from exposure to reasonably foreseeable violence at work; both physical attacks and verbal abuse. The Health and Safety Executive provides guidance on violence in the workplace.

Monitoring Officer comments

Date: 12.1.2021

The Legal team have reviewed and provided the wording as per para 8.1

9. Risks

- 9.1. It is key that the Council has a policy in place to support staff safety, in conjunction with the Incident Register procedure and to raise awareness to the public and staff of its existence.

10. Consultation

- 10.1. The Violence and Aggression Policy has been shared with Joint H&S Committee. The committee were content with the policy.
- 10.2. This policy will be shared with Unison for consultation purposes prior to JHR Committee. As Unison representatives are members of the H&S Committee it is not envisaged that there will be any opposition to this policy.

11. Communication

- 11.1. The Violence and Aggression Policy will be shared with all staff so that the message re its importance can be reinforced to staff alongside individual responsibilities.

12. Appendices

- 12.1. Appendix A – Violence and Aggression Policy EHDC/HBC

13. Background papers

13.1. None

Agreed and signed off by:

Portfolio Holder: **Cllr. Narinder Bains – 10/06/21**

Cllr. Nick Drew – 14/06/21

Director: **Peter Lewis – 26/05/21**

Monitoring Officer: **Daniel Toohey – 26/05/21**

Section 151 Officer: **Matthew Tiller – 26/05/21**

Contact Officer:

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Violence & Aggression at Work Policy

| | |
|--|---|
| Policy Date | June 2021 |
| Review Date <i>when under review, this policy should continue to be used</i> | June 2024 |
| This policy is non-contractual | |
| Version <i>This policy may be amended prior to the review date to comply with any new, relevant legislation or organisational change that affects how this policy is used</i> | 1 |
| Related Policies/Procedures | Equality Policy Complaints Procedure Violence and Aggression Procedure Incident Reporting Procedure & System Health and Safety Policy |

Table of Contents

| | |
|-----------------------------------|---|
| Introduction | 3 |
| Scope | 3 |
| Definitions | 3 |
| Responsibilities | 4 |
| Legal Advice and Assistance | 5 |
| Sickness payments | 6 |
| Counselling Support..... | 6 |
| Training..... | 6 |
| Related Information..... | 6 |

1. Introduction

- 1.1 This policy outlines the Council's approach for managing the risk of violence and aggression towards staff from members of the public. It also provides guidance to employees and managers on the action to take following any reported act(s) of violence and/or aggression.
- 1.2 The Council has a legal duty to ensure the health, safety and welfare of employees under the Health and Safety at Work etc Act 1974. In addition, the Management of Health and Safety at Work Regulations 1999 place specific requirements on employers to assess the risks to their employees, and to take appropriate measures to prevent or reduce the risks. These legal duties include protecting employees from exposure to reasonably foreseeable violence at work both physical attacks and verbal abuse.
- 1.3 The Council understands that sometimes, due to individual circumstances, our customers won't always be polite and calm when they call or visit the council. The council supports your right to politely end an abusive call or to ask a visitor to leave the councils premises.
- 1.4 This policy applies to **all** incidents of work-related abuse, aggression and violence.
- 1.5 The council is committed to supporting any employee who suffers violence or aggression during, or arising out of, their work duties and views such acts of violence or aggression to be unacceptable.

2. Scope

- 2.1 This policy applies to all employees of the council regardless of gender, gender reassignment, race, religion or belief, disability, sexual orientation, age, trade union membership or public interest disclosure status. It also applies to part time and fixed term employees.

3. Definitions

- 3.1 For the purpose of this policy the Health and Safety Executive defines work-related violence as: *"any incident in which a person is abused, threatened or assaulted in circumstances relating to their work"*
- 3.2 This includes:
 - physical attack - whether visible injury occurs or not
 - animal attack - when an animal is used as a threat
 - verbal abuse - when an employee **feels** threatened or intimidated and the abuse is personally directed. This also includes cyber-aggression through

texts, email
messages or social networking sites

- attack or damage to property or belongings of the employee or the Council
- any work-related incident involving an employee, or their family, which happens away from the workplace

3.3 Employees should report incidents involving race, gender or gender identity, religion or belief, disability, sexuality and age in line with the requirements of the Council's Equality Policy.

4. Responsibilities

4.1 Line Managers will:

- Identify groups of employees within their area of responsibility who are most at risk from violence
- Review the working practices, procedures and working environment of each of these groups, undertake risk assessments in consultation with employees affected with the aim of identifying specific problems and devising safer systems of work wherever possible
- Ensure suitable training arrangements are in place so that employees identified as being particularly at risk of violence receive the necessary training
- Make employees aware of potentially violent customers or service users and put any measures put in place to protect them.
- Treat any reports of work-related violence, threats or abuse seriously and respond to them promptly.
- Record details of the incident where appropriate
- Give all employees involved in an incident full support during the whole process.
- Set a positive example by reporting all incidents of violence and abuse
- Respond to and, where possible, resolve incidents, before they escalate.
- Monitor incidences of violence and abuse and take appropriate action
- Direct staff to appropriate support and advice after an incident has occurred.
- Work with the police where needed to assist with their enquiries.

4.2 Employees will:

- Comply with the requirements of this policy
- Comply with any advice and instruction given from their line manager or through training
- Ensure that they report to their manager and via the incident reporting system any incidents relevant to this policy, whether physical injury has resulted or not. If reporting the incident to the manager is not appropriate then reporting should be to the Health and Safety Team.

5. Legal Advice and Assistance

- 5.1 The Council will give appropriate support, through Legal Services, in cases involving an offence or assault. This may involve general legal advice to the employee, liaison with the police, advice as to how to obtain legal assistance to proceed with a private prosecution or civil claim, and in certain circumstances institute proceedings in the name of the Council.
- 5.2 The Legal team will provide general advice to employees on Court procedures. They can also arrange injunctions and other legal action against service users if appropriate.

6. Sickness Payments

- 6.1 Injury as a result of an assault at work will be treated as an industrial injury, and occupational sick pay will be paid. It's therefore important that abuse, aggression and violence incidents are reported to your manager. You can obtain more information from the HR Team.

7. Counselling and Support

- 7.1 The welfare of employees is of paramount importance. An employee who suffers violence must be treated sympathetically, and their immediate needs attended to **before** the more formal process of recording and reporting the incident.
- 7.2 Employees may choose to use the Council's Employee Assistance Programme for counselling, information available on Skoop
<http://intranet/basic-page/employee-assistance-programme-0>

8. Training

- 8.1 Managers are responsible for identifying their employees' training needs, including the requirement for 'Conflict Management' type training. Any employees requiring further or refresher training should contact their line manager and the Health and Safety team.

9. Related Information

- 9.1 Please refer to the Council's complaints procedure which is located on each Council's website at <https://www.easthants.gov.uk/complaints> or <https://www.havant.gov.uk/complaints>.

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NON-EXEMPT

EAST HAMPSHIRE DISTRICT COUNCIL & HAVANT BOROUGH COUNCIL

JOINT HR COMMITTEE

9th June 2021

RATIFICATION OF THE NEW 5C ICT SECURITY POLICY SUITE

FOR DECISION

Portfolio Holder:

Cllr Alex Rennie - Leader of the Council

Cllr Nick Drew - Governance and Legal Portfolio

Key Decision: No

Report Number: EHDC/013/2021

1. Purpose

This paper is submitted to Joint HR Committee for policy decision.

2. Recommendation

2.1. Joint HR Committee Members are requested to approve:

a. The new 5Councils' ICT Security Policy Suite at:

<https://sway.office.com/3KOC9cBU0wlmaRfW?>

3. Executive Summary

3.1. ICT security is outsourced to Capita under the 5Council's contract.

3.2. As part of the migration from Hampshire County Council's infrastructure to Capita's, the 5C Information Security Manager has produced policy documentation designed to replace in whole our existing legacy ICT policy.

- 3.3. The Policies have been reviewed and acknowledged at the Security Working Group (which includes the council's IT lead, Data Protection Officer and the 5C IT Client Executive) and form the basis of our technological relationship with our ICT supplier and 5C Client. The policies represent a shared approach across all councils within the 5 Councils' partnership.
- 3.4. Although these policies are operationally active as they govern how Capita provide and manage their infrastructure and its use, they must be formally adopted by the councils.
- 3.5. As with any business' IT terms of use, staff will be asked to read and accept this new policy suite and understand that there may be disciplinary procedures enacted for misuse of the council's IT infrastructure. This was the same for the old IT policy. Therefore, the Corporate Governance Board advised the suite to be noted by Executive Board for the Joint HR Committee to adopt on behalf of the councils.
- 3.6. The new 5Councils' ICT Security Policy Suite contains 15 individual documents that are reviewed annually. The Council have designed an explanatory wrapper to these documents in an online format so they can be accessible to users anywhere on any web-enabled device. This utilises our corporate Office365 licences allowing an instantly auditable online declaration of understanding to be made per user.
- 3.7. The Policy suite has been reviewed by Unison at both councils and accepted.
- 3.8. The new 5Councils' ICT Security Policy Suite can be accessed at the following address and will be published via our staff intranet:
<https://sway.office.com/3KOC9cBU0wlmaRfW?>
- 3.9. There are no resource investment or financial implications associated with the adoption of the policy suite.

4. Additional Budgetary Implications

- 4.1. None.

5. Background and relationship to Corporate Strategy and/or Business Plans

- 5.1. This policy suite replaces the joint legacy ICT Security Policy v3.1 accepted under HCC's terms of service and altered to reflect Capita contacts and service updates in 2019. This is currently available on the council intranet for staff: [EHDC version](#) /[HBC version](#).
- 5.2. The old policy is still used in onboarding new staff and councillors and will be replaced by the new suite when ratified by the Joint HR Committee. The Monitoring Officer has authorised use of the new policy for onboarding councillors the week following the local election of the 6th May 2021.
- 5.3. The new policy suite and control framework are aligned with the ISO 27001 Information Security Management System Standards. This includes pragmatic policies, procedures, standards and guidelines to support the 5C information security requirements, with a focus on the most critical assets. It is maintained by Capita and each policy within the suite is reviewed annually via the 5C Security Working Group.

6. Options considered

6.1. Do nothing

- 6.2. The council could choose to continue using the current HCC devised security policy designed for the HCC infrastructure though this would not reflect the operational management and user requirements of the current Capita infrastructure.

6.3. Adopt the new Policy suite

- 6.4. This option would allow the council to replace the current HCC devised security policy and replace it with the agreed 5C suite to reflect the operation management and requirements of the current Capita infrastructure.
- 6.5. Adoption will provide clarity of use to new and existing staff and will be published internally as soon as it is adopted via the committee.
- 6.6. The adoption of the suite complies with the theme of 'A fit for purpose Council' in our Corporate Strategy and the values: 'Fairness and integrity in all we do'

(EHDC) and 'A sustainable Council' (HBC). It complies with the following strategy commitments: Shared values and behaviours for staff; Shared strategies (where appropriate); Shared processes; and Going digital by default.

6.7. The adoptions will support The Digital Strategy's principle for Digital Security, that security will be paramount across our digital plans. We will work with our IT service providers, public sector partners and specialist agencies, such as the National Cyber Security Centre, to ensure arrangements are sound and proportionate to the level of threat.

6.8. There are no legal, resource or risks associated with the adoption of this policy suite.

7. Resource Implications

7.1. Financial Implications

7.2. None.

Section 151 Officer comments

Date: 28/05/2021

No direct financial implications

7.3. Human Resources Implications

7.4. There will be no changes to the employee terms and conditions, but staff will be asked to declare they have read and understand the new ICT Security Policy Suite and their responsibilities under it as highlighted within.

7.5. Information Governance Implications

7.6. The council will know who has and therefore who has not completed the online declaration of understanding. Only names and council email addresses will be captured for audit.

7.7. Other resource implications

7.8. None

8. Legal Implications

8.1. There are no legal implications in adopting this policy suite.

Monitoring Officer comments

Date: 06/05/21

The updating of the ICT policy suite will strengthen the organisation's approach to information governance and data protection, and will enhance best practice in relation to staff usage of ICT assets and processes.

9. Risks

9.1. Do nothing

The council, while still covered by the previous policy agreement with staff for general use, could not show updated policies to audit and risk providing old policies to staff and councillors when new policies are in action via our chosen ICT supplier.

9.2. Adopt the new Policy suite

There are no risks associated with adopting the new suite of ICT security policies.

10. Consultation

The following roles/bodies have commented and agreed the new 5C ICT Security Policy Suite:

- The 5C Security Working Group
- The 5C Information Security Manager
- 5C IT Client Executive
- The IT lead
- The Data Protection Officer
- SIRO/HoS for IT

- HoS for HR
- The Monitoring Officer/HoS for Legal
- EHDC Unison
- HBC Unison
- The Information Governance Steering Group
- Executive Board

11. Communication

- 11.1. Once ratified, communication will be via Team Talk and the Intranet to Staff and via Democratic Services to Councillors.

12. Appendices

- 12.1. None.

13. Background papers

- 13.1. The new 5Councils' ICT Security Policy Suite can be accessed at the following address: <https://sway.office.com/3KOC9cBU0wlmaRfW?>

Agreed and signed off by:

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Section 151 Officer: Matthew Tiller 28/05/2021

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