

Time began:10.30 am
Time ended: 11.12am

**Personnel Committee
1 December2016**

Present CouncillorRaju (Chair)
Councillors Barker, Carr, Froggatt, Grimadelland Turner

Officers present Liz Moore – Strategic HR Manager
Janie Berry – Director of Governance and Monitoring Officer
Angela Gregson – Principal Information Governance Officer
(part)
Jackie Waring – Democratic Services Officer

55/16 Apologies

Apologies were received from Cllr S Khan and Cllr Marshall

56/16 Late Items to be Introduced by the Chair

There were no late items.

57/16 Declarations of Interest

None

58/16 Minutes of the Meeting held on 27 October 2016

The minutes of the meeting held on 27 October2016 were confirmed as a correct record.

59/16 Software Licensing Policy

The Committee considered a report of the Director of Governance and Monitoring Officer asking them to consider an updated Software Licensing Policy. Discussion was held on how staff would be made aware of the new policy and it was confirmed that information had been circulated.

Resolved to

- 1. Authorise the adoption and implementation of the Software Licensing Policy with immediate effect**
- 2. Note the promotion of this policy and how it will be cascaded widely to raise awareness with Elected Members and staff**
- 3. Authorise the Director of Governance to make minor amendments to the policy which may arise in the future.**

60/16 Data Protection Policy

The Committee considered a report of the Director of Governance and Monitoring Officer asking them to consider an updated Data Protection Policy. The Board discussed the policy and acknowledged that there was a section specifically for Elected Members.

Resolved to

- 1. Authorise the adoption and implementation of the Software Licensing Policy with immediate effect**
- 2. Note the promotion of this policy and how it will be cascaded widely to raise awareness with Elected Members and staff**
- 3. Authorise mandatory e-learning programme as required by the Information Commissioners Office (ICO) to ensure all Elected Members and staff collecting and using personal data do so appropriately.**
- 4. Authorise the Director of Governance to make minor amendments to the policy which may arise in the future.**

61/16 Pay and Review Project Update

The Committee considered a report of the Director of Governance and Monitoring Officer on the Pay and Reward Project. The Board were updated on progress with this project.

Discussion was held over the issue of the schools audit and issue of the temporary hours ceasing. It was noted that any decision making had now been deferred until December 2016.

Resolved to note the report and receive further update at next meeting

62/16 Temporary Agency Usage October 2016

The Committee received a report of the Head of HR providing the Committee with details of the use of agency staff during the month of October. It was confirmed that there was a reduction in the number of agency staff being used.

Discussion was held as to why figures were still high in some areas of the Council. It was acknowledged that a project group had now been formed and were working with Streetpride on how to reduce these figures.

Resolved to

- 1. Note the contents of the report, especially the decrease in numbers.**
- 2. Continue to monitor the appropriate use of agency staff, length of agreements and to consider other alternatives whenever possible to ensure that a reduction is achieved.**

MINUTES END