Personnel Committee
14 January 2016

Present   CouncillorRaju (Chair)
                    Councillors Carr, MacDonald and Tittley

64/15   Apologies

Apologies for absence were received from Councillor Barker, Hezelgrave and Hickson

65/15   Late Items to be Introduced by the Chair

There were no late items.

66/15   Declarations of Interest

There were no formal declarations of interest but it was noted that Janie Berry, Director of Governance and Monitoring Officer was the Acting Chair of Governors at a City school, Osmaston Primary School.

67/15   Minutes of the Meetings held on 3 December 2015

The minutes of the meetings held on 3 December 2015 were confirmed as a correct record.

68/15   Information Security Policy

The Committee considered a report of the Strategic Director of Governance on Information Security Policy. The Committee were informed that information security covered all forms of information to protect its confidentiality, integrity and availability. The report sought to introduce a revised and updated policy that aimed to make staff aware of their responsibilities and the things they should or should not do to prevent data breaches.

Members noted that within Appendix 1 of the policy Malware infections were classed as a low level category, this should be classed as a high level category and would be amended.

Resolved:

1   To note that the policy will raise awareness on the security of electronic and non-electronic data. Staff should be aware that information security refers to all data including anything that had been printed or written;

2   To adopt the revised policy that was agreed with the Trade Unions at CoSWP on 8 November 2015;

3   To promote this revised policy through the In Touch and Manager's Briefing cascade process;

4   To provide a mandatory e-learning programme as required by the Information Commissioners Office (ICO) to ensure all accessing Council computers understand and act to minimise the risks of infections;

5   To agree that future changes to the subset of policies such as malware and email use, for example, to amend named officers and/or to bring these up to date do not need formal ratification. Any changes that alter the nature or intent of the policy, for example, changing the policy to no longer allow personal use of email would need ratification but adding web mail or instant messaging services would not.

69/15   Malware Prevention Policy

The Committee considered a report of the Strategic Director of Governance on Malware Prevention Policy. The Committee were informed that the report sought to introduce a revised and updated policy that raised awareness of all who had authorised access to Councilcomputers of theirresponsibilities to minimise the risk of any malicious software (Malware) infections.

Resolved:

1   To reduce the number of Malware incidents infiltrating the Council Information Systems (IS);

2   To adopt the revised policy that was agreed with the Trade Unions at CoSWP on 8 November 2015;

3   To promote this revised policy through the In Touch and Manager's Briefing cascade process;

4   To provide an e-learning programme to ensure all accessing Council computers understand and act to minimise the risks of infections.

70/15   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 paragraphs 1, 2 and 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.

71/15   Pay and Review Project Update

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

Resolved to note the contents of the report and all the appendices.

MINUTES END