

COUNCIL MEETING

26 July 2023

ADDENDUM TO THE COUNCIL MINUTE BOOK

- | | | |
|-----|--|------------------------|
| 6. | Executive - 18 July 2023 (to be laid on the table) | (Pages 3 - 8) |
| 11. | Audit and Standards Committee - 11 July 2023 (to be laid on the table) | (Pages 9 - 14) |
| 14. | Performance & Finance Scrutiny Committee - 12 July 2023 (to be laid on the table) | (Pages 15 - 20) |
| 15. | Employment Committee - 13 July 2023 (to be laid on the table) | (Pages 21 - 24) |

**Minutes of a Meeting of the Executive
held on 18 July 2023**

+ Cllr Shaun Macdonald (Chair)

- | | |
|-------------------------|------------------------|
| - Cllr Alan Ashbery | + Cllr Morgan Rise |
| + Cllr Kel Finan-Cooke | - Cllr John Skipper |
| + Cllr Lisa Finan-Cooke | + Cllr Helen Whitcroft |
| * Cllr Leanne MacIntyre | |

+ Present

- Apologies for absence presented
- * In attendance virtually but did not vote

In Attendance: Cllr Jonny Cope, Cllr Shaun Garrett, Cllr Julie Hoad, Cllr Nirmal Kang, Cllr Emma-Jane McGrath, Cllr Lewis Mears, Cllr Liz Noble, Cllr David O'Mahoney, Cllr Jonathan Quin, Cllr Victoria Wheeler, Cllr David Whitcroft, Cllr Valerie White and Cllr Richard Wilson

11/E Minutes

The minutes of the meeting held on 20 June 2023 were confirmed and signed by the Chair.

12/E Matters arising from the previous meeting - End of Year Performance Report

Members were reminded that, at the previous meeting it had been agreed that, as the Executive was considering the End of Year Performance report before the Performance & Finance Scrutiny Committee, any observations or recommendations from the Committee would be reported back to this meeting.

It was reported that the Committee's recommendation that the Performance Indicators relating to planning enforcement should be reviewed was endorsed and this review would be undertaken in consultation with the Planning Applications Committee. In addition, the relevant Portfolio Holder was being kept up to date with regard to the matters raised about the reduction in numbers of Meals at Home customers and issues concerning increased costs of the meals.

13/E Short-term Plan to the end of 2023

The Executive considered a report setting out a short-term plan comprising the new administration's immediate priorities for delivery until December 2023. The Plan included a significant number of new actions not already reflected in the Council's current plans and strategies, as well as actions reflecting a change of emphasis on items in existing plans, and items that reflected a wish to drive forward implementation.

It was recognised that the plan had been in development since the start of the new Council term and a number of the actions had already been completed. The reporting process on progress for the Annual Plan and the Short-Term Plan would

be amalgamated to ensure that the Council had a single robust and transparent approach to monitoring its performance. It was also noted that a commitment was made to ensure Members would be updated on progress with the Short-Term Plan through periodic reporting.

Members were informed that, whilst care had been taken to identify actions that could be delivered within the current staffing and budget envelope, where additional resources were needed the item would be subject to a separate report and business case to the Executive.

RESOLVED that the Short-term Plan, as set out at Annex A to the agenda report, be approved.

14/E Base Budget Review Outcome Report

The Executive considered a report presenting the findings of the Base Budget Review process. The report contained recommendations for efficiencies, savings and income generation that had been identified to enable the Council to meet its budget targets for 2023/24, as set out in the Council's Medium Term Financial Strategy.

Members were informed that the year one target of £500k of efficiencies, savings and income generation had been achieved, but the targets for future years had not been reached, principally due to the need to be prudent about the certainty of the delivery of those savings. It was noted that a number of proposals put forward during the process had not been included in the recommendations but these would be revisited during the budget setting process for future years.

The Executive was advised that the Performance & Finance Scrutiny Committee had considered the recommendations at its meeting on 12 July 2023 and had recommended them for adoption. The Committee's comments and observations on a number of the proposals were also noted.

RESOLVED that

- (i) the proposals set out in section 4 of the agenda report be agreed; and**

- (ii) responsibility for the implementation of the proposals agreed by the Executive and the associated adjustment of relevant in-year budget totals and Medium Term Financial Strategy totals be delegated to the Director of Finance and Customer Service.**

15/E End of Year Finance Report and Budget Carry Forwards

The Executive considered a report setting out the Council's revenue outturn for 2022/23. In line with Financial Regulations, the Executive was also asked to agree the carry forward of unspent budget from 2022/23 to 2023/24 totalling £214,000.

RESOLVED that

- (i) the spend against the approved revenue budget for the period 1 April 2022 to 31 March 2023 and the end of year outturn be noted; and**
- (ii) the carry forward of budget from 2022/23 to 2023/24, as set out Annex A to the agenda report, be agreed and added to the 2023/24 annual budget.**

16/E Capital Outturn and Prudential Indicators for 2022 / 2023

The Executive received a report detailing the capital outturn and Prudential Indicators for 2022/23. Actual capital expenditure during 2022/23 had been £1.952m.

RESOLVED that

- (i) actual capital expenditure for 2022/23 of £1.952 million against a working budget of £2.380 million be noted;**
- (ii) the Budget provision of £8.833 million be reprofiled from 2022/23 into 2023/24; £7.853 million as previously identified in the budget report in March 2023 to the Executive, with a further £979,862 identified at year end (31st March 2023) and included in Annex B to the agenda report, be approved; and**
- (iii) the final capital prudential indicators for 2022/23 be noted.**

17/E Treasury Management Outturn 2022/23

The Executive reviewed a report containing a high-level view of the treasury management performance during 2022/23, including compliance with the 2022/23 prudential indicators.

RESOLVED that the report on Treasury Management including compliance with the 2022/23 Prudential Indicators be noted.

18/E Executive Working Groups 2023/24

The Executive considered a report proposing minor changes to the Terms of Reference of the Executive Working Groups that had been established in May 2023. It also agreed revised membership for the working groups to reflect the changes to the Council's membership following the rescheduled Frimley Green election.

RESOLVED that

- (i) the revised Terms of Reference for each of the Working Groups be adopted, as set out at Annex A to the agenda report; and**

- (ii) the revised memberships of the Working Groups be agreed, as set out at Annex B to the agenda report.**

19/E Appointment of Members to Outside Bodies 2023

The Executive was reminded that, at its meeting on 30 May 2023, it had considered and agreed appointments to Outside Bodies for the 2023/24 municipal year. However, a number of positions had been held vacant pending the rescheduled Frimley Green election and it was now proposed to agree appointments to these vacancies, along with a number of other changes to reflect updated appointments to Council roles.

RESOLVED that

- (i) revised appointments to the outside bodies available for general nomination be agreed, as listed at Annex A to the agenda report;**
- (ii) revised appointments to outside bodies reserved to specified positions, as set out at Annex B to the agenda report, be noted, and**
- (iii) attendance by the appointed members at meetings of the bodies listed at Annex A be regarded as approved duties in accordance with the Members Allowances Scheme.**

20/E Exclusion of Press and Public

In accordance with Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the press and public were excluded from the meeting for the following items of business on the ground that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972 as set out below:

Minute	Paragraph(s)
21/E	3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

21/E Suitable Alternative Natural Greenspace

The Executive agreed a recommendation to acquire a site within the borough for use as Suitable Alternative Greenspace and endorsed the proposed Heads of Terms.

RESOLVED that the Council enters into the agreement to acquire the site identified in the exempt agenda report, on the basis of the heads of terms set out in the Annex 2 to the agenda report, including the overage provision in the Heads of Terms.

RECOMMENDED to Full Council that a budget supplementary estimate be allocated and funded from the SANG reserve for the acquisition of the site identified in the exempt report for use as Suitable Alternative Natural Greenspace, including the associated fees and the set up costs.

Chair

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Minutes of a Meeting of the Audit and Standards Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 11 July 2023

+ Cllr Cliff Betton (Chairman)
+ Cllr Bob Raikes (Vice Chairman)

+ Cllr Jonny Cope
+ Cllr Rob Lee
- Cllr Leanne MacIntyre
+ Cllr Josh Thorne
- Cllr Pat Tedder

+ Present
- Apologies for absence presented

Substitutes: Cllr Valerie White and Cllr Kevin Thompson

Members in Attendance: Cllr Shaun Macdonald, Cllr Sarbie Kang, Cllr Nirmal Kang, Cllr Murray Rowlands and Cllr Richard Wilson.

Officers Present: Alex Middleton, Damian Roberts and Bob Watson, Steve Bladon (BDO) and Julian Frost (BDO)

21/AS Apologies for absence

Apologies for absence were received from Councillors MacIntyre and Tedder.

22/AS Minutes

The minutes of the previous meeting held on 17 April 2023 were agreed as a correct record.

23/AS Declarations of Interest

There were no declarations of interest recorded.

24/AS Internal Audit Annual Report

The Committee were briefed on the Internal Audit Annual Report, which served as a summary of the work of Internal Audit for 2022/23.

Key points of the report included:

1. Summary of Audit work from April 2022 to March 2023, which covered 16 audits from the Plan, which were audits agreed by the Committee. A summary of additional works were included, including a review of BIDs, contract standing orders and the National Fraud Initiative exercise.

2. The scheduled audit programme is risk-based and work areas considered as being of high risk potential are audited more frequently than those of low risk. The report covered a number of annual audits including, treasury, debtors, creditors, payroll and main accounting. These audits were considered fundamental to the Council and as a result, were reviewed more frequently.
3. The Report also provided the Committee with an overall opinion on the work of Internal Audit which is given by the Section 151 Officer.
4. Four levels of assurance were provided to individual audits and these were full, substantial, limited and nil assurance. It was rare that full assurance were granted to audited items.
5. As part of the auditing exercise, if any risks or concerns were discovered, Internal Audit were required to provide a category against each audit recommendation to provide guidance to the audited service and highlight the importance to the Council. There were 60 recommendations in 2022/23, and the vast majority fell under the categories of essential and desirable.

The Internal Audit team consisted of 2 staff members who report to the Head of Legal as the Head of Service. Internal Auditors subscribed to a set of professional standards which include maintaining independence, having rights of access to information and Internal Audit were required to demonstrate its compliance with these standards.

Following discussion with Members, the key matters arising were:

1. The Internal Audit team had delivered a consistent number of audits across the previous 3 years.
2. It was agreed that there was area for improvement in the categorisation of audits as the existing categories were limited in scope. The categorisation of the audit recommendations had an element of subjectivity and required the internal audit team to judge the risk to the Council.
3. It was noted that audit work held sensitive information regarding the financial details of the Council and were therefore kept restricted and in limited circulation within the Management Team.
4. The creation of a new categorisation system for audit reporting categories was created through identifying the best elements of other Internal Audit teams categorisation systems at other Local Authorities as a bench-marking exercise.
5. A review of the External Audit approach had been completed in the previous year, and a report was brought to the Corporate Management Team. Consideration should be given to reviewing the current methodology of the auditing of the Council's Financial Statements.

RESOLVED to note the Internal Annual Audit report.

25/AS Annual Review of the Effectiveness of the Internal Audit System

The Committee received the Annual Review of the Effectiveness of the Internal Audit System, which was a self-assessment of the effectiveness of the Internal Audit function. The report was completed on an annual basis and brought to the audit and Standards Committee at the Summer meeting.

The Chartered Institute of Internal Auditors identified 9 key elements that help define a proficient internal audit function and were as follows:

- Organisational independence
- Adoption of a formal mandate
- Rights of access
- Sufficient funding
- Competent leadership and culture
- Objective staff
- Competent staff
- Stakeholder support
- Conformance to professional audit standards

The Report summarised each key element, and found examples of best practice from within the Council to assess how the Internal Audit team has delivered the audits. Improvements and challenges that were faced by the Internal Audit team were also detailed in the report, ranging from technical issues relating to IT and remote working to heavily legislated areas like planning and housing.

A Quality Management Assessment was planned to take place in Summer 2023 between Surrey Heath, Elmbridge and Spelthorne as a peer review between the three Local Authorities, and a report of the main findings will be brought back to a future committee

Challenges for 2023/24 were considered in the report and the areas facing potential challenges were identified.

Members were informed that an external IT consultant had been brought in by the Council's IT team to review its processes. The audit team also reviewed processes for disaster recovery and business continuation with the assistance of Applied Resilience the Council's business partner in this area.

The Internal Audit function required a clear right to access information. Right of access to information with contracted partners should be built into the contract at the outset and considered at the renewal of contracts.

It was noted that a variety of elements were considered when deciding the annual Internal Audit work programme and during March each year, the areas intended for review would be presented to the Management Team and Members. The annual plan was aligned with the 3 year audit plan.

RESOLVED to note and approve the report on the Review of Effectiveness of Internal Audit for the reporting period 2022/23.

26/AS Internal Audit Medium Term Plan 2023-2026

The Internal Audit Medium Term Plan covered the reporting period between April 2023 to March 2026. The report identified the required resources to deliver an effective internal audit function for the next 3 years.

Members discussed the importance of including cyber security audits on an annual basis, including working towards ISO 9001, ISO 27001 and other certifications. Members also considered that fraud should be included annually.

It was noted the number of annual reports in each year of the 3 year plan were chosen on the basis of audit history and audit days required to complete the audits. A corporate health and safety audit had been completed in the last 12 months focusing on the protection of staff. Consideration of what areas of facilities management and historic buildings required to be audited going forward was discussed with service managers.

Corporate Fraud was audited through an industry best practice checklist, and during an audit of a service, fraud was always considered to ensure robust processes were in place. The Council completes National Fraud Initiative work to keep in line with national standards. Members were informed that main accounting was audited on an annual basis as it was considered a finance fundamental audit as opposed to fraud that was not explicitly flagged by external auditors historically as an area that required an annual audit.

RESOLVED to review and approve the Annual Internal Audit Plan 2023/26.

27/AS Matters Arising

Members were informed that the Council and BDO proposed to have the final draft of 2019 accounts by the end of July 2023. This included the reconciliation of accounts. Following this, BDO planned to work in person with the Council to complete the final accounts and the final accounts were to be brought to the October Audit and Standards Committee or at a special meeting of the Committee to sign the accounts.

It was noted that BDO planned to work on the revised financial statements at the Council offices from 4 September 2023 with 8 weeks set aside to complete the accounts.

The Council's finance team and BDO extracted a number of outstanding questions from the Inflo System. There were 5 outstanding questions remaining; the bad debt provision, adjustment to the collection fund, cash flow statement, final audited version of accounts and the reconciliation of the first and final set of accounts. All of these questions were planned to be resolved by the end of July 2023. Additional resources were being used on the statement of accounts to meet the window provided by BDO in September 2023.

Additional amendments by the Council were to be tested by BDO dependant on the size of the amendments.

Members of the Committee were updated as targets were met in completing the 19/20 accounts. BDO had also met with the Council to discuss working arrangements in September.

Members noted the report.

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 12 July 2023**

+ Cllr Shaun Garrett (Chair)

+ Cllr Liz Noble (Vice Chair)

- | | |
|-------------------------|-------------------------|
| - Cllr Louise Ashbery | + Cllr Jonathan Quin |
| + Cllr Nirmal Kang | - Cllr Bob Raikes |
| + Cllr Lewis Mears | + Cllr Victoria Wheeler |
| - Cllr Sashi Mylvaganam | + Cllr David Whitcroft |
| + Cllr Jacques Olmo | + Cllr Richard Wilson |
| + Cllr David O'Mahoney | |

+ Present

- Apologies for absence presented

Substitutes: Cllr Rob Lee (In place of Cllr Louise Ashbery) and Cllr Murray Rowlands (In place of Cllr Jonathan Quin)

Members in Attendance: Cllr Valerie White

Officers Present: Gavin Chinniah
Sally Kipping
Damian Roberts
Nick Steevens
Bob Watson

1/PF Minutes of Previous Meeting

The minutes of the meeting held on 15 March 2023 were confirmed and signed by the Chair.

2/PF Declaration of Interests

Councillor Nirmal Kang declared a non-pecuniary interest in relation to minute 7/PF, as the Council's outside body appointee to Surrey Heath Sports Council.

3/PF Annual Performance Report

The Committee considered the Council's End of Year Performance Report which summarised the performance of the Council during 22/23 against the corporate objectives, priorities and success measures as set out in the Annual Plan. The report would normally have been reported to the Scrutiny Committee prior to consideration by the Executive. However, due to the timing of meetings following all-out Council elections in May, on this occasion the report came to Committee after consideration by the Executive.

The report was divided into sections which reflected the priorities of the Council and each section contained actions and projects which were agreed in March 2022. Council performance against the agreed actions was given a rating via a traffic light system and where relevant accompanied by associated commentary. As a total, 98 activities were completed or partially completed and 79 totally achieved which marked an improvement from the previous year.

During the discussions, Committee members questioned the metric which had been used to measure performance of the planning enforcement service, which measured the service on the timeliness of initial action against the target timescales laid out in the Local Enforcement Plan. Although there was appreciation that a performance indicator based on resolution time would have limitations, due to individual case-specific factors and the variability in the planning appeals mechanism, it was felt that an outcome-based metric would have greater value. It was agreed that measuring the number of cases opened, closed, in appeal and long-standing; would be recommended for future performance evaluation against the annual plan.

It was recognised that there were significant increased costs to the Meals at Home Scheme, which had resulted in an increased cost of the service and a small number of customers withdrawing from the service. However it was noted that the Surrey Heath Local Joint Commissioning Group was exploring the potential for subsidy of the service.

RESOLVED that the report be noted and the Committee's comments be fed back to the Executive.

4/PF End of Year Finance and Budget Outturn

The Committee received a report on the outturn position of the Council's revenue budget, which captured the Council's day to day expenditure and day to day income and showed an underspend of £112,000.

There had been greater focus on setting of a realistic and sustainable budget at the start of the year, as well as closer monitoring by the accountancy team and budget holders to adjust and respond to variances throughout the year. The report also detailed any carry forward requests, which would bring forward any budget which had not been used as per its allocated purpose in the last financial year, but where the requirement to spend still existed.

Following on from Members' questions it was clarified that when the Council was in receipt of a specific grant, it would normally be stipulated as to the timeframes it had to be used or whether in such a scenario the money would have to be returned. However, it was noted, in such a scenario, the money needed to be recorded as being carried over for accountancy purposes.

RESOLVED that the report and the spend against the approved revenue budget for the period 1 -April to 31 March 2023 and the end of year outturn be noted.

5/PF Capital Outturn Report

The Scrutiny Committee considered the Council's Capital Outturn report for the 22/23 financial year. In contrast to revenue budgets which were set annually for each financial year, capital budgets could be set for a longer period of time depending on the size of the budget and the length of the project. However, the Council currently took the position to allocate all the budget for a project to the first financial year and to rephase budget to later financial years where necessary.

Officers answered a number of questions relating to capital spending including on potential future capital spending on Camberley Theatre, such as the installation of photovoltaic cells and improving the heating and ventilation systems. In addition, it was advised in relation to capital community schemes the serviceable lifespan of an existing community bus was ending; and as a result there was intention to pursue an opportunity for match fund the provision of a new electric vehicle with Surrey County Council.

Furthermore, Members were advised that 63A The High Street, Bagshot had been recently leased and was now generating income.

RESOLVED that:

- i. the actual capital expenditure for 2022/23 of £1.952 million against a working budget of £2.380 million be noted;**
- ii. the Budget provision of £8.833 million be reprofiled from 2022/23 into 2023/24; £7.853 million as previously identified in the budget report in March 2023 to the Executive, with a further £979,862 identified at year end (31st March 2023) and included in Appendix 2 be noted; and**
- iii. the final capital prudential indicators for 2022/23 be noted.**

6/PF Treasury Management Outturn

The Committee considered a report which provided a high-level view of the treasury management performance during 2022/23, including its end of year outturn position and its compliance with the 22/23 prudential indicators.

Following questions from Members it was affirmed that the Council budget and medium-term financial strategy took into account forecasted interest payments, based on the already fixed long-term debt the Council held with the Public Works Loan Board, and the fixed rate loans which the Council held with the Phoenix Group. Interest payments for the Council's short-term debts, that were expected to roll-over, were based on interest rate forecasts provided to the Council's financial advisors.

Members also asked a question as to the anticipated interest to be paid on the Council's debt in comparison to the UK Government and there was acknowledgement of an element of risk to the Council's finances as to when the Council's debt matured and transferred to higher interest rates.

Following comments and questions by the Committee there was a wider discussion about the health of local government finances. The Council would not be in a position to have to issue a Section 114 notice in the near future. However, it was acknowledged that the Council's Medium-term Financial Strategy did show a depletion of the Council's general fund balance over the next 4 years, but significant action was already taking place to achieve a balanced budget in the future. The Committee were advised that the Council was currently operating in a very difficult landscape for local government and local government had experienced year on year cuts, despite having experienced significant growth in demand for its services and additional responsibilities. This had resulted in Councils across the country having to either significantly increase their incomes, often through property investments, or significantly reduce their costs.

RESOLVED that the report on Treasury Management including compliance with the 2022/23 Prudential Indicators be noted.

7/PF Base Budget Review Update

The Committee considered a report which presented the background and initial findings of the current Base Budget Review process.

The report outlined the efficiencies, savings and income generation options that had been identified by Officers, and detailed the suggested proposals and the projected savings. The proposed savings would enable the Council to meet its budget targets for 2023/24 as set out in the Council's Medium Term Financial Strategy (MTFS). The review ensured the Council continued to pursue the policy agreed with Members that rather than cutting services, the Council should deliver efficiencies and increase income where possible.

There was significant discussion in relation to the proposed 5% increase in car parking tariffs across the borough from 1 October. It was appreciated that there was a fine line to be struck between not encouraging anti-social car parking as a result of the increase and remaining competitive against neighbouring boroughs and districts' car parks; and the increased costs of providing the service onto the customer and not all the borough's residents. It was advised that there had been significant increased costs to the associated software and infrastructure related to car park management and the 5% increase represented a below inflation increase. It was requested by the Committee that it was advised of the annual revenues for 2019-2020, 2020-21, 2022-23 for all Council owned carparks and broken down per car park.

It was advised following Members' questions in relation to the garden waste disposal service, that increased costs to provide the service needed to be passed onto the customer. However, Members remarked that there was again a balance between increasing the financial sustainability of the service and achieving the Council's corporate objectives relating to waste. It was clarified that the increased subscription fee would ensure the service broke even and that Officers would be monitoring whether there had been any resulting, significant drop in subscriptions to the service. It was also advised in relation to the reduction of black refuse sacks

to properties which could not accommodate a wheelie bin, that analysis by Joint Waste Solutions had shown a large proportion of the Council-supplied black sacks did not find their way into the emptied bins.

Greater understanding was sought on the proposal to withdraw from the Surrey Youth Games. It was advised that Officers believed that they could provide a cost effective in-house alternative, throughout the year, in contrast to the focussed point in the summer, which the participation in the Surrey Youth Games delivered.

In addition, it was clarified the proposed commercialisation of the entire Surrey Heath holdings related to advertising and sponsorship in a range of areas, including on staircases at the back of buildings or in relation to the sponsorship of an event.

Members who had been previously involved in the Base Budget Review process, whilst in previous Executive positions, praised the overall effectiveness and efficiency of the process compared to previous base budgeting processes; and evidence of this was provided in the identified £530,000 in savings and extra income, against the target of £500,000.

RESOLVED that the Executive be recommended to

- i) Agree the proposals set out in section 4 of this report; and**
- ii) Note the Committee's comments relating to the report.**

8/PF Work Programme

The Committee considered its draft work programme for the remainder of the municipal year. Members were reminded that the work programme was Member-led and that there was opportunity for Members to suggest some deep-dives in particular subject areas.

Resolved that the Work Programme, attached as Annex A to the agenda report be agreed, subject to any amendments made in consultation with the Chair and Vice-Chair.

Chair

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**Minutes of a Meeting of the
Employment Committee held at
Council Chamber, Surrey Heath
House, Knoll Road, Camberley, GU15
3HD on 13 July 2023**

+ Cllr David Whitcroft (Chair)
+ Shaun Macdonald (Vice Chair)

- Cllr Alan Ashbery	- Cllr Sashi Mylvaganam
+ Cllr Lisa Finan-Cooke	+ Cllr Josh Thorne
+ Cllr Mark Gordon	+ Cllr Victoria Wheeler
- Cllr Leanne MacIntyre	

+ Present
- Apologies for absence presented

Substitutes: Cllr Richard Wilson (In place of Cllr Leanne MacIntyre)

Members in Attendance: Cllr Valerie White

Officers Present: Sally Kipping and Julie Simmonds

1/EC Election of Vice Chair

Councillor Lisa Finan-Cooke proposed Councillor Shaun Macdonald for the role of Vice-Chair. Councillor Mark Gordon seconded the nomination; and as there were no other nominations, Councillor Shaun Macdonald was confirmed as Vice-Chair for the remainder of the municipal year.

2/EC Minutes

The minutes of the meeting held on 13 July 2023 were confirmed and signed by the Chair.

3/EC Menopause Policy

The Committee considered the proposed new Menopause Policy. Following discussion, it was agreed to make the following changes:

- a) in the introduction, to substitute 'are required to', with 'are encouraged to', in order to bring it in line with section 3;
- b) to address formatting issues in section 4.
- c) correcting minor formatting issues in relation to page numbering.

In addition to signposting to various online resources, the potential to provide paid-for resources such as the Peppy Digital Health App was noted.

RESOLVED that Menopause Policy, as attached at Annex A to this report, as amended, be adopted.

4/EC Job Evaluation Policy & Procedure

The Committee considered the adoption of a Job Evaluation Policy and Procedure.

One of the principal changes proposed was line managers' presentation directly to job evaluation panels. Furthermore, with the aim to provide better transparency around the procedure, further details on the followed processes and a series of Frequently Asked Questions were added to the Policy and Procedure.

Following discussion it was agreed to address minor formatting changes related to page numbers.

Following comments, it was noted that the method for the collation of information prior to job evaluation was in the process of being streamlined via the use of electronic forms.

RESOLVED that the Job Evaluation Policy & Procedure, as attached at Annex A to the agenda report, as amended, be adopted.

5/EC Managing Demands (Exceptional Payments) Policy

The Committee was informed that the Exceptional Payments Policy had been reviewed and a number of changes had been proposed. The revisions reflected feedback from staff that greater fairness and consistency was needed in applying the policy across different departments. The proposed changes also sought to focus the policy on its primary purpose, namely managing peaks of workload not otherwise able to be managed through the flexi-time system. It was also proposed to change the name of the policy to the Managing Demand (Exceptional Payments) Policy, which better reflected its purpose.

Additional sections had been added on the payment of overtime and on working pattern and hours, which demonstrated compliance with the Working Time Directive, along with referring to Right to Rest. It also included a section encouraging managers to request additional resource and a clearer authorisation process for agreeing exceptional payments.

The Committee was informed that provision for honoraria payments had been removed as, following extensive discussion with Staff Representatives, it was felt that they could not be fairly and consistently applied across the organisation.

Members opined that the policy should be amended in order allow flexibility in extraordinary situations to allow willing staff to work over the limit of 48 hours a week and be remunerated accordingly. It was agreed to add the words 'unless there are exceptional or emergency circumstances', where relevant and make reference to the need for escalated approval.

Furthermore, following discussion it was agreed by the Committee to rename the policy, from the previously proposed 'Managing Demands Policy' to the 'Managing Workflow Policy', in order to better reflect the purpose of the policy. This would be subject to informal consultation with Staff Representatives.

In addition, following discussions relating to the policy, the Head of HR, Performance and Communications, agreed to send a communication to remind staff that Whatsapp should not be used for work-related communications and Microsoft Teams should be used instead.

RESOLVED that the Managing Demand (Exceptional Payments) Policy, as attached at Annex A to this report, as amended, be adopted.

6/EC Work Programme

The Committee considered its Work Programme for the remainder of the 23/24 Municipal Year.

RESOLVED that that the Committee's Work Programme as per the agenda report be agreed.

Chair

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