

# **COUNCIL MEETING**

**5 April 2023**

## **ADDENDUM TO THE COUNCIL MINUTE BOOK**

- 7. **Employment Committee - 30 March 2023** (Pages 3 - 6)
- 9. **Performance & Finance Scrutiny Committee - 15 March 2023** (Pages 7 - 10)



**Minutes of a Meeting of the  
Employment Committee held on 30  
March 2023**

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+ Cllr Stuart Black (Chairman)  
+ Cllr Cliff Betton (Vice Chairman)

- Cllr Colin Dougan	+ Cllr Alan McClafferty
+ Cllr Sharon Galliford	+ Cllr Graham Tapper
+ Cllr Mark Gordon	* Cllr Victoria Wheeler
+ Cllr Josephine Hawkins	

+ Present  
- Apologies for absence presented  
\* In attendance virtually

Officers Present: Sally Kipping, Julie Simmonds, Rachel Whillis.

**28/EC Minutes**

The minutes of the meeting held on 16 February 2023 were confirmed and signed by the Chairman.

**29/EC Family Friendly Policies**

The Committee considered a revised Family Friendly Policy and Procedure. The Policy had been updated and included the following changes:

- An increase to the contractual maternity and adoption pay from the statutory requirements currently offered;
- Amendments to the allowances which may be paid during leave, for example car allowance; and
- An increase of benefit for Paternity Leave so it would now be paid as opposed to unpaid leave.

In addition to the changes included in the agenda report, it was agreed to incorporate the Government's updated definition of kinship carers in the Policy.

**RESOLVED that the revised Family Friendly Policy and Procedure, as attached at Annex A to the agenda report, as amended, be adopted.**

**30/EC Sickness Absence Policy**

The Committee considered revisions to the Sickness Absence Policy. A number of changes had been proposed to the Policy which sought to balance the Council's responsibilities in delivering its services with providing support to employees. The changes included:

- amending the recognition of long term sickness from 5 weeks to 4 weeks or more; and

- amending the sickness trigger points from 10 days absence to 8 days and 5 periods of absence to 3 periods of absence.

It was noted that the Policy would be renamed the Absence Policy and Procedure and agreed that any outstanding references in the policy to its former name would be updated. It was also agreed that paragraph 14.1 would be updated to state: “If an employee becomes sick or injured during the working day and has to leave work before their normal finishing time they must, **if they are able....**”

**RESOLVED that the revised Sickness Absence Policy and Procedure, as attached at Annex A to the agenda report, be adopted.**

### **31/EC Staff Terms and Conditions**

The Committee considered proposed changes to Staff Terms and Conditions, which included:

- amending the authorisation process for staff wishing to take on another role alongside their Council role;
- the addition of wording around staff benefits to clarify they were not contractual so could be changed; and
- inclusion of Support of Professional Membership fee in Staff Terms and Conditions, whereas previously it had been within the Expenses Policy.

In addition to the changes proposed in the agenda report, it was agreed to make the following amendments:

- updating paragraph 2.3 by replacing “efficient Wi-Fi access” with “appropriate internet access”;
- clarifying wording at paragraph 2.7 to state that the total employment time should not exceed 48 hours;
- changing paragraph 5.7 to give line managers the authority to decide whether any outstanding leave for a member of staff leaving must be taken during their notice period or paid to the employee; and
- inserting a new clause providing for members of staff to repay any monies due to the Council through an agreed payment plan, where they were unable to pay it in a lump sum.

**RESOLVED that the revised Staff Terms and Conditions Policy and Procedure, as attached at Annex A to this report, be agreed.**

### **32/EC Safeguarding Policy**

Following discussions on the appropriate governance procedures for approving revisions to the Safeguarding Policy it was agreed to defer the item pending further clarification on this matter.

**RESOLVED that consideration of this item be deferred.**

### **33/EC Work Programme 2023/24**

The Committee considered the draft Work Programme for 2023/24. It was agreed that, as they did not fall within the suite of Human Resources policies, further consideration would be given to whether this was the appropriate committee to consider the Data Breaches Policies policy, Data Protection Policy, and Information Security Policy. If necessary, the Work Programme would be updated and the Committee advised accordingly.

**RESOLVED that, subject to clarification on including the Data Breaches Policies policy, Data Protection Policy, and Information Security Policy on the agenda for June 2023, the work programme for the 2023/24 municipal year, as set out at Annex A to the agenda report, be agreed.**

Chairman

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**Minutes of a Meeting of the Performance and Finance Scrutiny Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 15 March 2023**

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- \* Cllr Sashi Mylvaganum (Chairman)
- + Cllr Valerie White (Vice Chairman)

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|-------------------------|-------------------------|
| + Cllr Graham Alleway   | + Cllr Edward Hawkins   |
| + Cllr Cliff Betton     | + Cllr Liz Noble        |
| + Cllr Stuart Black     | - Cllr Darryl Ratiram   |
| - Cllr Vivienne Chapman | + Cllr Morgan Rise      |
| Cllr Paul Deach         | + Cllr Victoria Wheeler |
| + Cllr Sharon Galliford | + Cllr Helen Whitcroft  |

- + Present
- Apologies for absence presented
- \* In attendance virtually

Substitutes: Cllr Cliff Betton for Cllr Morgan Rise

Portfolio Holders in Attendance: Cllr Sarah Jane Croke, Housing, Safeguarding & Support  
Cllr Rebecca Jennings-Evans, Leisure, Culture & Community  
Cllr Robin Perry, Finance

Non Committee Members in Attendance: Cllr Pat Tedder

Officers Present: Craig Alford, Commercial & Community Development Officer  
Jayne Boitout, Community Safety Officer  
Emily Burrill, Family Support Team Manager  
Cameron Dent, Climate Change Officer  
Tom Gregory, Glendale  
Clive Jinman, Housing Services Manager  
Peter Leamore, Senior Contract Manager  
Duncan MacKay, Places Leisure  
Sue McCubbin, Business & Leisure Services Manager  
Damian Roberts, Chief Executive  
Nick Steevens, Strategic Director Environment & Community  
Bob Watson, Strategic Director Finance & Customer Services  
Darren Williams, Corporate Head of Community Services

**VICE CHAIRMAN IN THE CHAIR**

**43/PF Minutes of Previous Meeting**

**RESOLVED** that the minutes of the Performance and Finance Scrutiny Committee held on 25<sup>th</sup> January 2023 be approved as being a correct record and signed by the Chairman.

#### **44/PF Executive Portfolio Update: Safeguarding and Support**

The Committee considered a report summarising the Council's work over the past twelve months which was encompassed by the Housing, Support and Safeguarding Executive Portfolio; a portfolio which covered Community Safety, corporate safeguarding, disabled facilities grants, emergency accommodation, equalities and diversity, Family Support, Housing and Homelessness, registered social landlords and the voluntary sector and community partnerships.

It was requested that reports of Ukrainian families, accommodated through the Homes for Ukraine Scheme, being told to source their own accommodation at the end of the initial six month period were passed to officers so that appropriate support could be provided.

It was confirmed that the Coronation Grants scheme was being administered by the Rotary Club of Camberley. Processing applications was taking longer than anticipated due to the high volume of applications that had been received since the scheme opened on 1<sup>st</sup> March 2023.

The Committee noted the report.

#### **45/PF Executive Portfolio Update: Leisure, Culture and Community**

The Committee considered a report summarising the Council's work over the past twelve months which was encompassed by the Leisure, Culture and Community Executive Portfolio; a portfolio which covered Camberley Theatre, Places Leisure Camberley, community events, community services, grounds maintenance, heritage services, leisure and sports facilities, the management of parks and open services and sports development.

The Committee commended the number and variety of events taking place across the Borough. In response to a question about the possibility of holding more events in the villages it was noted that Theatre in the Park had been taken to Chobham and there were plans to grow this offer.

It was confirmed that the refurbishment of the Freemantle Road Play Area, which would be financed through a match funding agreement with the Parish Council, had been approved as part of the Capital Report to Council on 22<sup>nd</sup> February 2023. The refurbishment of the Whitmore Road Play area continued to be delayed due to delays in securing an agreement the transfer of the land occupied by the play area with Surrey County Council.

It was agreed that the planned work to tackle the Himalayan Balsam that was spreading along the Bourne through Chobham and the wider area would be shared.

The Committee noted the report.

#### **46/PF Climate Change Working Group Update**

The Committee received a detailed report providing an update on the work of the Climate Change Working Group over the past twelve months.

The Committee was informed that the Working Group oversaw the delivery of the 65 agreed actions within the Climate Change Action Plan with a view to achieving the



Council's stated aspiration of achieving net zero by 2030. It was reported that of the 65 agreed actions within the Climate Change Action Plan, to date:

- 9 actions had been closed
- 7 actions were complete
- 23 actions were ongoing
- 12 actions had started
- 14 actions were still to be started

Key achievements over the past twelve months included the planting of 5,000 trees as part of the Queen's Green Canopy project, securing £151,000 of grant funding to install electric vehicle charging points in the Council's car parks, completion of energy audits of Surrey Heath House and Camberley Theatre, development of a tree strategy and development of an Energy Strategy. Looking forward work over the coming twelve months would include the development of costed decarbonisation plans for the Council's main buildings, acceleration of the roll out of energy efficient LED lights in Council owned property, work to commence the electrification of the Council owned fleet and provision of training for staff and councilors.

It was confirmed that the Theatre's carbon offset programme which gave audiences the opportunity to offset the carbon impact of their journey to and from the theatre by planting trees was part of a national scheme; consequently the Council had no input over where the trees were planted.

The Committee noted the report.

#### **47/PF Revenue Budget Update**

The Committee received a report summarising the budgetary position of the Council at the end of the third quarter (October to December 2022) of the 2022/23 financial year.

It was reported that at the end of the third quarter (31<sup>st</sup> December 2022) the spend on revenue budget was £10.585million with a projected year end outturn of £14.809million.

The Committee noted the report.

#### **48/PF Capital Budget Update**

The Committee received a report summarising the position of the Capital Programme and budget at the end of the third quarter (October to December 2022) of the 2022/23 financial year.

It was reported that at the end of the third quarter the Council's total spend and commitments against the agreed budget of £10.655million had been £1.945million. A further £7.853million of the Capital Budget had been reprofiled into later years.

The Committee noted the report.

## **49/PF Work Programme**

The Committee received its proposed work programme for the 2023/24 municipal year and the following changes were noted:

- Update on Star Chamber budget process to be added to July 2023
- Quarter 1 Finance Report to be moved to September 2023.

Chairman