

Report to:	MSMTM
Report by:	Helen Gardner-Swift, Head of Corporate Services (HOCS)
Meeting Date:	13 September 2022
Subject/ Title: (and VC no)	Employee Handbook – Ad Hoc Amendment – Security and Vetting Policy and Procedure VC174891
Attached Papers (title and VC no)	Ad Hoc Amendment VC174898

Purpose of report

1. The purpose of this Committee Report (CR) is to seek approval of an ad hoc amendment to the Employee Handbook relating to the Security Vetting Policy and Procedure

Recommendation and actions

1. I recommend the SMT
 - (i) notes the contents of this report
 - (ii) approves the ad hoc amendment set out in the Appendix
 - (iii) agrees the publication arrangements set out in paragraph 11.

Executive summary

Employment Policies

2. The Commissioner an Employee Handbook (EH) which was approved on 2 June 2021. The EH incorporates all relevant employment policies, including the policy and procedures relating to Security Vetting. Due to recent recruitment and, also, hybrid working, it has become necessary to update the section on Security Vetting Policy and Procedure.

Security Vetting Policy and Procedure

3. The proposed ad hoc amendment:
 - updates the security vetting procedures to take account of the hybrid working arrangements that are in place for our organisation
 - provides a procedure so that a job applicant does not have to attend the office premises to complete a Security Questionnaire and have their identity confirmed, if required
 - is set out in the Appendix – the proposed changes are shown as track changes

Risk impact

4. The EH mitigates operational risks particularly those relating to not having effective policies and good human resources governance in place.

Equalities impact

5. The EH set out the employee policies relating to equality and diversity which aim to ensure that, in employment, no one is unlawfully discriminated against and that everyone can participate freely and be given the opportunity to excel during their employment.

Privacy impact

6. The EH refers to the relevant data protection policies and guidance that the Commissioner has in place. The Commissioner's Privacy Notice provides information on the processing of employees' personal data relating to security vetting.

Resources impact

7. None.

Operational/ strategic plan impact

8. None.

Records management impact (including any key documents actions)

9. If the ad hoc amendment is approved, the HOCS will update the EH and arrange for the relevant key document actions to be carried out.

Consultation and Communication

10. MSMTM minute.

Publication

11. This CR should be published in full but the ad hoc amendment to the EH should be withheld on the basis that Section 27 of FOISA applies and the EH will be updated and published in full on our website as soon as possible.