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To: All Members of the **EMPLOYMENT COMMITTEE**

The following papers have been added to the agenda for the above meeting.

They were not available for publication with the rest of the agenda.

Yours sincerely

Damian Roberts

Chief Executive

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**SUPPLEMENTARY PAPERS**

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**Surrey Heath Borough Council**  
**Employment Committee**  
**12 October 2023**

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**Work Programme 2023/24**

**Head of Service** Sally Kipping – HR, Performance & Communications  
**Report Author:** Julie Simmonds – HR Manager  
**Key Decision:** No  
**Wards Affected:** n/a

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**Summary and purpose**

To agree the work programme for the 2023/24 municipal year.

**Recommendation**

The Committee is advised to RESOLVE that the work programme for the 2023/24 municipal year be agreed, as set out at Annex A.

**1. Background and Supporting Information**

- 1.1 At each meeting the Committee will consider the work programme, be advised of updates and agree amendments as appropriate.
- 1.2 Meetings have been scheduled for the 2023/24 municipal year as follows:
- 16 November (Extraordinary)
  - 1 February
  - 28 March

**2. Proposal and Alternative Options**

- 2.1 It is proposed that the Committee considers the list of topics listed in Annex A of the work programme and makes such amendments as appropriate.

**Annexes**

Annex A –Work Programme for 2023/24

**Employment Committee  
Work Programme  
2023/24**

Committee meetings for the municipal year are scheduled to be held on the following dates:

- 16 November 2023
- 1 February 2024
- 28 March 2024

The following work for the 2023/24 municipal year has been identified for consideration by the Committee:

<b>Meeting</b>	<b>Topic</b>	<b>Source</b>
<b>16 November 2023</b>	<b>Pay Negotiations 24/25</b>	<b>HR</b>
<b>1 February 2024</b>	<b>Speak Up Policy annual report</b>	<b>HR</b>
	<b>Speak up Policy</b>	<b>HR (review)</b>
	<b>Agile Working Policy</b>	<b>HR (review)</b>
	<b>Carers Policy</b>	<b>HR (new)</b>
	<b>Pensions Discretion Policy –</b>	<b>HR (review)</b>
	<b>Pay Settlement 24/25</b>	<b>HR</b>
	<b>Recruitment</b>	<b>HR (review)</b>
<b>28 March 2024</b>	<b>Pay Settlement 24/25</b>	<b>HR</b>
	<b>Grievance Policy and Procedure for Statutory and non-statutory CMT</b>	<b>HR</b>
	<b>Disciplinary Policy and Procedure for Statutory and non-statutory CMT</b>	<b>HR</b>

**To be scheduled:  
Aggression at Work Policy – 24/25**