

**Surrey Heath Borough Council**  
**Joint Staff Consultative Group**  
**21<sup>st</sup> September 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:
- 23 November 2023
  - 11 January 2024
  - 7 March 2024

**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:

- 11 January 2024
- 7 March 2024

The following work for the 2022/23 municipal year has been identified for consideration by the Committee:

<b>Meeting</b>	<b>Topic</b>	<b>Source</b>
<b>23 November 2023</b>	<b>Speak Up Policy annual report</b>	<b>HR</b>
	<b>Speak up Policy</b>	<b>HR (review)</b>
	<b>Pay Negotiations 24/25</b>	<b>HR</b>
<b>11 January 2024</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>7 March 2024</b>	<b>Pay Settlement 24/25</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**