

Minutes of a Meeting of the Joint Staff Consultative Group held at Committee Room 1, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 7 March 2024

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

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

+ Present
- Apologies for absence presented

Officers Present: Sally Kipping, Julie Simmonds and James Hall.

32/J Notes

The notes of the meeting held on 11 January 2024 were agreed as correct records.

33/J Disciplinary Policy

The Group reviewed the Disciplinary Policy which had previously been reviewed in 2018. There had been no legislative change or update to ACAS guidance to impact the Policy. The Group had agreed that revised wording would be included for section 7.5 of the Policy.

RESOLVED that the Employment Committee be advised to adopt a revised Disciplinary Policy, as amended by HR to reflect changes by Councillors and Staff Reps.

34/J Grievance Policy

The Group was informed that the Grievance Policy had been reviewed and feedback had been received from Councillors and Staff Reps with some slight amendments agreed.

RESOLVED that the Employment Committee be advised to adopt a revised Grievance Policy, as amended by HR to reflect changes suggested by Councillor and Staff Reps.

35/J Email Security Policy

The Group reviewed the Email Security Policy, a new policy introduced to provide guidance on managing information within emails within the council. Feedback had been received from Councillors and Staff Reps. It was agreed that a note would be

brought to the Employment Committee to confirm the training plan to accompany the Policy.

The Group noted that the use of Blind Copy (BCC) was not referenced in the Policy and discussed how it was to be referenced in the Policy for staff in the council. Considerations included:

- Ensuring that BCC was not used to undermine employees;
- Discouraging the use of BCC to promote openness and transparency; and
- Permitting BCC when contacting more than seven people to prevent sharing of personal data.

RESOLVED that, subject to the agreement of the Blind Copy paragraph to be agreed in consultation with the Chair and Vice Chair, the Employment Committee be advised to adopt the Email Security Policy, as amended by HR to reflect changes suggested by Councillors and Staff Reps.

36/J Casual & Temporary Workers Policy

The Group considered the Casual, Fixed Term and Agency Workers Policy which had been updated following new case law on how such staff were to be treated.

RESOLVED that the Employment Committee be advised to adopt a revised Casual, Fixed Term and Agency Workers Policy as set out in Annex A of to the agenda report.

37/J Work Programme 2024/25

The Group considered the draft Work Programme for the 2024/25 municipal year and agreed to make the following amendment:

- The Workforce Profile to be added to the September 2024 meeting.

RESOLVED that the Work Programme for the 2024/25, as set out in Annex A to the agenda report, as amended, be agreed.

Chair