

Report To: Cabinet
Date of Meeting: 26th July 2016
Lead Member / Officer: Councillor Barbara Smith
Report Author: Catrin Roberts / Andrea Malam
Title: **Employment and ICT Policies**

1. What is the report about?

There are a number of employment policies which have been develop/revised which have been to LJCC and they have been recommended for adoption by Cabinet. (Please see point 8 below) The policies are listed below:

- ICT Information Security Policy (Revised Policy)
- Wellbeing and Support Policy (New Policy)
- Phased Return to Work Procedure (New Procedure)
- Travel Policy (Revised policy)

2. What is the reason for making this report?

To recommend that Cabinet adopt these policies.

3. What are the Recommendations?

To gain approval for Cabinet to adopt these policies.

4. Report details

ICT Information and Security Policy

Denbighshire County Council recognises that its information resources are a valuable asset, which are essential in supporting the Council meeting its strategic objectives. The Council recognises its obligations to protect information from internal and external threats and recognises that effective information security management is critical in order to ensure the successful delivery of business functions and services. The council is committed to preserving the confidentiality, integrity and availability of all physical and electronic information assets.

This Policy supersedes the Council's current Information Security Policy, which is now several years old and includes updates that reflect the latest thinking, legislative requirements and best practices in this field. For the first time, our information security policy includes an information security breach procedure and device control procedure. The Policy also reflects changes in job roles and responsibilities that have occurred over the last few years within the Council. The new policy also aims to be more reader-friendly by being split into different sections with hyperlinks provided. This allows readers to jump straight to the section they need.

Wellbeing and Support Policy

This is a new Occupational Health policy.

The council is committed to maintaining a safe and healthy working environment. As part of this commitment the council acknowledges the contribution of its staff. Where staff are experiencing work-related, personal or health problems, it may affect their work performance as well as their quality of life and general sense of wellbeing. The policy highlights the support the council can offer to employees.

The two types of support included within the policy are as follows:

- Counselling Services
- Specialist Therapy Support for Musculoskeletal conditions

Both services are free to the employee and any costs will be charged to the service/dept. Management are to be sympathetic towards leave requests, however there is an expectation that these appointments are to be attended in an employee's time unless the employee can demonstrate that they are unable to attend outside of their normal working hours. In such cases, managers can grant employees paid time off to attend.

Phased Return to Work Procedure

This is a new Occupational Health Policy which recognises that staff who have experienced a prolonged period of absence from work due to illness or injury may require particular support in returning to their normal hours and duties of work. It aims to assist staff in such circumstances to return to work in an effective and productive way which does not compromise their recovery or long-term health by facilitating appropriate measures to support rehabilitation.

This procedure sets out the broad parameters in which a phased return to work programme will be supported and managed. This procedure should be read in conjunction with the Attendance at Work Procedure.

Any agreed phased return to work programme will be time-limited and will normally be between 2-4 weeks not exceeding 4 weeks. In exceptional circumstances, this timeframe may be extended, for example, where medical advice suggests this is appropriate to support whilst undergoing invasive medical treatment.

Travel Policy

The revised policy includes timescales, responsibilities and all new additions are highlighted in yellow. The policy encourages employees and managers to think about the journeys they undertake on council business and possible alternative ways to conduct business without the need to travel.

The policy refers to different methods of travel for journeys under and above 100 miles and refers to subsistence and disturbance rates and where to find that information.

The completion of the DVLA796 form has been made mandatory for all new and existing employees to complete, which will enable the council to check whether the employee is permitted to drive and holds a current valid licence.

The current travel/mileage claim form is currently paper based and applicable to this policy, however in the near future we are looking at implementing an electronic method of claiming mileage through Proactis. The policy will need amending slightly when this process is introduced.

Please refer to policies contained within the appendix.

5. How does the decision contribute to the Corporate Priorities?

All of the above policies will assist the Corporate Priorities by helping to modernise the council by ensuring that managers and employees are aware of their obligations in line with legislation and good practice.

6. What will it cost and how will it affect other services?

Additional resources are not required, therefore there won't be any costs attached to implementing these policies. There will be no particular impact on a particular department. The policies will apply to all staff (where stated).

7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision? The completed EqIA template should be attached as an appendix to the report

Please find the EQiA attached. There are no fundamental issues highlighted with the EQiA's.

8. What consultations have been carried out with Scrutiny and others?

The policies have all been to Corporate Joint Meeting on Thursday 19th May and Wednesday 15th June for comments and have been emailed to CJM for feedback from the members of CJM who did not attend those meetings and so all members have been given an opportunity to feedback.

They were submitted to LJCC 29th June 2016. Unfortunately, as the meeting was inquorate, the Employer's side discussed the documents and made amendments. These were subsequently agreed via email with the Employees' side prior to being submitted to Cabinet for adoption.

9. Chief Finance Officer Statement

Not applicable.

10. What risks are there and is there anything we can do to reduce them?

The risks are only associated with not implementing the attached policies. The current versions of the policies are very out of date and new process and procedures

require a policy/procedure to ensure they are being applied correctly and consistently.

11. Power to make the Decision

Not applicable