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Rutland County Council

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Ladies and Gentlemen,

A meeting of the **EMPLOYMENT AND APPEALS COMMITTEE** will be held in the Council Chamber, Catmose, Oakham, Rutland, LE15 6HP on **Tuesday, 14th July, 2015** commencing at 7.00 pm when it is hoped you will be able to attend.

Yours faithfully

Helen Briggs
Chief Executive

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at www.rutland.gov.uk/haveyoursay

A G E N D A

APOLOGIES FOR ABSENCE

1) DECLARATIONS OF INTEREST

In accordance with the Regulations, Members are invited to declare any disclosable interests under the Code of Conduct and the nature of those interests in respect of items on this Agenda and/or indicate if Section 106 of the Local Government Finance Act 1992 applies to them.

2) MINUTES

To confirm the Minutes of the Employment and Appeals Committee held on 17 March 2015, previously circulated.

3) PETITIONS, DEPUTATIONS AND QUESTIONS

To receive any petitions, deputations and questions received from members of the public in accordance with the provisions of Procedure Rules.

The total time allowed for this shall be 30 minutes. Petitions, deputations and questions shall be dealt with in the order in which they are received.

Questions may also be submitted at short notice by giving a written copy to the Democratic Services Officer 15 minutes before the start of the meeting. The total time allowed for questions at short notice is 15 minutes out of the total time of 30 minutes.

Any petitions, deputations and questions which have been submitted with prior formal notice will take precedence over questions submitted at short notice. Any questions which are not considered within the time limit shall receive a written response after the meeting and be the subject of a report to the next meeting.

4) HR POLICIES

To receive Report No 123/2015 from the Director of Resources.
(Pages 1 - 26)

5) ANY URGENT BUSINESS

To receive items of urgent business which have previously been notified to the person presiding.

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DISTRIBUTION

MEMBERS OF THE EMPLOYMENT AND APPEALS COMMITTEE:

Mr K Bool (Chairman)	Mr R Foster
Mr E Baines (Vice-Chair)	Mrs D MacDuff
Mr S Asplin	
Mr A Walters	
Mr A Stewart	

OTHER MEMBERS FOR INFORMATION

REPORT NO: 123/2015

EMPLOYMENT AND APPEALS COMMITTEE

14 July 2015

HUMAN RESOURCES POLICIES

Report of the Director of Resources

Strategic Aim:	Delivering Council services within our Medium Term Financial Plan	
Exempt Information	No	
Cabinet Member(s) Responsible:	Cllr T King – Portfolio Holder for Resources	
Contact Officer(s):	Carol Snell, Head of Human Resources	Tel: 01572 720969 csnell@rutland.gov.uk
	Debbie Mogg – Director of Resources	Tel: 01572 758358 dmogg@rutland.gov.uk
Ward Councillors	Not applicable	

DECISION RECOMMENDATIONS

That Employment and Appeals Committee:

1. Consider and approve the Relocation Scheme Policy (Appendix 1)
2. Consider and approve the Social Media Policy (Appendix 2)

1. PURPOSE OF THE REPORT

- 1.1 To seek approval for HR Policies with regard to (a) Relocation Scheme and (b) Social Media.

2. RELOCATION SCHEME POLICY

- 2.1 Whilst Relocation Schemes in the public sector are not renowned for their generosity, they are a mechanism to support the attraction of candidates from outside the immediate area. As part of our rolling programme of policy reviews, the Relocation Policy has been refreshed to ensure it remains fit for purpose and supports our Recruitment policy and ability to attract good quality candidates.
- 2.2 Comparators and benchmarking has taken place against schemes in other Local Authorities; consequently an amendment has been made to increase

the maximum value to £6,000 but retain the discretionary limit at £8,000 as this is in line with the HMRC rate at which point tax and NI are payable.

- 2.3 The review also included the range of expenditure items associated with relocation with the recommendation to include Stamp Duty – but retain the cap of £6,000 (as per para 2.2).

3. SOCIAL MEDIA POLICY

- 3.1 The Council does not currently have a specific Social Media Policy – some aspects relating to the use of the internet for example are covered in our Employee Code of Conduct and IT policies. The policy outlines a framework regarding the use of social media where it impacts on the Council - whether this is used in a work or personal context. It also provides guidance to staff on how to use this method of communication appropriately, to ensure the Council is not brought into disrepute by their actions online. In addition, there is clarity on the action that could be taken if the policy is found to have been breached, which is not currently referred to specifically elsewhere.
- 3.2 The policy has been developed with input from IT and Strategic Communications. We have also looked at sample policies in place in other organisations, alongside guidance from ACAS, the Information Commissioner and the Council's legal advisors.

4. CONSULTATION

- 4.1 External consultation is not required for these HR Policies.
- 4.2 The policy review process includes input from other internal departments or services, external organisations such as ACAS and our legal advisers where appropriate.
- 4.3 Consultation has taken place with the Council's recognised Trade Unions as required by our recognition and Union constitutional arrangements. There are no outstanding issues.

5. ALTERNATIVE OPTIONS

- 5.1 With regard to alternative options to the content of these policies, these have been considered during the review and research phase and considered in full by the Council's Senior Management Team. The policies as presented are considered to be in line with the public/private sector and represent the best fit for Rutland County Council.
- 5.2 The absence of such policies would remove clarity and consistency in the application of employee related issues and place the Council at risk of (a) inappropriate action/conduct by its staff and (b) challenge at Employment Tribunal.

6. FINANCIAL IMPLICATIONS

- 6.1 There is no specific budget set aside for applying the Relocation Scheme. However, the Committee may wish to note that over the last 3 years the Council has paid £9,055 in relocation for 2 new recruits. Whilst additional budget would need to be sought, use of the Relocation Scheme could have a positive benefit in terms of attraction of quality candidates by widening our pool regionally/nationally and save costs on interim staff.

7. LEGAL AND GOVERNANCE CONSIDERATIONS

- 7.1 The Council must be compliant with relevant employment law and regulations.

8. EQUALITY IMPACT ASSESSMENT

- 8.1 An Equality Impact Assessment (EqIA) has been completed. No adverse or other significant issues were found. A copy of the EqIA can be obtained from the Report's Contact Officers.

9. COMMUNITY SAFETY IMPLICATIONS

- 9.1 There are no Community Safety implications arising from this report.

10. HEALTH AND WELLBEING IMPLICATIONS

- 10.1 There are no Health and Wellbeing implications arising from this report.

11. ORGANISATIONAL IMPLICATIONS

- 11.1 Consultation with the recognised Trade Unions have been carried out as required.

12. CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 12.1 Once approved by Employment and Appeals Committee, the Council will communicate this to all staff and ensure copies of the Policies are available on the Council's intranet.
- 12.2 The Human Resources team will carry out briefings with Line Managers to ensure they are aware of the policies.

13. BACKGROUND PAPERS

None.

14. APPENDICES

Appendix A – Relocation Policy
Appendix B – Social Media Policy

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

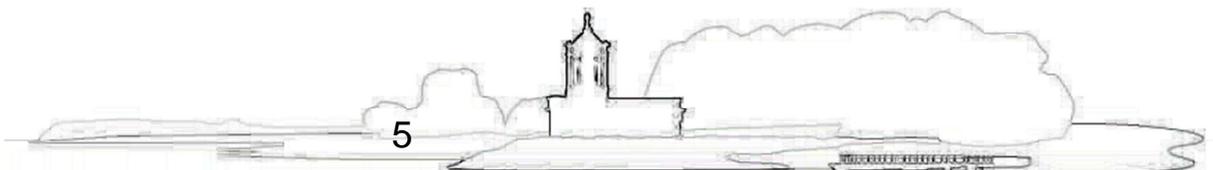


Rutland County Council

POLICY ON RELOCATION SCHEME FOR NEWLY APPOINTED EMPLOYEES

Version & Policy Number	Version 2 : Relocation
Guardian	HR
Date Produced	April 2015
Next Review Date	April 2017

Approved by SMT	28 April 2015
Approved by EAC	



Summary of document

This policy describes the circumstances in which newly appointed employees will be eligible for relocation assistance. It identifies the levels of assistance that they may be entitled to, the procedure to be followed to request assistance, and the repayment arrangements that would apply if an employee were to leave the Council within 2 years of appointment.

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1.0 ELIGIBILITY CRITERIA

1.1 An employee will be entitled to claim financial assistance and special leave if they are appointed to the Council and subject to the following conditions:

1.1.1 At the time of their application for appointment they live outside a 25 mile travelling distance measured from Catmose, Oakham, and they move to within 25 miles of Oakham and in normal circumstances make the move within 12 months of the appointment.

1.1.2 If they live in rented property they may be entitled to up to a maximum of 50% of the overall relocation scheme, at the discretion of the relevant Director. Currently this is up to £3,000 (up to £2,500 for removal and relocation costs and £500 for expenses). However, no lump sum allowance under item 2.1.2 will be payable if moving to a furnished property.

1.1.3 Removal expenses and legal fees will not normally be made to officers who are not at the time of appointment in occupation of a dwelling in their own right.

1.1.4 The decision to award all or part of the financial assistance under this Scheme is entirely at the Chief Executive's discretion. Such approval must be at the time of authorising the Request to Advertise. In all cases when the Chief Executive has approved payment of removal expenses, it will be stated in Job Adverts that relocation expenses will be considered in appropriate circumstances. No grievances can be raised against any decisions made by the Chief Executive under this Scheme.

2.0 ENTITLEMENTS

2.1 Entitlements (which are inclusive of VAT) are set out below.

2.1.1 A maximum of £6,000 for removal and relocation costs which may include:

(a) Actual removal costs and the costs of storing furniture subject to the submission of three estimates. No estimate of actual removal costs is required if the cost is £100 or less and only two estimates are required if the cost is between £100 and £200.

(b) Actual legal costs concerned with selling one house and buying another.

(c) Stamp Duty.

(d) Lodging and travel costs whilst selling a house.

NB Travelling costs are defined as travelling to Rutland to find accommodation or where the employee chooses to travel to and from Rutland rather than stay in lodgings prior to the permanent move.

2.1.2 A lump sum allowance of £1,000 to be paid for expenses incurred in the move e.g. curtains and carpets which will not transfer and service connections etc.

2.1.3 The Chief Executive has discretion to increase the limit on a total removal package to £8,000 in an approved case, normally where there are likely to be difficulties in attracting employees to key positions in the Authority.

3.0 LEAVE

3.1 A maximum of one day paid leave for house hunting and/or moving house.

4.0 METHOD OF PAYMENT

4.1 All expenses claimed will be reimbursed within the limits specified, upon production of receipts and paid via payroll in the normal way.

5.0 BOTH PARTNERS MOVING

5.1 No assistance is granted if the employee's partner is granted assistance with relocation expenses by another agency.

5.2 If both the employee and their partner are moving to work for the Council and they can show that additional expenditure is incurred because of a second person moving e.g. travelling and commuting costs, the relevant Director has the discretion to pay those additional costs.

6.0 TRAVELLING COSTS

6.1 Seeking Accommodation Prior to Employment

6.1.1 Payment of public transport rates (standard class if by rail) or car mileage rates or one return journey for employee and partner, and

6.1.2 Payment of one night's bed and breakfast costs up to a maximum of £25 each for the employee and their partner where they do not return home on the same day.

6.1.3 These sums will be reimbursed on the basis of receipts as soon as the employee starts work with the Council.

6.2 Upon Commencement of Employment with the Council

6.2.1 Reimbursement of expenditure actually incurred on lodging and/or travelling up to £75 per week for the first six months. Travelling rates as in 6.1.1.

7.0 CONDITIONS

7.1 Proof of expenditure for costs incurred in removal, legal and estate agent's fees and lodging expenses must be provided with VAT invoices if applicable. (National Insurance or Income Tax will then not have to be paid on this money). Original documents must be provided for payment. As it is difficult to provide evidence of travel costs (other than by train or bus), certification that they have been incurred is acceptable.

7.2 Where assistance has been provided under this Scheme, the employee will be required to sign the appropriate agreement form and agree to the repayment conditions outlined in Section 9 of this scheme.

8.0 TIME LIMIT FOR CLAIMS

8.1 All claims from this Scheme start from the first day the employee commences employment with the Council and must be made not later than 2 years from the date of appointment. The Chief Executive has the discretion to waive this time limit in exceptional circumstances.

8.2 For payments to be made free of tax, claims must be paid by the end of the tax year following the year of appointment. Any queries should be referred to Human Resources.

9.0 REPAYMENT

9.1 The following repayment conditions apply to any relocation package:

9.1.1 If the employee leaves the Council's employment within two years of appointment, repayment of the assistance provided is required on the following basis –

- 100% repayment up to 6 months
- 75% repayment between 6 and 12 months
- 50% repayment between 12 and 18 months
- 25% repayment between 18 months and 2 years

9.1.2 If the move is not made within 12 months of the date of appointment any lodging and/or travelling expenses are repayable unless the Council, after consideration of a report on the circumstances of the case, agree to waive repayment.

9.1.3 Prior to leaving the Council's employment all monies owing may be deducted from the employee's final salary following a notification to the employee of the amount due to the Council. If the final salary is insufficient to reimburse the Council in respect of the expenditure incurred under this Relocation Scheme, then any outstanding sums are required to be repaid within one calendar month of the date of any invoice sent by the Council.

9.1.4 These repayment conditions are waived if the officer's post is made redundant by the Council.

A large print version of this document is available on request



Rutland
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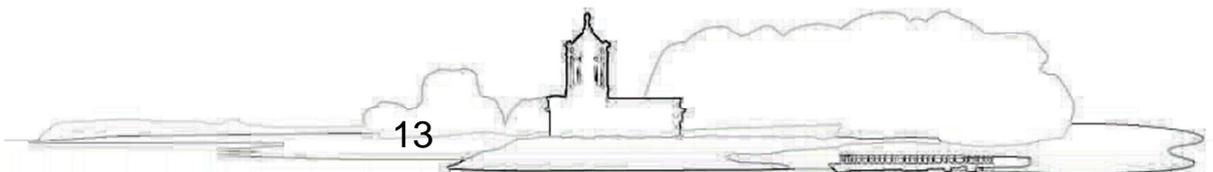


Rutland County Council

SOCIAL MEDIA POLICY

Version & Policy Number	Version 1
Guardian	Human Resources
Date Produced	January 2015
Next Review Date	January 2017

Approved by SMT	13 January 2015
Approved by LJC	18 June 2015
Approved by EAC	



Summary of document

The Social Media Policy describes the benefits and concerns relating to the use of social media sites. It identifies the responsibilities of employees who act on behalf of the Council, in the use of social media, both in a professional and personal capacity. It provides guidance regarding the access to and use of social media, and specifies the implications to the Council and individuals if social media is improperly used, whether this is inadvertent or deliberate.

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1.0 Introduction

Rutland County Council is committed to making the best use of all available technology and innovation to improve the way we do business. This includes using all reasonable and cost-effective means to improve the way we communicate, reach out and interact with the different communities we serve.

'Social media' is the term commonly given to web-based tools which allow users to interact with each other in some way – by sharing information, opinions, knowledge and interests online. As the name implies, social media involves the building of online communities or networks to encourage participation and engagement.

These platforms open up many new and exciting opportunities. However, the practical application of such technology by the Council is continually developing and there are many potential issues to consider – both as individual employees and as a Council. Developments are regularly arising from legislation and case law, with conduct issues and the increase in cyberbullying and harassment regularly making headlines.

To avoid mistakes which could result in reputational, legal and ethical issues, and misuse/abuse of a well functioning social media relationship, it is important that we manage any potential risks through a common-sense approach and framework as well as proactively monitoring the development of such applications.

1.1 Aim and purpose of the Policy

The aim of this policy is to provide managers and employees with advice and guidance on their responsibilities concerning the use of, or the development of, any social media application, and to help them get the best from the tools available whilst maintaining a safe professional environment and protecting themselves, as well as the Council.

The purpose of this policy is to provide clear guidance about acceptable behaviour and the Council's expectations of employees regarding social media both at work and out of work, to ensure that:

- The Council is not exposed to legal or governance risks
- The reputation of the Council is not adversely affected or damaged by inappropriate use
- Social media is used appropriately by the Council as an additional communications channel when it is identified that its use will enhance engagement with specified target groups
- The public is able to distinguish clearly that where information is provided via social media that it is legitimately representative of the Council

The overarching principle behind this policy is that the standards that are expected for online conduct are, in essence, no different to offline conduct.

1.2 Definition of Social Media

For the purposes of this policy, social media is a type of interactive online media that allows parties to communicate instantly with each other or to share data in a public forum. This includes online social networking sites such as Twitter and Facebook. Social media also covers blogs and video- and image-sharing websites such as YouTube and Flickr.

Employees should be aware that there are many more examples of social media than can be listed here and this is a constantly changing area. Employees should follow these guidelines in relation to any social media that they use.

1.3 Risks

Social media sites are a public forum and individuals should not assume that their entries on such sites will remain private. The Council must ensure that confidentiality, the rights of others connected with the Council, and the reputation of the Council itself are protected at all times. Additionally, the Council wishes to reduce the risk of employees contravening legislation and Council policies with respect to data protection, bullying and harassment, and discrimination, or falling foul of libel, defamation and copyright laws.

2.0 Scope

This policy is applicable to **all** employees of the Council and is recommended to those schools where the Governing Body performs the function of the employer.

The policy also applies to contractors, agency workers, volunteers, student/work experience placements or other partners or third parties working on behalf of the Council, collectively referred to as Council representatives throughout the remainder of this policy.

This policy applies to the use of social media for both business and personal purposes, whether during office hours or otherwise. It also applies whether the social media is accessed using Council IT facilities or equipment belonging to staff members.

This policy should be read in conjunction with Employee Code of Conduct, Grievance Policy and Procedure (which includes bullying, harassment and discrimination) and ICT Internet and E-Mail Policy.

3.0 Principles

3.1 Use of social media at work

3.1.1 Access to Social Media for Work Purposes

Council representatives should be aware that their relationship with social media changes as soon as they identify themselves as a Council representative, speak in any kind of professional capacity, or use social media on Council business. Individuals are the public face of the Council and should participate in the same way as they would with other media or public meetings or forums.

Participation online will result in comments being permanently available and open to being republished via other communication channels, e.g. they may attract media interest in the individual or the Council.

Details of all corporate social media accounts, and those who have access to these, are held by the Strategic Communications Advisor. Passwords should be changed when team members leave the Council to ensure the ongoing security of the access to the account, and the Strategic Communications Advisor informed accordingly.

3.1.2 Access via personal devices

Employees must not use their own equipment (e.g. smartphone) to access social media (eg. use of Facebook and Twitter) during their normal working hours. Usage should be restricted to breaks and time outside working hours.

Any employee currently using social media for Council business, and accessing it from a home computer, **MUST** get permission from their manager, inform the Strategic Communications Adviser of their activity and make sure they comply with the contents of this policy.

3.1.3 Guidelines on the Use of Social Media for Work Purposes

Council representatives must take the following into consideration when using social media in a professional capacity:

- **You are personally responsible for any content you publish:** Be mindful that it is in the public domain and on the record potentially permanently. Anything you publish will reflect directly on the Council as a whole.
- **Clearly identify yourself and your role:** Make it clear that you are acting in an official capacity on behalf of the Council.
- **Be professional:** Make sure you are always seen to act in an honest, accurate, fair and responsible way at all times. Always remember that you are an ambassador for the organisation.
- **Be aware of your association with the Council in all online spaces:** Ensure your profile and related content is consistent with how you wish to present yourself with colleagues and customers.
- **Be aware of your language and conduct:** The rules governing conduct such as the Council's Code of Conduct, Grievance Policy and Procedure and the Equal Opportunities policy still apply. Also, as in all publishing, you should be aware of issues such as libel, defamation and slander. Avoid 'textspeak', slang and any form of wording that may not be generally understood by everybody, unless you have a clear specific target audience.
- **Obtain approval from your Manager and inform the Strategic Communications Adviser** Ensure you have the full approval of your Manager, and seek advice from the Strategic Communications Adviser before any official use of social media. Always alert your Manager and the Strategic Communications Adviser early if you think you may have made a mistake. Councillors would be advised to similarly consult with the Strategic Communications Advisor and political lead.

- **Always stay within the legal framework:** Never share confidential or sensitive information and be aware that data protection and financial regulations apply.
- **Seek permission before publishing information that is not already in the public domain:** This includes documents, details of conversations, addresses etc. Do not cite or reference customers, partners or suppliers without their approval.
- **Respect copyright:** when linking to images or other online material. Seek appropriate advice on this to ensure accidental breaches are avoided.
- **Assess any risks:** Think through any potential risks and make sure you have plans in place to manage and mitigate these.
- **Do not post any personal information that may be used to identify you or colleagues:** this includes home addresses, personal contact details etc
- **Monitoring and evaluation:** Make sure you have a plan for how you intend to monitor and evaluate the success of your activity.

3.2 Use of social media in your personal life

Whilst it is acknowledged that when participating in social media for personal use, the views and opinions that individuals express are their own, it is important to be aware that posting information or views about the Council cannot be isolated from a person's professional working life.

Information published online can, if unprotected, be accessed around the world within seconds and can make them identifiable to service users as well as people they know in a private capacity.

The Council views any comment that is made on a social media site is made publicly and any inappropriate or offensive comments made will be considered in the context of which it is made. For example, disparaging comments about the Council, Members or colleagues made on the internet could be viewed as bullying/harassment, defamation or could be considered to bring the Council into disrepute. This may be deemed as a disciplinary offense.

Employees should be mindful that all comments made through social media must meet the standards of the Data Protection Act, Code of Conduct and the Equality and Diversity policy.

Employees should ensure that clients known to them through their work, where there could be a conflict of interest, are not linked to them through social media. The Council considers it inappropriate to have either current or former service users as "friends" through social media, especially where these people are vulnerable and there may be safeguarding issues. For example, it would be inappropriate for social workers to have service users and their families as friends on Facebook.

Online sites such as Facebook are in the public domain and personal profile details can be seen by anyone, even if users have their privacy settings on the highest level as these can be compromised by "friends" who have not set their security to the same standard.

If you have a LinkedIn profile then you must ensure that, whenever your profile relates to your employment by us:

- It is accurate,
- It does not divulge confidential or sensitive material, or material which might lower the reputation of the Council
- You refer to the Council and your employment in a way which is respectful

Individuals should be aware that they are personally responsible for any content they publish. If the comments published are contrary to any of the Council's policies, impacts on or compromises the employee's ability to undertake their role, or undermines management decisions, such behaviour could be considered a serious breach and be investigated and may result in disciplinary action being taken and ultimately could result in dismissal.

3.2.1 Guidelines on the Use of Social Media for Personal Use

Given that individuals are personally responsible for any content published the following should be taken into consideration:

- It is good practice to not mention work, your opinions of your colleagues or processes and projects on your own private Social Media Networks. Although you may believe you are sharing information with trusted friends, you need to recognise the risk of circulation outside this circle.
- Remember that commenting on or reposting messages will link you to the original statement, and could be viewed that you are condoning the opinions expressed
- Statements made on personal social media accounts will be assumed to have been made by that individual unless they can provide convincing evidence to the contrary
- Employees should be aware that the Employees' Code of Conduct covers the issues of fidelity and information disclosure, and should bear this in mind when using social media in a personal capacity outside of work.
- Employees should not engage in activities on the internet that might bring the Council, its Officers or Members into disrepute.
- Do not use Council branding, graphics (including Council photographs) or literature on personal social media pages.
- Do not reveal information which is confidential to the Council - consult your manager if you are unsure.
- Do not include contact details or photographs of service users or staff without their permission.
- Employees should be aware that any reports of inappropriate activity, linking them to the Council, will be investigated.
- With the rise in identity theft and fraud, employees may wish to consider the amount of personal information that they display on their personal profile.
- Use the Council's whistleblowing procedure to raise any issues of malpractice – this is the appropriate channel for raising issues in the first instance, not social media sites.
- Report to HR or IT if you see anything on a social media site that indicates that a colleague may have breached this policy.

4. Posting Responsible Content on Social Media Sites

In summary, any communications that employees make in a personal or professional capacity through social media must not:

- bring the Council into disrepute, for example by:
 - criticising or arguing with service users, colleagues or rivals;
 - making defamatory comments about individuals or other organisations or groups; or
 - posting images that are inappropriate or links to inappropriate content;
- breach confidentiality, for example by:
 - revealing confidential or sensitive information owned by the Council;
 - giving away confidential information about an individual (such as a colleague or service user contact)
 - discussing the Council's internal workings (such as future plans or proposals not yet made public)
- breach copyright, for example by:
 - using someone else's images or written content without permission; or
 - failing to give acknowledgement where permission has been given to reproduce something;
- do anything that could be considered discriminatory against, or bullying or harassment of, any individual, for example by:
 - making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age;
 - using social media to bully another individual (such as another employee of the Council); or
 - posting images that are discriminatory or offensive or links to such content.

5. Use of social media in the recruitment process

As part of the recruitment process, the Council may make use of open-source information about applicants in order to protect service users and the Organisation. Whether or not this is required for a particular role will be considered on a case by case basis. If used, this would be undertaken as late in the process as reasonably practicable, and candidates notified of the intention to conduct this in advance of this taking place. If any information found gives cause for concern, this will be discussed with the potential candidates before any decisions are taken. Advice should be sought from Human Resources in all cases.

6. Monitoring

Rutland County Council reserves the right to monitor and access employees' internet usage, in line with the ICT Security Policy and Email and Internet Policy. The Council considers that valid reasons for checking an employee's internet usage include suspicions that the employee has:

- been using social media websites during working hours; or
- acted in a way that is in breach of the rules set out in this policy.

The Council reserves the right to retain information that it has gathered on employees' use of the internet in line with the systems monitoring outlined in the IT Security Policy, or for the duration of any 'live' disciplinary sanctions.

Access to particular social media websites for Council purposes may be withdrawn in any case of misuse.

7. Non-compliance

All employees are required to adhere to this policy. Employees should note that any breaches of this policy, whether as a result of deliberate or inadvertent misuse, may lead to disciplinary action. Serious breaches of this policy, for example incidents of bullying of colleagues or social media activity causing damage to the Council (for example bringing the Council's reputation into disrepute or exposing it to potential liabilities), may constitute gross misconduct and lead to summary dismissal. Other breaches may also be considered to be serious breaches, depending on the circumstances, and your role within the Council.

You must remove any material posted in breach of this policy upon our request.

You must co-operate to the fullest extent possible in any investigation into suspected breaches of this policy. This may include handing over any relevant passwords for equipment, accounts and in situations where we need these passwords in order to investigate a suspected breach.

8. Policy review

This policy will be kept up to date and amended accordingly to reflect any changes in response to this policy and applicable standards and guidelines.

A large print version of this document is available on request



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