

**Minutes of a Meeting of the Joint Staff
Consultative Group held on 15 June
2023**

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|-------------------------|-------------------|
| + Cllr Lisa Finan-Cooke | + Keiran Bartlett |
| + Cllr Mark Gordon | + Kelly Fidgett |
| Cllr John Skipper | + Joe Fullbrook |
| + Cllr Pat Tedder | + Gillian Riding |
| + Cllr David Whitcroft | + Lynn Smith |
| + Cllr Valerie White | - Anthony Sparks |
| Vacancy | Vacancy |
| Vacancy | Vacancy |

+ Present

- Apologies for absence presented

In Attendance: Sally Kipping and Rachel Whillis

1/J Election of Chair and Vice Chair

It was proposed, seconded, and

RESOLVED that

- (i) **Lynn Smith be elected Chair of the Joint Staff Consultative Group for the 2022/23 municipal year; and**
- (ii) **Councillor Valerie White be elected Vice-Chair of the Joint Staff Consultative Group for the 2023/24 municipal year.**

Lynn Smith in the Chair.

2/J Notes

The notes of the meeting held on 2 March 2023 were agreed.

3/J Introduction to the Joint Staff Consultative Group

The Group received a briefing on the Joint Staff Consultative Group, including its remit, the relationship with the Employment Committee and the procedures for agreeing recommendations to the Committee.

4/J Menopause Policy

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

- a) in the first paragraph of section 3, the addition of “and/or wellbeing” after the reference to “work performance”;
- b) replacing reference in section 4 to “mood swings” with “changes in behaviour” and providing further clarity to that paragraph regarding

- communicating within the team to the line manager in a sensitive and supportive manner; and
- c) correcting minor typographical errors in the document.

RESOLVED that the Employment Committee be advised to adopt the Menopause Policy, as attached at Annex A of the agenda report, as amended.

5/J Job Evaluation Policy

The Group considered the adoption of a Job Evaluation Policy and Procedure. It was not intended to amend the Job Evaluation framework, but to provide better transparency around the process, including details on the process and Frequently Asked Questions.

It was clarified that the Panel member providing continuity through the original evaluation and the appeal should be the Human Resources representative. It was also confirmed that, in relation to appeals, only the areas contested would be considered by the Panel. The Frequently Asked Questions were reviewed and it was agreed to include a number of additional questions and answers.

One of the principal changes proposed was Line Managers presenting directly to the Panel and, although the Policy was still subject to adoption by the Employment Committee, as it would not breach any existing procedures, the Group supported this being introduced with immediate effect.

RESOLVED that the Employment Committee be advised to adopt the Job Evaluation Policy and Procedure, as attached at Annex A of the agenda report, as amended.

6/J Exceptional Payments

The Group was informed that the Exceptional Payments Policy had been reviewed and a number of changes were 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 work 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 Group was informed that provision for honoraria payments had been removed as, following extensive discussion, it was felt that they could not be fairly and consistently applied across the organisation.

In addition to the changes proposed in the agenda report, it was agreed to insert a paragraph that recognised that overtime payments could be agreed retrospectively in exceptional circumstances.

RESOLVED that the Employment Committee be advised to adopt the revised Managing Demand (Exceptional Payments) Policy, as attached at Annex A of the agenda report, as amended.

7/J Work Programme

The Group received a report setting out its draft work programme for the 2023/24 municipal year.

RESOLVED that the work programme for the 2023/24 municipal year, as set out at Annex A to the agenda report, be approved.

Chair