



**Surrey Heath Borough Council**  
Surrey Heath House  
Knoll Road  
Camberley  
Surrey GU15 3HD  
Telephone: (01276) 707100  
Facsimile: (01276) 707177  
DX: 32722 Camberley  
Web Site: www.surreyheath.gov.uk

**Department:** Democratic Services  
**Division:** Corporate  
**Please ask for:** Rachel Whillis  
**Direct Tel:** 01276 707319  
**E-Mail:** democratic.services@surreyheath.gov.uk

Monday, 19 July 2021

To: The Members of the **Employment Committee**  
(Councillors: Colin Dougan (Chairman), Cliff Betton (Vice Chairman), Sharon Galliford, Mark Gordon, Josephine Hawkins, Rebecca Jennings-Evans, Alan McClafferty, Graham Tapper and Victoria Wheeler)

**In accordance with the Substitute Protocol at Part 4 of the Constitution, Members who are unable to attend this meeting should give their apologies and arrange for one of the appointed substitutes, as listed below, to attend. Members should also inform their group leader of the arrangements made.**

Substitutes: Councillors Peter Barnett, Rodney Bates, Paul Deach, Sashi Mylvaganam, Adrian Page and Kristian Wrenn

Dear Councillor,

A meeting of the **Employment Committee** will be held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on **Tuesday, 27 July 2021 at 7.00 pm**. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Damian Roberts

Chief Executive

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## AGENDA

Pages

### Part 1 (Public)

- |          |  |              |
|----------|--|--------------|
| <b>1</b> | <b>Apologies for Absence</b>   | -            |
| <b>2</b> | <b>Minutes</b>   | <b>3 - 4</b> |
|          | To confirm and sign the minutes of the meeting held on 10 June 2021 (copy attached). |              |
| <b>3</b> | <b>Declarations of Interest</b>  | -            |

Members are invited to declare any interests they may have with respect to matters which are to be considered at this meeting. Members who consider they may have an interest are invited to consult the Monitoring Officer or the Democratic Services Officer prior to the meeting.

|          |   |                |
|----------|---|----------------|
| <b>4</b> | <b>Pay Policy Statement 2021/22</b>           | <b>5 - 12</b>  |
| <b>5</b> | <b>Probation Policy and Procedure 2021/22</b> | <b>13 - 24</b> |
| <b>6</b> | <b>Work Programme</b>                         | <b>25 - 26</b> |
| <b>7</b> | <b>Exclusion of Press and Public</b>          | <b>-</b>       |

The Committee is advised to RESOLVE that, under Section 100A(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the ground that they involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act, as set out below:

| <u>Item</u> | <u>Paragraph(s)</u> |
|-------------|---------------------|
| 8           | 1&3                 |
| 9           | 1&3                 |
| 10          | 1&3                 |

**Part 2  
(Exempt)**

|           |  |                |
|-----------|--|----------------|
| <b>8</b>  | <b>Exempt Minutes</b>  | <b>27 - 28</b> |
|           | To confirm and sign the exempt minutes of the meeting held on 10 June 2021 (copy attached).          |                |
| <b>9</b>  | <b>Report from the Chief Executive</b>   | <b>-</b>       |
|           | Report to be circulated separately.  |                |
| <b>10</b> | <b>Review of Exempt Items</b>  | <b>-</b>       |
|           | To review those items or parts thereof which can be released as information available to the public. |                |

**Minutes of a Meeting of the  
Employment Committee held at Surrey  
Heath House on 10 June 2021**

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+ Cllr Colin Dougan (Chairman)  
+ Cllr Cliff Betton (Vice Chairman)

|                               |                         |
|-------------------------------|-------------------------|
| + Cllr Sharon Galliford       | + Cllr Alan McClafferty |
| + Cllr Mark Gordon            | + Cllr Graham Tapper    |
| + Cllr Josephine Hawkins      | + Cllr Victoria Wheeler |
| + Cllr Rebecca Jennings-Evans |                         |
| + Present                     |                         |

**1/EC Minutes**

The open and exempt minutes of the meeting held on 28 April 2021 were confirmed and signed by the Chairman.

**2/EC Exclusion of Press and Public**

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public were excluded from the meeting for the following items of business on the ground that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act as set out below:

| Minute      | Paragraph(s) |
|-------------|--------------|
| 1/EC (part) | 1            |
| 3/EC        | 1&3          |
| 4/EC        | 1&3          |

Note: Minute 3/EC is a summary of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

**3/EC Report from the Chief Executive**

The Committee made decisions in relation to an exempt report from the Chief Executive concerning staffing matters.

**4/EC Review of Exempt Items**

The Committee reviewed the report which had been considered at the meeting following the exclusion of members of the press and public, as it involved the likely disclosure of exempt information.

**RESOLVED that minute 3/EC and the associated agenda report remain exempt for the present time.**

Chairman

## Pay Policy Statement 2021/22

### Summary

To recommend the adoption of the Surrey Heath Borough Council's Pay Policy Statement 2021/22.

### Wards Affected

N/A

### Recommendation

The Committee is advised to RECOMMEND to Full Council that the Council's Pay Policy Statement 2020/21, as set out at Annex A to the agenda report, be adopted

### 1. Resource Implications

1.1. There are no resource issues arising from this report.

### 2. Key Issues

2.1 This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011.

2.2 The Council is required to update this on an annual basis and the requirement is for it to be agreed by the and Full Council.

2.3 The Policy Pay Statement 2021/22 is attached at Annex A.

### 3. Options

3.1 There are no options for the Committee to consider as the Council is required to publish its Pay Policy Statement as detailed in the Localism Act 2011.

|   |   |
|---|---|
| <b>Annexes</b>                          | <b>Annex A – Pay Policy Statement 2021/22</b>                     |
| <b>Background papers</b>                | <b>N/A</b>  |
| <b>Author/contact details</b>           | <b>Julie Simmonds<br/>Julie.Simmonds@surreyheath.gov.uk</b>       |
| <b>Executive Head of Transformation</b> | <b>Louise Livingston<br/>Louise.livingston@surreyheath.gov.uk</b> |

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## Surrey Heath Borough Council Pay Policy Statement Financial year 2021/22

### 1 Purpose

This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and this will be updated annually from April each year.

This pay policy statement sets out Surrey Heath Borough Council's policies relating to the pay of its workforce for the financial year 2021/22.

### 2 Background

Remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to fulfilling the council's business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is not, nor is seen to be, unnecessarily excessive. Each council has responsibility for balancing these factors and each council faces its own unique challenges and opportunities in doing so and retains flexibility to cope with various circumstances that may arise that might necessitate the use of recruitment and retention allowances or other such mechanisms for individual categories of posts where appropriate.

### 3 Responsibility for decisions on remuneration

Pay for all employees including Corporate Management Team (CMT) Officers is agreed by Full Council in consultation with the Joint Staff Consultative Group on the recommendation of the Employment Committee<sup>1</sup>. The Joint Staff Consultative Group comprises elected Councillors from the main political parties and staff representatives and has responsibility for local terms and conditions of employment for staff within Surrey Heath Borough Council's pay framework.

The Surrey Heath Borough Council's pay framework was implemented in April 1988 and is based on Local Pay Conditions.

All new appointments to the Council's service since April 1988 have been made on the basis of locally devised and negotiated conditions of service, with the facility that all existing members of staff had the opportunity to enter voluntarily into a fresh contract of employment based on these conditions. Contracts of employment are entirely local and do not incorporate the provisions of the National Conditions. The aims of local conditions are:-

- a) To offer a competitive salary and benefits package;
- b) To link progression to personal performance;
- c) To take account of skills shortages by the use of recruitment and retention allowances (if required);
- d) That all salary and conditions of service matters are negotiated internally by the Joint Staff Consultative Group and agreed by the Employment Committee as set out in Part 3 of the Constitution.

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<sup>1</sup> The Employment Committee comprises of 9 members based on political proportionality.

#### 4 Salary grades and grading framework

Each post within the establishment has a salary scale determined by job evaluation using the Local Government Management Board Scheme. The starting salary on appointment is subject to negotiation within the evaluated grade and will be dependent upon the appointee's level of experience, attained qualifications and the salary being paid to others undertaking the same work.

As part of this, Surrey Heath Borough Council determined a local pay framework, dividing established posts into 12 grades (SH1 – SH9 and SH20 – SH22), grade SH1 being the lowest and grade SH22 the highest (see Appendix 1). Each employee will be on one of the 12 grades based on the job evaluation of their role. Employees can progress to the salary range maximum of their grade subject to assessment of their performance in the annual performance appraisal process. It is only Apprentices in their first year who will be appointed to grade SH1 and will be reviewed in year 2 in line with Government Apprenticeship guide on pay and conditions (<https://www.gov.uk/apprenticeships-guide/pay-and-conditions>)

Pay awards are considered annually for staff, the year running from 1st April until 31st March. Local pay negotiation is used but consideration is given to the national award in negotiation with the Joint Staff Consultative Group and Trades Unions locally and recommended to the Council by the Employment Committee.

The Annual Pay Settlement procedure is to determine the value of the annual pay settlement that will be paid to all staff when determined on/or backdated to 1st April each year. The pay award for all grades is determined in the same way.

An award of £250 per annum (consolidated) for grades 1 – 3 only was awarded for 2021/2022 (see Appendix 1).

#### 5 CMT Officers Remuneration

The Council has a group of 9 CMT Officers (including three statutory roles) which currently consists of the following:

| <b>Statutory responsibilities</b> | <b>SHBC posts</b>                  |
|-----------------------------------|------------------------------------|
| Head of Paid Service              | Chief Executive                    |
| Section 151                       | Executive Head of Finance          |
| Monitoring Officer                | Head of Legal                      |
| N/A                               | Executive Head Business            |
| N/A                               | Executive Head Community           |
| N/A                               | Executive Head Corporate           |
| N/A                               | Executive Head Regulatory          |
| N/A                               | Executive Head Transformation      |
| N/A                               | Head of Investment and Development |

Surrey Heath publishes the salaries of the Chief Executive, Executive Heads and Heads of Service, this means that all our senior salaries (including all those of £50,000 and above) are easily accessible:

<http://www.surreyheath.gov.uk/council/information-governance/publication-scheme/what-we-spend-and-how-we-spend-it>

## **6 The level and elements of employee remuneration, including performance related pay and bonuses**

There is no provision for bonus payments. Pay for all employees (including CMT Officers) comprises payments by way of salary, pensions and other standard elements of contractual remuneration required in law. Employees have the opportunity to join the private medical scheme after three years' service at Surrey Heath Borough Council.

All employees (including CMT Officers) are subject to an annual assessment of performance, and where performance meets the appropriate standard, contractual increments will be given, until the maximum of the pay scale is reached.

Any allowance or other payments will only be made to staff in connection with their role or the patterns of hours they work and must be in accordance with the Council's policies which include Recruitment & Retention Allowances and Exceptional Payments Policy.

## **7 Exceptional increases and additions to remuneration for CMT Officers**

One or more CMT Officers will be eligible for payments for election duties (e.g. as Returning Officer or Deputy Returning Officer/s). Some of these payments will be made direct by Government or other Authorities e.g. Surrey County Council.

## **8 The approach to the payment of CMT Officers on their ceasing to hold office under or to be employed by the Authority**

CMT Officers who leave the Council's employment, where appropriate, will receive compensation in line with the Council's Employment Stability Policy or through a negotiated settlement. The Employment Committee will make recommendations to Full Council for any mutually agreed departures of Statutory Officers and CMT Officers.

## **9 New starters joining the Council**

Employees new to the Council will normally be appointed to the first point of the salary range for their grade. Where the candidate's current employment package would make the first point of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a higher salary may be considered by the recruiting manager subject to negotiation. This will be within the salary range for the grade. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range.

As with the recruitment of employees across the Council, CMT Officers are generally appointed at the minimum point on their pay scale or at a market

level of pay negotiated on appointment, account will be taken of other relevant available information, including the salaries of CMT Officers in other similar sized organisations. Decisions to approve these negotiations are made by the Head of Paid Service with the Employment Committee or in the case of the Head of Paid Service, by the Employment Committee who will recommend to Full Council.

**10 Relationship between remuneration of CMT Officers and all other employees**

The difference between the highest paid salary and the average full time equivalent salary of the workforce (as at 1<sup>st</sup> April 2021):

| Salary  | Amount per annum | Ratio with highest salary |
|---|------------------|---------------------------|
| Highest Basic Salary (Chief Executive)                                | £126,178         | n/a                       |
| Mean (average) Basic Salary   | £39,502          | 3.19:1                    |
| Lowest point on standard pay scales to which an employee is appointed | £14,284          | 8.83:1                    |

**SURREY HEATH BOROUGH COUNCIL**

**SALARY SCALES**

**WITH EFFECT FROM 01 APRIL 2021**

including consolidated allowance of £250 per annum for Grades 1-3 only

| SH1 |       | SH2  |       | SH3  |       | SH4  |       |
|-----|-------|------|-------|------|-------|------|-------|
| SCP | £     | SCP  | £     | SCP  | £     | SCP  | £     |
| 1.2 | 13442 | 2.7  | 17131 | 3.11 | 21151 | 4.15 | 24649 |
| 1.3 | 14284 | 2.8  | 18114 | 3.12 | 21993 | 4.16 | 25921 |
| 1.4 | 15124 | 2.9  | 19133 | 3.13 | 22821 | 4.17 | 27178 |
| 1.5 | 15970 | 2.10 | 20293 | 3.14 | 23646 | 4.18 | 28387 |
| 1.6 | 16540 | 2.11 | 20863 | 3.15 | 24214 | 4.19 | 28956 |

| SH5  |       | SH6  |       | SH7  |       | SH8  |       |
|------|-------|------|-------|------|-------|------|-------|
| SCP  | £     | SCP  | £     | SCP  | £     | SCP  | £     |
| 5.19 | 29657 | 6.23 | 34680 | 7.28 | 40673 | 8.33 | 46791 |
| 5.20 | 30915 | 6.24 | 35936 | 7.29 | 42104 | 8.34 | 48447 |
| 5.21 | 32153 | 6.25 | 37160 | 7.30 | 43531 | 8.35 | 50113 |
| 5.22 | 33409 | 6.26 | 38433 | 7.31 | 44932 | 8.36 | 51797 |
| 5.23 | 33976 | 6.27 | 39000 | 7.32 | 45500 | 8.37 | 52368 |

| SH9  |       |
|------|-------|
| SCP  | £     |
| 9.37 | 53622 |
| 9.38 | 55364 |
| 9.39 | 57107 |
| 9.40 | 58846 |
| 9.41 | 59414 |

| SH20<br>HEAD of SERVICE |       |
|-------------------------|-------|
| SCP                     | £     |
| 20.101                  | 62010 |
| 20.102                  | 64359 |
| 20.103                  | 67473 |
| 20.104                  | 70592 |
| 20.105                  | 73725 |

| SH21<br>EXECUTIVE HEAD |       |
|------------------------|-------|
| SCP                    | £     |
| 21.106                 | 76862 |
| 21.107                 | 79999 |
| 21.108                 | 83137 |
| 21.109                 | 86497 |
| 21.110                 | 89860 |

| SH22<br>CHIEF EXECUTIVE |        |
|-------------------------|--------|
| SCP                     | £      |
| 22.201                  | 113921 |
| 22.202                  | 118006 |
| 22.203                  | 122094 |
| 22.204                  | 126178 |

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## **Probation Policy and Procedure 2021/22**

### **Summary**

To consider the adoption of a new Probation Policy and Procedure.

### **Recommendation**

The Committee is asked to RESOLVE that the Council's Probation Policy and Procedure, as set out at Annex A to this report, be adopted.

#### **1. Resource Implications**

1.1. There are no resource issues arising from this report.

#### **2. Key Issues**

2.1. This is a new policy to ensure there is a process that all managers adopt for new staff. It is also there to make it clear for new employees of the process during their probationary period.

#### **3. Options**

3.1. The Committee has the option to agree the Probation Policy and Procedure, with or without further amendments.

#### **4. Proposals**

4.1. N/A

#### **5. Supporting Information**

5.1. N/A

#### **6. Corporate Objectives and Key Priorities**

6.1. To ensure costs for recruiting staff are utilised by providing a clear process for managers and new staff to use effectively during the probation period. In the event the probation is unsuccessful there is a clear process to follow.

#### **7. Risk Management**

7.1. N/A.

#### **8. Equalities Impact**

8.1. Completed

|   |   |
|---|---|
| <b>Annexes</b>                          | <b>Annex A – Probation Policy and Procedure</b>                   |
| <b>Background papers</b>                | <b>N/A</b>  |
| <b>Author/contact details</b>           | <b>Julie Simmonds<br/>Juliesimmonds@surreyheath.gov.uk</b>        |
| <b>Executive Head of Transformation</b> | <b>Louise Livingston<br/>Louise.livingston@surreyheath.gov.uk</b> |

# Surrey Heath Borough Council Human Resources

## Probation Policy and Procedure



Great Place • Great Community • Great Future

# 1. Purpose & Definition

- 1.1 This procedure provides guidance on the probation period for newly appointed members of staff.
- 1.2 The purpose of the probation period is to:
- make sure members of staff are given the opportunity to demonstrate the required skills, knowledge and experience to perform their role effectively
  - provide an opportunity for SHBC to assess the members of staff's capability, reliability, and future potential before deciding whether to confirm their appointment
  - identify the members' of staff training needs and for SHBC to provide guidance and development opportunities to support employees during their probation period
- 1.3 This procedure applies to all SHBC members of staff, including those on fixed term contracts.
- 1.4 This procedure does not apply to Agency Staff. Issues that occur during the employment of temporary agency workers should be raised directly and immediately with the worker's agency.

# 2. Procedure Principles

## 2.1. Probation Period

- 2.1.1. All newly recruited members of staff are subject to a probation period to make sure they meet and maintain the following requirements:
- Job performance
  - Behaviour and attitude in accordance
  - Conduct
  - Attendance
  - Time keeping
- 2.1.2. Confirmation of appointment is dependent upon the satisfactory completion of a probation period.
- 2.1.3. Members of staff who are already employed by SHBC, and undertake an additional role under a new set of terms and conditions as a dual contract are subject to a probationary period in their new role, regardless whether they are competent in their existing role.
- 2.1.4. Staff transferring to a different team or department will be required to undertake a probation period unless it is as a result of a transformation.. Line Manager's will be responsible for monitoring performance, and assessing their suitability for the role against their new objectives and responsibilities. Any issues regarding performance or capability should be managed under the appropriate procedure.
- 2.1.5. If at any time during the probation period, the member of staff feels they are not suitable for the role, they must give SHBC one week's notice to terminate their employment.

## 2.2. **Length of Probation Periods**

2.2.1. The length of the probation period is six months.

## 2.3. **Extension to Probation Periods**

2.3.1. In exceptional circumstances, an extension of up to three months may be added to the probation period. An extension of probation will be allowed only if:

- there is evidence that the member of staff will achieve the required standards given further time to improve
- through the members of staff's sickness or other authorised absence, it has not been possible to assess performance

2.3.2. Any extension of probation must be discussed with HR before being put in place.

## 2.4. **Probation Review Meetings**

2.4.1. There will be a series of regular Probation Review meetings between the member of staff and their line manager throughout the probation period. These will be held as follows:

- within the first week of employment to clarify expectations
- one-month review meeting
- three-month review meeting
- six-month review meeting

2.4.2. A written record must be made of any points raised and to review agreed actions which will be signed by the member of staff and given to them at the end of their review meeting.

2.4.3. The probation review should be conducted by the Line Manager.

2.4.4. The Probation Review meetings are a two-way process allowing both the member of staff and the line manager to discuss progress made, any training or support needed and to provide and receive constructive feedback.

2.4.5. Line managers will use the Probation Review Form (see appendix 1 and link to intranet page <https://intranet.surreyheathonline.gov.uk/node/3080>) to:

- discuss performance, conduct, timekeeping and attendance to date
- highlight examples of good performance, behaviours and achievements
- discuss any issues that need improving, and identify any training /support that is needed to address the issues
- set clear objectives/improvements that need to be achieved by the next review meeting.

2.4.6. The member of staff should sign the Probation Review Form confirming that they have been made aware of their objectives and targets and to confirm they know what they are required to achieve by the next meeting.

2.4.7. The line manager should give the member of staff at least seven calendar days' notice of a probation review meeting to allow both parties enough time to prepare.

- 2.4.8. In between Probation Review Meetings, line managers should keep notes of the member of staff's achievements, development points, training requirements and any advice or warnings given to be used at the next review meeting.
- 2.4.9. A copy should be sent to Human Resources to be placed on their Staff file following each review.

## 2.5. **Dismissal**

- 2.5.1. If at any time during the probation period, the member of staff fails to meet the required standard and it is evident that the required standards will not be reached by the end of the probationary period, SHBC has the right to dismiss the staff member with one week's notice or one week's pay in lieu of notice.
- 2.5.2. SHBC will not dismiss a member of staff without giving them the opportunity to improve as part of the Probation Review Meetings, except in the case of gross misconduct or capabilities.
- 2.5.3. The member of staff has the right to appeal against a decision to terminate their employment.
- 2.5.4. An appeal must be lodged in writing to Executive Head of Transformation within seven working days of the notification of termination of employment.

## 2.6. **Keeping Records**

- 2.6.1. Line managers should keep a clear, comprehensive and accurate written record during the probation period.
- 2.6.2. If a member of staff does not reach the required standards, it is essential that SHBC has evidence to support a dismissal decision.
- 2.6.3. Notes must reflect the facts of the situation and must be a true representation of the discussion and the outcomes including any agreed dates.
- 2.6.4. Copies of meeting notes must be sent to HR to be stored on the member of staff's file and treated as confidential.

# 3. **Responsibilities**

## 3.1. **Members of staff**

### 3.1.1. Members of staff will:

- attend probation review meetings as required as detailed in 2.4.1
- raise any issues with the Line Manager or HR and seek action to resolve these issues
- make improvements where identified in probation reviews, in accordance with any relevant action
- seek training and support if they have any concerns about the requirements of their role or capability to perform it
- attend mandatory training courses, Data Protection Essentials, Diversity, Equality and Discrimination, Information Management, Information Security, Introduction to Health and Safety and Safeguarding Children and Adults. Plus, any additional training that is directed.

- Have the right appeal against any decision made to terminate their employment.

## 3.2. **Line Managers**

### 3.2.1. Line Managers will:

- plan an induction for the staff member into SHBC
- provide a Job Description and make sure the member of staff fully understands the standards expected in their role
- raise awareness of the probation period with the member of staff within the first week of employment
- hold probation review meetings at the times detailed and identify any issues, providing appropriate support to make sure the member of staff is clear on areas where improvement is required and clearly set out the required improvement actions to review progress at the following review meeting
- provide appropriate support and training to staff throughout the probation period including coaching and mentoring and discuss any further training needs with HR
- maintain clear, comprehensive and accurate written records using the Probation Review Form (<https://intranet.surreyheathonline.gov.uk/node/3080>) and provide the member of staff and HR with a copy of any documentation
- make sure the staff member has completed their probation training
- confirm appointment at the final Probation Review Meeting if satisfied that performance, attendance and conduct are satisfactory. HR should be advised of this using the six-month Probation Review Form
- provide evidence to support a request for an extension to a member of staff's probation period. Consult with HR prior to agreeing an extension
- notify HR of any failure to improve during the initial (no later than month 3 review) or extended period of probation
- continue to monitor staff performance at the completion of the probation period through additional work and behaviour targets. This will be measured during mid-year and end of year reviews.

## 3.3. **Human Resources**

### 3.3.1. HR will:

- advise new staff on appointment of the requirement to complete the probation period
- confirm the member of staff's appointment in writing on the satisfactory completion of the probation period
- monitor the receipt of probation forms and file all associated paperwork on the member of staff's personnel file
- advise line manager's if extension periods are to be permitted, and confirm any agreed extension to probation in writing
- provide advice and guidance to line managers and members of staff during

the probation period

- provide guidance for staff transferring from a team or department to a new role to identify if a probation period is required
- attend meetings regarding termination of employment as required

## Appendix 1

### 1. Probation Review Form

|   |                             |                |             |                  |
|---|-----------------------------|----------------|-------------|------------------|
| <b>Employee's name:</b>   |                             |                |             |                  |
| <b>Job title:</b>   |                             |                |             |                  |
| <b>Department:</b>  |                             |                |             |                  |
| <b>Date of engagement:</b>  |                             |                |             |                  |
| <b>Manager:</b>   |                             |                |             |                  |
| <b>Date:</b>  |                             |                |             |                  |
| <b>Specify review - 1 month, 3 month or final 6 month review</b>  |                             |                |             |                  |
| <p>Please return this form to the HR department within 14 days of the review date.</p>  |                             |                |             |                  |
| <p>Complete the following sections also considering SHBC Staff and Managers Competencies found on the intranet<br/> <a href="https://intranet.surreyheathonline.gov.uk/sites/default/files/Documents/hr/Staff%20and%20Manager%20Competencies%20-%20202a.pdf">https://intranet.surreyheathonline.gov.uk/sites/default/files/Documents/hr/Staff%20and%20Manager%20Competencies%20-%20202a.pdf</a></p> |                             |                |             |                  |
|   | <b>Improvement required</b> | <b>Average</b> | <b>Good</b> | <b>Excellent</b> |
| <b>Job Performance</b>  |                             |                |             |                  |
| <b>Behaviour and Attitude</b>   |                             |                |             |                  |
| <b>Conduct</b>  |                             |                |             |                  |
| <b>Attendance</b>   |                             |                |             |                  |
| <b>Timekeeping</b>  |                             |                |             |                  |

**Where any areas require improvement give details below**

**Outline any plans to improve performance**

**Outline the employee's views on the job, work environment and working conditions**

**Summary of employee's overall performance**

**Is the employee's appointment to be confirmed (if final probation meeting)?**

**Yes**

**No**

**If no, give details of the problems below**

|   |            |           |
|---|------------|-----------|
| <b>Should the employee's probationary period be extended to allow time for improvement (if final probation meeting)?</b>  | <b>Yes</b> | <b>No</b> |
| <b>If yes, please specify the date on which the employee will complete the extended period and specify the improvement required and how this will be achieved</b> |            |           |
| <b>New probation period completion date (if applicable):</b>  |            |           |
| <b>Employee's signature:</b>  |            |           |
| <b>Manager's signature:</b>   |            |           |
| <b>Date:</b>  |            |           |

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**Work Programme**

|                      |     |
|----------------------|-----|
| Portfolio:           | n/a |
| Ward(s)<br>Affected: | n/a |

**Purpose**

**To agree the work programme for the remainder of the 2021/22 municipal year.**

**Background**

1. At each meeting the Committee will consider the work programme, be advised of updates and agree amendments as appropriate.
2. Meetings have been scheduled for the 2021/22 municipal year as follows:
  - 7 October 2021
  - 27 January 2022
  - 24 March 2022

**Proposal**

3. 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.

**Recommendation**

4. The Committee is advised to RESOLVE that the work programme for the remainder of the 2021/22 municipal year be agreed, as set out at Annex A.

**Background Papers:** None

**Author:** Rachel Whillis – Democratic Services Manager  
[rachel.whillis@surreyheath.gov.uk](mailto:rachel.whillis@surreyheath.gov.uk)

**Head of Service:** Richard Payne – Executive Head of Corporate

**Employment Committee  
Work Programme  
2021/22**

Committee meetings for the municipal year are scheduled to be held on the following dates:

- 7 October 2021
- 27 January 2022
- 24 March 2022

The following work for the 2021/22 municipal year has been identified for consideration by the Employment Committee:

| <b>Meeting</b>         | <b>Topic</b>   | <b>Source</b>                       |
|------------------------|--|-------------------------------------|
| <b>7 October 2021</b>  | <b>Leave and Special Leave</b>                                 | <b>HR (review)</b>                  |
|                        | <b>Sickness Absence Policy</b>                                 | <b>HR (review)</b>                  |
|                        | <b>Flexible Working Policy &amp; Procedure</b>                 | <b>HR (review)</b>                  |
|                        | <b>Health and Safety</b>                                       | <b>HR/Health and Safety Officer</b> |
|                        | <b>Climate Change Policy</b>                                   |                                     |
|                        | <b>Pay Policy Statement</b>                                    | <b>HR</b>                           |
| <b>27 January 2022</b> | <b>Agile Working Policy</b>                                    | <b>HR (review)</b>                  |
|                        | <b>House Rules</b>   | <b>HR (review)</b>                  |
|                        | <b>Recruitment Policy and Procedure</b>                        | <b>HR (review)</b>                  |
|                        | <b>Pay negotiations 2022/23</b>                                | <b>HR</b>                           |
|                        | <b>Pensions Discretion Policy – if any amendments are made</b> | <b>HR</b>                           |
|                        | <b>Family Friendly Policy</b>                                  | <b>HR</b>                           |
| <b>24 March 2022</b>   | <b>Pay Settlement 2022/23</b>                                  | <b>HR</b>                           |
|                        | <b>Data Breaches Policy</b>                                    | <b>ICT/HR</b>                       |
|                        | <b>Information Security Policy (Review)</b>                    | <b>ICT</b>                          |
|                        | <b>Data Protection Policy</b>                                  | <b>ICT</b>                          |
|                        | <b>Social Networking Policy (Review)</b>                       | <b>HR/ICT</b>                       |
|                        | <b>Employment Stability Policies and Procedures</b>            | <b>HR (review)</b>                  |

To be allocated:

Annual report on the use of the Speak Up Policy

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