

**Minutes of a Meeting of the Joint Staff  
Consultative Group held at Surrey  
Heath House/ Zoom on 12 January  
2023**

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+ Lynn Smith (Chairman)  
+ Cllr Sharon Galliford (Vice Chairman)

+ Cllr Rodney Bates	- Keiran Bartlett
+ Cllr Stuart Black	Nick Clifton
+ Cllr Tim FitzGerald	+ Kelly Fidgett
- Cllr Josephine Hawkins	- Joe Fullbrook
+ Cllr Charlotte Morley	+ Gillian Riding
Cllr Adrian Page	+ Anthony Sparks
+ Cllr John Skipper	Vacancy

+ Present  
- Apologies for absence presented

In Attendance: Sally Kipping and Julie Simmonds

**21/J Notes**

The notes of the meeting held on 24 November 2022 were agreed as a correct record.

**22/J Salary Sacrifice Scheme Policy & Procedure**

The Group reviewed the Salary Sacrifice Scheme Policy & Procedure and it was noted that there was a spelling error at 8.7, line three.

**RESOLVED that the Employment Committee be advised to adopt the Salary Sacrifice Policy and Procedure, with amendment, as attached at Annex A to the agenda report.**

**23/J Pensions Discretions Policy**

The Group received of the annual review of the Pensions Discretion Policy and it was agreed that there were no changes necessary.

**RESOLVED that the Employment Committee be advised that no amendments be made to current Pensions Discretions Policy.**

**24/J Car and Road Users Policy**

The Joint Staff Consultative Group reviewed the Car and Road Users Policy as it is adopted by Surrey Heath Borough Council.

**RESOLVED that the Employment Committee be advised to adopt the revised Car and Road Users Policy and Procedure, as attached at Annex A of the report.**

**25/J Pay Policy Statement**

The Group reviewed the revised Pay Policy statement for 2023/24 for publication. It was noted that overtime was only paid when a member of staff worked in excess of 37 hours a week. This also applied to part time staff.

**RESOLVED that the Employment Committee to recommend to Full Council that the Council's Pay Policy Statement as attached at Annex A to be adopted.**

**26/J Speak Up Policy**

The Group received a verbal update on the Speak Up Policy, which had been reviewed by the Joint Staff Consultative Group in 2022 and it had been requested that report figures be presented to the Group.

The Group noted the report.

**27/J Work Programme 2022/23**

The Work Programme for the remainder of the 2022/23 municipal year was noted.

Chairman