

Public

**MINUTES** of a meeting of the **CABINET MEMBER FOR COUNCIL SERVICES** held on 22 December 2014 at County Hall, Matlock

**PRESENT**

Cabinet Member – Councillor A Botham

Also in attendance – Councillor R Mihaly

**138/14** **MINUTES RESOLVED** that the minutes of the meeting held on 1 December 2014 be confirmed as a correct record and signed by the Cabinet Member.

**139/14** **USE OF INTERNET AND E-MAIL SERVICES** A decision was taken on 20 October 2014 by the Cabinet Member that the personal use of the Council's internet and e-mail services by employees would be withdrawn with effect from the end of December 2014. Staff were notified of the decision and invited to raise any relevant issues. This resulted in a series of frequently asked questions and answers being published on the Council's Dnet.

Very few issues had been raised regarding the intended withdrawal of employees' ability to use their Council e-mail address for personal purposes. However, strong representations had been received from staff and the trade unions with regard to the use of internet services. The general view was that employees were being denied internet access in their own time due to the excessive use by a minority of staff which should be dealt with by effective communication about the limits of appropriate use and internet site blocking. There was also considerable confusion about what would in future be deemed acceptable internet use for work purposes were personal use to be disallowed and concern over access for partner organisations which could adversely affect service provision.

In light of the representations which had been received it was considered that limited personal use of the Council's Internet service by employees in their own time should be maintained but with very clear rules about the parameters of personal use which would meet the interests of both the Council and its employees. These clear rules would be the subject of further discussions with the trade unions. It was also intended to improve the monitoring information available to managers and to keep the level of internet usage under review.

In terms of blocking access to inappropriate internet sites it was proposed that the Strategic Director Corporate Resources be authorised, subject to consultation with the Cabinet Member for Council Services, to approve the

blocking of individual sites or categories of internet sites. Blocking was already in place for some internet sites and categories considered to be unsuitable under the current policy. It was also proposed to increase the capacity of the current internet service and regularly review usage to ensure sufficient capacity existed so that service delivery was not adversely affected.

As the decision to remove internet access was due to come into force on the 31 December 2014 it was desirable that staff were informed without delay of the revised arrangements. In view of this urgency, it was considered that it would be appropriate for the Cabinet Member to waive call-in. In accordance with the procedure set out in the Constitution, Councillor Clive Moesby, Chair of the Improvement and Scrutiny Committee – Resources had been consulted and agreed that call-in should be waived.

**RESOLVED** to (1) re-affirm the decision to prevent employees from using their Council (“@derbyshire.gov.uk”) e-mail address for personal use with effect from 31 December 2014;

(2) agree to maintain limited personal use of the Council’s internet service by employees in their own time on the basis of the development of clear rules and enhanced monitoring arrangements;

(3) authorise the Strategic Director Corporate Resources to block access to unsuitable internet sites, subject to consultation with the Cabinet Member for Council Services;

(4) approve the upgrade of the internet service as detailed in the report; and

(5) agree that call-in be waived.

**140/14      REMOVAL OF PAYMENT OF INTERVIEW EXPENSES** A provision currently existed which enabled all applicants (internal and external), attending interview for a vacancy with the Council, to claim associated travel and subsistence expenses.

Following the launch of the innovations and budget cuts suggestions initiative, a number of employees had suggested that the Council should remove the provision for the claiming of interview expenses. The Council did not view interview expenses as a priority and was therefore proposing to remove the opportunity to claim with effect from 1 January 2015.

**RESOLVED** to agree to the removal of the payment of interview expenses as detailed in the report.

**141/14**      **EXCLUSION OF THE PUBLIC RESOLVED** to exclude the public from the meeting during the consideration of the remaining items on the agenda to avoid the disclosure of exempt or confidential information.

**SUMMARY OF PROCEEDINGS CONDUCTED AFTER THE PUBLIC WERE EXCLUDED FROM THE MEETING**

1. To confirm the exempt minutes of the meeting held on 1 December 2014 (contains exempt information)
2. To consider the exempt reports of the Strategic Director Corporate Resources on:-
  - a) Grant of lease at Heage Windmill
  - b) Proposed lease renewal
  - c) High Peak Borough Council Property Repairs  
(contains information relating to the financial or business affairs of any particular person (including the Authority holding that information))