

**Minutes of a Meeting of the Joint Staff  
Consultative Group held on 14  
September 2023**

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+ Lynn Smith (Chair)  
+ Cllr Valerie White (Vice Chair)

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|-------------------------|-------------------|
| - Cllr Alan Ashbery     | + Keiran Bartlett |
| - Cllr Lisa Finan-Cooke | + Kelly Fidgett   |
| + Cllr Mary Glauert     | - Joe Fullbrook   |
| + Cllr Mark Gordon      | + Gillian Riding  |
| + Cllr Ying Perrett     | + Anthony Sparks  |
| + Cllr Murray Rowlands  | Vacancy           |
| - Cllr Pat Tedder       |                   |

+ Present  
- Apologies for absence presented

In Attendance: Julie Simmonds and Rachel Whillis

**8/J Notes**

The notes of the meeting held on 15 July 2023 were agreed.

**9/J People Strategy**

The Group considered a new People Strategy which covered attraction, performance and workforce resilience for staff between the years of 2023-2027.

**RESOLVED that the Employment Committee be asked to adopt the People Strategy, as attached at Annex A to the agenda report.**

**10/J Flexible Working Policy**

The Group was presented with the Flexible Working Policy and Procedure, which had been updated to reflect changes in legislation. Staff were previously allowed to apply once every 12 months and this had now changed to twice every 12 months. Other changes to the policy were updates to wording. It was also planned to introduce upcoming changes to legislation to include the ability for a member of staff to apply for flexible arrangements from their first day.

**RESOLVED that the Employment Committee be advised to adopt the revised Flexible Working Policy and Procedure, as set out at Annex A to the agenda report.**

**11/J Capability Policy and Procedure**

The Group considered a revised Capability Policy and Procedure. Following discussion with Staff Representatives the following change was agreed:

- a) three scenarios were to be provided alongside the policy to give examples of when escalation of the policy was required, although this list was not exhaustive.

**RESOLVED that the Employment Committee be advised to adopt the revised Capability Policy and Procedure, as set out at Annex A to this report, as amended.**

## **12/J Organisational Change**

The Group considered the Organisational Change Policy and Procedure which had previously been presented to the Joint Staff Consultative Group, however when put into practice it was felt that there was further information that would be beneficial to staff when using the policy. The following amendment was agreed:

- a) on page 15 of the policy, the use of the word “compete” in relation to ring fenced interviews was to be replaced to “have the opportunity to be considered for the role or roles”.

**RESOLVED that the Employment Committee be advised to adopt the revised Organisational Change Policy and Procedure, as set out at Annex A to the agenda report, as amended.**

## **13/J Mental Health Policy**

The Group was presented with the Mental Health Policy, which was one of a number of resources available to staff which was intended to provide guidance and where go to for advice.

**RESOLVED that the Employment Committee be advised to adopt the Mental Health Policy, as attached at Annex A to the agenda report.**

## **14/J Pay Negotiations 2024/25**

The Group received a verbal update from Staff Representatives on the Pay Negotiations for 2024/25. The role of Representatives in this process was information gathering from staff, which would then be presented to the Joint Staff Consultative Group for consideration. The Staff Survey had received 136 responses from a total of 290 members of staff with a week remaining to respond.

The Group noted the update.

## **15/J Joint Staff Consultative Group Constitution**

The Governance Working Group was considering the sizes of all Working Groups across the Council, including reducing the number of Representatives and Councillors on the Joint Staff Consultative Group by 4, with 6 Councillors and 6 Staff Representatives. Any amendment would need to be agreed by 6 Members, which would require all Group members to be present. The Group would still require 4 members to be quorate.

Members discussed how changes to the size of the Working Group would affect the political balance of the Joint Staff Consultative Group and suggested that the Employer's representatives should have representation from all political groups if possible.

**RESOLVED to agree the changes to the JSCG as suggested by the Governance Working Group.**

**16/J Work Programme**

The Group confirmed the Joint Staff Consultative Group 2023/24 Work Programme as set out in the agenda.

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

Chair