

Personnel and Development Committee Minutes

Date: 9 March 2016

Time: 6.02 - 6.04 pm

PRESENT: Councillor L Wood (in the Chair)

Councillors: Mrs S Adoh, M Hanif, M Hussain, Mrs W J Mallen and S K Raja.

59 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors G C Hall, M Harris, and G Peart.

60 MINUTES

RESOLVED: That the minutes of the meeting of the Personnel & Development Committee held on 17 February 2016 be confirmed as a true record and signed by the Chairman.

61 DECLARATIONS OF INTEREST

No declarations of interest were received.

62 ACCEPTABLE USAGE GUIDELINES

A report was submitted which requested the adoption of the revised information Security and Acceptable Usage Guidelines document (attached at Appendix A to the report).

The report stated that the guidelines had been reviewed and updated in order to ensure that advice remained current with technologies and applications deployed and available and in the light of experience.

In particular the `General Principles` and `Personal Use` sections had been added to the guidelines to improve clarity. The Joint Staff Committee had discussed the proposed revisions to the document at its meeting on 17 February and had agreed to approve the document.

The report also stated that following approval of this committee, users would be advised of the changes to be implemented through various means including Talking Point, Members Update and publication of the document through Review Point.

Members considered the report before them. There was overall agreement to the document as it stood, and as such no questions were raised, nor any amendments suggested.

RESOLVED: That the revised Information Security & Acceptable Usage Guidelines be adopted.

63 JOINT STAFF MINUTES

The minutes of the Joint Staff Committee held on 17 February 2016 were received.

Chairman

The following officers were in attendance at the meeting:

Mr J McMillan - Head of HR, ICT and Shared Support Services
Mrs I Malik - Democratic Services