

Time began: 10.30 am
Time ended: 11.05am

**Personnel Committee
7 July 2016**

Present Councillor Raju (Chair)
 Councillors Barker, Carr, Froggatt, Grimadell, Marshall and
 Turner

Officers present David Cox – Team Leader Pay & Reward
 Jackie Waring – Democratic Services Officer
 Angela Gregson - Principal Information Governance Officer
 (Policy and Procedure)

10/16 Apologies

Apologies for absence were received from Councillor S Khan

11/16 Late Items to be Introduced by the Chair

There were no late items.

12/16 Declarations of Interest

Cllr Froggatt declared that she was an activist in a union and claimed expenses.

13/16 Minutes of the Meeting held on 16 June 2016

The minutes of the meetings held on 16 June 2016 were confirmed as a correct record.

14/16 Email, Internet Security and Monitoring Policy

The Committee considered a report of the Director of Governance and Monitoring Officer asking them to consider the updated Email, Internet Security and Monitoring Policy. The policy outlined how the Council will monitor electronic communications and internet access including the use of social media sites.

The policy referred to "working hours" and "employees" after discussion it was felt that as the Council has flexible working hours and that the policy needed to include elected members, agency workers, consultants, contractor and temporary staff the wording should be changed to reflect this.

Resolved to approve the revised policy subject to the amended wording

15/16 Freedom of Information (FOI) Policy (Internal)

The Committee considered a report of the Director of Governance and Monitoring Officer asking them to consider a new policy on Freedom of Information. The purpose of the policy was to ensure individuals and organisations have access to information held by the Council.

Resolved to approve the policy

16/16 Internet File Sharing and Collaboration Sites Policy

The Committee considered a report of the Director of Governance and Monitoring Officer asking them to consider a policy on Internet File Sharing and Collaboration Sites Policy which outlines the controls in respect of registration and use of internet file sharing and other collaboration tools.

Resolved to approve the policy

17/16 Laptop, Desktop and Tablet Device Security Policy

The Committee considered a report of the Director of Governance and Monitoring Officer asking them to consider a policy on Laptop, Desktop and Tablet Device Security outlining the rules that apply to the physical and local security of Council owned and managed laptop, desktop and tablet computers.

The Committee members raised concerns over an item within this policy which they asked the officer to revisit

Resolved:

- 1. To not approve the policy**
- 2. To receive amended version at next Committee meeting**

18/16 Remote and Mobile Computing Policy

The Committee considered a report of the Director of Governance and Monitoring Officer asking them to consider a policy on Remote and Mobile Computing Policy to promote good information security practices. The Committee were informed that e-learning has now been tailored to fit individual's roles rather than all training being delivered to all users

Resolved to approve the policy

19/16 Network User Policy

The Committee considered a report of the Director of Governance and Monitoring Officer asking them to consider a policy on Network User Policy to explain the actions

that are needed to access the Council's data and the technology needed to complete work ensuring security of data and systems.

Resolved to approve the policy

20/16 Exclusion of Press and Public

Resolved that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of the following item on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 4 of Part 1 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighed the public interest in disclosing this information.

21/16 Pay and Reward Project Update

The Committee considered a report of the Director of Governance and Monitoring Officer on the Pay and Reward Project.

Resolved to note the report.

MINUTES END