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Wednesday, 5 October 2022

To: The Members of the **Employment Committee**
(Councillors: Stuart Black (Chairman), Cliff Betton (Vice Chairman), Colin Dougan, Sharon Galliford, Mark Gordon, Josephine Hawkins, 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, Liz Noble, Sashi Mylvaganam and Adrian Page

Dear Councillor,

A meeting of the **Employment Committee** will be held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on **Thursday, 13 October 2022 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

AGENDA

		Pages
	Part 1 (Public)	
1	Apologies for Absence	-
2	Minutes	3 - 6

To confirm and sign the minutes of the meeting held on 14 July 2022 (copy attached).

3	Declarations of Interest	-
	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.	
4	Update on Pay Settlement	7 - 10
5	Agile Working Policy	11 - 34
6	Social Networking Policy	35 - 46
7	Christmas Working Arrangements	47 - 52
8	Appointments Sub Committee Minutes	53 - 54
	To agree the minutes of the Appointments Sub Committee meeting held on 31 August 2022 and ask the Chairman to sign the minutes.	
9	Work Programme	55 - 56

**Minutes of a Meeting of the
Employment Committee on 14 July
2022**

+ Cllr Stuart Black (Chairman)
+ Cllr Cliff Betton (Vice Chairman)

+ Cllr Colin Dougan	+ Cllr Alan McClafferty
* Cllr Sharon Galliford	- Cllr Graham Tapper
- Cllr Mark Gordon	+ Cllr Victoria Wheeler
+ Cllr Josephine Hawkins	

+ Present
- Apologies for absence presented
* In attendance virtually but did not vote

Substitutes: Cllr Liz Noble (In place of Cllr Graham Tapper)

Members in Attendance: Cllr Rodney Bates

Officers Present: Louise Livingston, Julie Simmonds and Rachel Whillis.

1/EC Minutes

The minutes of the meetings held on 6 April and 10 May 2022 were agreed as a correct record and were signed by the Chairman.

2/EC Updated Pay Settlement Procedure

The Committee was reminded that, during the process for agreeing the pay award for 2022/23, it had been agreed that the Pay Settlement Procedure would be reviewed to ensure that all parties were clear about the role they undertook, the information that would be provided, the consultation process that would be used, and the timelines.

A revised Pay Settlement Procedure had been produced which incorporated the following factors:

- Agreeing a pay settlement for a two year period rather than one year, taking into consideration the Council's Medium Term Financial Strategy;
- Starting the process earlier so it coincide with the budget setting and the process was afforded more time;
- Setting out the role undertaken by each party; and
- Where an agreement had not been reached by the Consultative Group and both sides' recommendations were consequently submitted to the Employment Committee, Staff Representatives would attend this meeting.

The Committee reviewed the revised procedure and agreed to add to the definition on how the Joint Staff Consultative Group reached an agreement, as set out in its Constitution. It was also agreed to extend the section titled 'Employment Committee' to recognise that the Employment Committee and Full Council do not

necessarily need to agree the recommendation put forward by the Joint Staff Consultative Group.

RESOLVED that the amended Pay Settlement Procedure, as set out at Annex A to the agenda report, as amended, be agreed.

3/EC Electric Vehicle as a Salary Sacrifice Scheme

The Committee considered a report detailing a proposal for the Council to introduce a salary sacrifice scheme for staff to purchase Electric Vehicles. Octopus Electric Dreams had been suggested as the best scheme. Members were advised that, at this stage, agreement was sought for the principle of introducing this benefit and further details and policies supporting the scheme would be brought to the Committee as the introduction of the benefit progressed.

Members discussed the eligibility criteria for joining the scheme, in particular in relation to the requirement that the employee's revised salary, after taking into account the salary sacrifice, would need to exceed the National Living or Minimum Wage and the Lower Earnings Limit for National Insurance Contributions purposes. It was therefore emphasised that the scheme would not necessarily be available to all members of staff.

In response to questions from the Committee, it was clarified that joining the scheme would not affect an employee's pension. It was also confirmed that the Council's Climate Change Officer was reviewing the infrastructure for EV charging within the Council's car parks, including Surrey Heath House Car Park, and staff would be required to pay for charging their vehicles.

RESOLVED that the Council signs up to the Octopus Electric Dreams Car Scheme, as set out in Annex A to the agenda report.

4/EC Post Entry Training Policy

The Committee considered proposed changes to the Council's Post Entry Training (PET) Policy, which had last been reviewed in 2013.

Following consideration by the Joint Staff Consultative Group, additional wording had been added to allow for study leave for employees to complete dissertations or coursework where the employee was not required to sit an exam. Section 5 of the Policy had also been updated to ensure that it was clear that an employee leaving the Council's service through no fault of their own would not be expected to repay the costs of their training.

Arising from the discussions, it was agreed that the Policy would be updated to include the following:

- (i) clarification that, whilst the Policy included a deadline for PET applications by 30 June each year, which was aligned with the appraisal cycle, this would not be the only time PET applications would be considered;

- (ii) adding additional wording regarding agreeing to support the completion of a course, if necessary, in circumstances where an employee was made redundant, depending on how far the qualification had progressed;
- (iii) updating the definition regarding courses undertaken and approved on a modular basis and adding an example on how this would operate.

In addition to those changes, it was agreed to further look at considering whether childcare costs could be incorporated in the financial assistance section of the Policy.

RESOLVED that the revised Post Entry Training Policy, as set out at Annex A to the agenda report, as amended, be agreed.

5/EC Pay Policy Statement 2022/23

The Committee received a report setting out the Council's Pay Policy Statement for 2022/23. It was reported that the Council was required, in accordance with Section 38(1) of the Localism Act 2011, to review and update its Pay Policy Statement on an annual basis.

Members agreed to add a footnote to the table in section 10 of the Statement explaining that the notable change to the Mean Basic Salary was due the transfer of a number of staff to a partner organisation.

RECOMMENDED to Full Council that the Pay Policy Statement 2022/23 be adopted, as set out at Annex A to the agenda report, as amended.

6/EC Work Programme

The Committee discussed its work programme for remainder of the 2022/23 year. It was advised that the Social Networking Policy, which had been deferred at the previous meeting, would be considered at the meeting on 13 October 2022. It was also noted that the item on Christmas Closure, scheduled for the October meeting, would consider arrangements for Christmas Closure from 2023 onwards.

RESOLVED that the work programme for the remainder of the 2022/23 municipal year, as set out at Annex A to the agenda report, as amended, be agreed.

Chairman

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Surrey Heath Borough Council
Employment Committee
13th October 2022

Update on Pay Settlement

Strategic Director/Head of Service	Louise Livingston
Report Author:	Louise Livingston – Head of Human Resources, Performance & Communication
Wards Affected:	All

Summary and purpose

To consider the pay award recommendation from the Joint Staff Consultative Committee held on 22nd September 2022, as per the Pay Settlement Procedure

Recommendation

The Employment Committee is advised to RECOMMEND to Full Council that a consolidated 8% pay rise be applied on all pay scale points from 1st October 2022, as proposed by Staff Representatives and Councillors of the Joint Staff Consultative Group.

1. Background and Supporting Information

- 1.1 The pay award is a Council decision however before a decision is made the Pay Settlement Procedure is followed. This includes a consultation through the Joint Staff Consultative group and then recommendation/s made to the Employment Committee who in turn recommend to Council.
- 1.2 On 5th September 2022 the pay settlement procedure commenced with meetings taking place with Councillors and then Staff Representatives for the pay award 2023/24 and 2024/25.
- 1.3 At these meetings information was shared on a number of areas including how the Council had fallen behind comparatively with other local boroughs and districts with low cost of living rises in the previous 2 years, the increase in staff turnover the Council is experiencing, the difficulties in recruiting to roles, the increase in inflation rates and cost of living rises.
- 1.4 At the Joint Staff Consultative Group meeting Councillors received a presentation from staff representatives who shared the position of the staff which included factual information around staff turnover, low morale, the effect

that different percentage rises would have on salaries, feedback from staff on expected salary increases.

- 1.5 After the presentation Councillors formally set out the pay offer that the Council would like to propose. In line with the formal procedure, this reflected the position confirmed at the initial meeting with Member representatives from both the Employment Committee and Joint Staff Consultative Group, including the Chairman of the Employment Committee, the Leader of the Council and Finance Portfolio Holder.
- 1.6 The offer proposed was to pay a cost of living rise for the 2023/24 financial year of 8% (consolidated) across all grades. It was also proposed that the implementation of this increase would be brought forward to 1st October 2022 to reflect the inflationary pressures that were already impacting on staff.
- 1.7 It was also proposed that given the uncertainty that now exists in the medium term regarding future economic factors such as inflation rates, no decision would be taken at this time regarding the pay award for 2024/25.
- 1.8 The proposals were conditional on staff playing an active role in helping the Council to further reduce costs, improve efficiencies and find additional sources of income. This would need to include increasing the average time vacancies are held open to 6 months before they are filled the only caveat to this is the impact on the Council delivering services to its residents. This will be monitored by Human Resources and agreed by the Chief Executive.
- 1.9 The proposed pay award was accepted by staff representatives, the proposal was voted on it was a unanimous decision reached by both councillors and staff representatives, hence this recommendation being put forward to the Employment Committee.

2. Reasons for Recommendation

- 2.1 It is the Employment Committee's role to recommend to Full Council the Annual Pay Award for staff.
- 2.2 A point of note the Employment Committee can decide to make a different recommendation on the value of the cost of living rise. If this is the case and if its materially different to what is proposed, then a further formal period of consultation will be required with Staff Representatives and a further meeting of the Joint Staff Consultative Group before coming back to the Employment Committee, ahead of a final decision being taken at full Council.
- 2.3 The recommendation put forward to the Employment Committee is as agreed by both Staff Representatives and councillors of the Joint Staff Consultative Group.

3. Proposal and Alternative Options

- 3.1 The Employment Committee need to decide if the proposed pay award will be recommended to Council or whether they want to recommend a different pay award.

4. Contribution to the Council's Five Year Strategy

- 4.1 The pay award will contribute to how the Council remains an Effective and Responsive Council ensuring that it has the right resource to deliver all the ambitions and priorities as set out in the 5 Year Strategy.

5. Resource Implications

- 5.1 The pay award depending on what is agreed will have a direct impact on the Councils Budget and savings will need to be made or income increased to pay for the award to ensure that it doesn't cause year on year growth
- 5.2 This would need to include increasing the average time vacancies are held open to 6 months before they are filled the only caveat to this is the impact on the Council delivering services to its residents if this is case the post will be filled as quickly as possible.

6. Section 151 Officer Comments:

- 6.1 The Section 151 Officer has been part of the consultation process for the pay award discussions. It should be understood that whatever award is made, it will create a budgetary pressure that will need to be managed by efficiencies or increased income increased.
- 6.2 It should be further weighed against this that the longer term cost of recruitment and retention could outweigh the cost of the award, combined with the potential loss of skills, knowledge and experience across the Council if staff were to leave.
- 6.3 The award is affordable and supported by reserves, which are sufficient to cover the cost of the award in the short term and the Council will continue to move to a balanced budget across the medium term financial strategy.

7. Legal and Governance Issues

- 7.1 The procedure that has been followed is in line with the governance set out for the Joint Staff Consultative Group and Employment Committee, with the final decision made by Council.

8. Monitoring Officer Comments:

- 8.1 Noted the content of the report no comments to add.

9. Other Considerations and Impacts

Environment and Climate Change

9.1 None

Equalities and Human Rights

9.2 The Pay award is considered for all staff equally there are no equality or human rights issues, none of the protected characteristics as set out in the Equalities Act will be impacted by the content of this report.

Risk Management

9.3 There could be further continued impact on recruitment and retention if the recommended pay award is not agreed which could see services impacted longer term.

Community Engagement

9.4 None

Annexes

None

Background Papers

None

Surrey Heath Borough Council
Employment Committee
13 October 2022

Agile Working Policy

Strategic Director/Head of Service	Louise Livingston
Report Author:	Julie Simmonds – HR Manager
Key Decision:	no
Wards Affected:	n/a

Summary and purpose

This report provides the Committee with details of the Agile Working Policy which we have adopted within Surrey Heath Borough Council. This policy is often under review as the Council continues to make adjustments to the working practices.

Recommendation

The Employment Committee is advised to RESOLVE that the Agile Working Policy, as set out at Annex A to this report, be adopted.

1. Background and Supporting Information

- 1.1 This policy continues to evolve as we continue our progress with agile working for staff.

2. Reasons for Recommendation

- 2.1 During Covid we had to quickly adapt to working from home and the Council is progressing towards reducing the space within Surrey Heath House that staff work in to allow greater flexibility both now and for the future.

3. Proposal and Alternative Options

- 3.1 Adoption of this Agile Working Policy.

4. Contribution to the Council's Five Year Strategy

- 4.1 No matters arising.

5. Resource Implications

5.1 There will be some resource implications as the space within the building is utilised to its full potential.

6. Section 151 Officer Comments:

6.1 This Agile Working Policy was sent to S151 Officer 6th September 2022 for comment and nothing has been raised.

7. Legal and Governance Issues

7.1 No matters arising.

8. Monitoring Officer Comments:

8.1 This Agile Working Policy was sent to Monitoring Officer on 6th September 2022 for comment and nothing has been raised.

9. Other Considerations and Impacts

Environment and Climate Change

9.1 Supports the Council's pledge.

Equalities and Human Rights

9.2 Equalities Impact Assessment will be completed.

Risk Management

9.3 Not applicable

Community Engagement

9.4 Not applicable.

Annexes

Annex A – Agile Working Policy



Human Resources

AGILE WORKING POLICY



September 2022

Surrey Heath Borough Council
Knoll Road, Camberley GU15 3HD
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Contents

1.	Introduction	3
2.	Purpose and Scope	4
3.	Policy	5
4.	Procedure for approving Office, Agile and Homeworking Arrangements	8
5	Hours of work	9
6.	Contact and cover	10
7.	Office Environment and Parking.....	11
8.	Team Ethos.....	12
9.	Management of performance	13
10.	Equipment.....	14
11.	Expenses and allowances	16
12.	Health and Safety and Risk Assessment.....	16
13.	Corporate standards	18
14.	Security.....	19
15.	Liability	19
16.	Changing circumstances	20
17.	Tax and Allowances.....	20



I. Introduction

- 1.1 We encourage our employees to adopt a flexible, collaborative working style which supports the delivery of effective customer service whilst also offering staff flexibility in how they work. Agile technology enables us to work remotely and allows staff to access the information and tools that they need to carry out their work at any time from any location. We want to be able to support our staff with working as flexibly as possible to meet the demands of their role.
- 1.2 In general terms, all staff are required to attend the office a minimum of 1 day a week. Your actual pattern and place of work will be determined by the role that you deliver for the Council and the arrangements that are agreed between you, your manager and your team. This could range from you being in the office 1 day a week to 5 days a week, as and when required and this will be kept under review.
- 1.3 Section 3 categorises how some roles within the Council will require employees to have a fixed work location, work at different locations other than SHBC but, for all other employees there will be an expectation that they will be flexible in their work location. We are working towards achieving remote working and bookable desk arrangements for the majority of staff.
- 1.4 There are also long term advantages associated with improved employee work-life balance and greater job satisfaction resulting from greater individual ownership over the ways in which people work. Agile working can also have a positive impact upon performance and customer service. This will be monitored and if it proves otherwise, time in the office may need to be increased.
- 1.5 Workspace modernisation has taken on new importance with COVID-19 ensuring that our working environment is as safe as can be. We need to be highly adaptable to respond and adjust to the changing situation now and in the future.



2. Purpose and Scope

- 2.1 This document sets out the Policy, Procedure and standards for remote and mobile working and applies to all employees working for the Council whose work location may be flexible.
- 2.2 In addition to 1.2, the following employees will normally be excluded from working from home:
- Employees who are subject to formal support arrangements under the Capability Procedure.
 - Employees who are subject to a formal warning under the Disciplinary Procedure for a breach of this procedure or other relevant misconduct.
 - Employees who are subject to temporary close supervision in order to obtain quantitative or qualitative data on work outputs.
- 2.3 Agency workers may be assigned as agile or home workers depending on the nature of the role, and the service should assess what equipment will be necessary for them to undertake the duties associated with the role.
- 2.4 This Policy will be applied fairly and consistently to all staff employed in the Council regardless of the work location and number of hours worked.
- 2.5 This Policy should be read in conjunction with the following policies:
- Statement of Terms and Conditions of Employment (individual)
 - Flexible Working Policy
 - Health and Safety Information for officers
 - Information Security Policy
 - Grievance Policy and Procedure
 - Off- site Working Policy and Procedure



- Information Governance Policy & Strategy
- COVID working guidelines.

3. Policy

3.1 Categorisation of workers and definitions:

Category	Description
Office Worker	Workers will need to be office based for the majority of their working week and will work in a fixed office location at a fixed desk. The nature of the work dictates that work must be mainly carried out at the office (e.g. acting as a ‘hub’ for the team or continuously responding to clients from a fixed building).
Non Office Worker	Some workers are required to work off site at other locations for example in the Car Parking or Theatre
Agile Worker	Workers who can work effectively for part of the week at a different location and can choose to split their time between home and a Council office with bookable desk arrangements.
Homeworker	Workers who work the majority of their working week away from the office. These workers will either work from home or another suitable location and attend a Council office with flexi-desk arrangements when necessary.
Equipment	



For some specialist packages, such as Photoshop we will need to review the employees requirements on a case by case basis.

Where appropriate, all employees will be provided with laptops that can be used with desktop docking stations with dual monitors at many desks across any Council offices, or for homeworking. The laptops will pick up the corporate Wi-Fi and / or, a direct wired internet connection automatically from any Council office and, employees will use personal Wi-Fi and / or a direct wired internet connection when working from home.

In current circumstances some employees may be using their own equipment to work from home, in this case employees need to ensure they have completed and signed a bring your own device agreement form. ICT can only provide limited support while using personal equipment.

Telephony is built into the laptops provided or via the 8x8 mobile app.

- 3.2 No existing employee whose job is assessed as suitable for an agile or home working arrangement will be required to work away from the office environment if they choose not to do so. All existing staff (at the time of this policy being adopted) choosing to become agile or home workers, do so on a voluntary basis.
- 3.3 Existing employees who work under an agile or homeworking arrangement will be expected to do so on a permanent basis or until operational requirements are redefined. Because of office accommodation requirements it may not be possible to allow employees to change to different office working arrangements. However, it is recognised that there may be exceptional circumstances where a line manager in conjunction with HR may agree to a change a role to office based working, and these should be assessed on a case by case basis.



- 3.4 Employees will be provided with ICT support by raising a ticket through Fresh Service, including equipment (Laptop, riser, keyboard, mouse), software, training and technical support and advice, as appropriate to their work style.
- 3.5 Employees who work at home as part of their working arrangement will be provided with advice and information on appropriate insurance. (Please see 15.3 for further information).
- 3.6 Employees working away from the office (at home or at other work locations) must be contactable by telephone or virtually through MS Teams or Zoom during pre-defined working hours.
- 3.7 Employees who volunteer to become agile or home workers or, new employees who are recruited as agile or homeworkers are expected to provide themselves with a suitable workspace within the home where they can work effectively. All working environments (including the home 'office') will be subject to a risk assessment to ensure the health and safety of relevant employees. Employees may be prevented from working from home where their workspace within the home has been assessed as not compliant with health and safety requirements (see 12.3).
- 3.8 All employees working at home must have suitable dependent care arrangements in place. Employees should enquire with their managers if they need further support and/or flexibility. It is the employees responsibility to ensure they have suitable care provisions in place allowing for minimal distractions when carrying out their role.
- 3.9 Council office locations which accommodate agile workers will have adequate arrangements for 'flexi-desks', including workstations (laptop docking stations) and meeting spaces.
- 3.10 For employees working at SHBC who do not have a permanent desk they will be required to use a cloud based booking system. SHBC have a clear desk policy and employees will be able to keep personal items in either moveable pedestals or lockable lockers for security purposes.



- 3.11 To ensure that employees are working in a clean and safe environment SHBC will continue with their current cleaning processes. There will also be supplies of antibacterial wipes and sprays for employees regular use.
- 3.12 All equipment provided to the employee is for the exclusive use of that employee (i.e. not for use by family/friends).
- 3.13 Managers and employees will be provided with procedures, training and support, as necessary, to ensure that performance and conduct can be managed for agile and home workers.

4. Procedure for approving Office, Agile and Homeworking Arrangements

- 4.1 The line manager, in conjunction with the Strategic Director/ Head of Service and HR, will determine the business requirements within their teams.
- 4.2 The line manager will meet employees, as necessary, to discuss the implications of transferring to agile or homeworking, and will ensure that they have access to any relevant guidance documents and to discuss any concerns. HR or ICT can provide further information or answer specific queries.
- 4.3 If an employee cannot work remotely due to a change of circumstances, a fixed office base will be considered if there are sound reasons that affect the employee's ability to work flexibly.
- 4.4 In cases where the employee has been excluded from working from home (see 2.2 above), in exceptional circumstances the line manager may, in conjunction with the Strategic Director/ Head of Service and HR, determine that agile or homeworking may commence or continue. This decision should take account of the operational needs of the service, the nature of the problem, and be subject to suitable management arrangements being in



place.

- 4.5 Agile working arrangements may be suspended for short periods for operational reasons, after consultation with affected employees.

5 Hours of work

- 5.1 Employees working away from the office must be available to work between 7.30am and 6.00pm Monday to Friday as specified in the bandwidths contained in Council's Flexible Working Scheme, unless the post specifically requires work to be carried out outside these hours, or where alternative arrangements have been agreed with the line manager, subject to service provision.
- 5.2 Full time employees should always be at work between any core hours (Monday- Thursday 10.00am-4pm and Friday 10.00am – 3.30pm) agreed by the service, and must take a lunch break of at least ½ hour between 12.00 noon and 2.30 pm unless, otherwise agreed with their line manager that a break may be taken outside this time. The minimum requirements for employee rest breaks are at least a 20 minutes break during each working day where their work pattern is longer than six hours.
- 5.3 For part time employees, the line manager and employee should agree the normal daily working hours, during which period the employee should be contactable by telephone, **virtually** and email, as appropriate.
- 5.4 Following a conversation the line manager may agree with the employee to take reasonable 'time out' during working hours in order to improve work life balance (e.g. to take children from school to an after school activity, walk the dog or attend appointments).
- 5.5 Employees working from home need to consider their dependent care arrangements. Homeworking is not a substitute for dependent care arrangements, and employees working from home should not do so whilst in sole charge of dependants requiring care and supervision. Consult with your line manager if support and flexibility is required.



- 5.6 All employees have a responsibility to adhere to the Working Time Regulations (WTR) with respect to weekly working hours and rest breaks. Line managers should monitor the number of hours employees are working flexibly to ensure that WTR are not breached.

6. Contact and cover

- 6.1 Line Managers should ensure that employees are clear on the standards that apply to them locally in terms of contact, availability, telephone cover, office cover, working from home etc.
- 6.2 Employees who are unable to work due to being unwell should contact their line manager in accordance with the normal Sickness Absence procedure regardless of the location they are working from. **It is the managers responsibility to ensure iTrent is updated to reflect any sickness absence.**
- 6.3 All employees working flexibly should be contactable by their line manager and other officers of the Council during their normal working hours or the hours specified in their Outlook Calendar. Where appropriate, they should also be contactable by customers/clients. Agreed 'time out' should clearly be blocked out in the Outlook calendar to indicate that the employee cannot be contacted during these hours. Use of 'private' in Outlook should be used wisely and only when necessary.
- 6.4 All employees should keep their Outlook calendars up to date with their location and times of meetings and make them available to the whole team or service. **Managers should ensure this is adhered to for Health and Safety reasons as well as knowing who is where in their team.**
- 6.5 All employees should adhere to the Council's Telephony Usage Standards. Suitable personal voicemail messages should be recorded so that callers have the right information if the employee is unavailable or away from work.



- 6.6 Flexible workers should ensure they are always logged onto the 8x8 system when at work. This ensures that calls to their telephone extension are routed to and from their preferred device (lap top with or without head set, mobile as appropriate). Employees are required to constantly update their status on 8x8 to ensure that the system is live and accurate.
- 6.7 Agile and homeworkers may be required by the line manager to participate in a rota system to cover office hours or essential services such as customer help lines and duty systems. This requirement will be determined on a case by case basis in each workplace/team.
- 6.8 Agile and homeworkers will be required to attend meetings, training, seminars etc. as appropriate to the job, and to provide reasonable cover for absent colleagues at the request of the line manager.

7. Office Environment and Parking

- 7.1 Agile and Homeworkers will be allocated a 'designated office' which is deemed to be their place of work when not working from home or at other locations.
- 7.2 The Council will provide workstations (also known as 'flexi-desks') for Agile and Homeworkers to use when they are in the office. They will be required to use whichever convenient workstation is available through the booking system and therefore employees will not have the right of exclusive use of a particular workstation. All flexi-desks should be cleared at the end of the working session and left clean and tidy for the next occupant.
- 7.3 Although Teams will have designated area's within the Council Offices, if a desk is not available immediately within that area then look for an alternative desk on the booking system. If you are not attending the office



all day, only book the desk for the time required to allow other staff to search on the booking system and use.

- 7.4 Agile and Homeworkers will have access to lockable storage in the designated office for their personal files, papers, ICT equipment and stationery.
- 7.5 Where an Occupational Health assessment has determined that an Agile or Home worker requires specific workstation equipment to carry out their work, they may be given priority use of a specific workstation if this is the only practical way to provide it.
- 7.6 [The Staff Car Parking Guidelines](#) remain in place for all Staff.

8. Team Ethos

- 8.1 Good communication is essential to agile working and under flexible working arrangements it will be the manager's responsibility to ensure that they maintain team ethos within their team. Managers will therefore need to consider:
- The use of effective communication which may include regular contact and supervision meetings, updates, team meetings, informal break chats.
 - Planning team building and team activities.
 - Inducting new staff members into the team including their socialisation into the team.
 - Ensuring emotional support is available as required either through access to managers or through the introduction of a buddy system within the team.
 - Creating opportunities for team working, mentoring and training opportunities.

Managers will be supported in sourcing appropriate training to meet their needs in supporting their particular teams to work effectively and promote



team wellbeing, and training will also be available to wider staff members where required. **Contact HR if you need any further support.**

9. Management of performance

9.1 Managers must put in place arrangements to ensure that the performance of each employee can be managed effectively without continuous direct supervision. Under remote working arrangements, performance management and regular contact is more important and therefore needs to be more planned and formalised.

9.2 Performance management should include;

- Regular 1:1 meetings with the employee to discuss work issues, including progress towards objectives. These should occur at least once every 4 to 6 weeks, and give the manager and the employee the opportunity to raise any matters of concern.
- The use of updates between managers and employees in between supervision meetings through effective communication.
- The use of 'SMART' work objectives in performance review and 1:1 meetings.
- Regular feedback from customers and other data on work output (where appropriate).
- Effective communication mechanisms such as team briefings, team meetings, team building days etc.
- **Providing support mechanisms and a supportive environment to staff who find remote working challenging.**
- **For new employees, ensure they have all they need in order for them to settle into their role as quickly as possible. Complete the 1 month, 3 month and 6 month probation form to identify any training, support, access to software and anything else a new member of staff may require.**



- 9.3 Home and Agile working arrangements require employees to be well-organised and motivated, with clear objectives and timescales for achieving them. Management of home and agile workers must take into account the need for support, and training if necessary, to manage their own workload without direct supervision.
- 9.4 If the line manager has any concerns about the employee's conduct or performance, these should be raised as soon as possible with the employee. The line manager should consider with the employee whether any additional advice or support is required to help them to reach the required standards. Consideration should be given as to whether the home or agile working arrangement should be suspended after taking advice from HR.
- 9.5 Serious concerns about underperformance should be addressed through either the Capability Procedure, or the Disciplinary Procedure if the behaviour constitutes misconduct.
- 9.6 Managers and employees are able to access training, support and advice on the effective management of home and agile working arrangements through the corporate training programme and HR.

10. Equipment

- 10.1 The Council's ICT service will provide support and advice to an employee working remotely, however the service is unable to support an employee's home internet connection. Where an employee's home internet connection does not work they must contact their line manager who should advise them that they need to come into the office to work until the problem is resolved.
- 10.2 Agile and Homeworkers must have broadband installed with a wireless router or a wired (R45 Ethernet) network connection. Employees who do not wish to purchase broadband may not be allowed to work from home. Employees should not use Council-issued 3G cards to access the network when working from home. Any specific requirements which may be



required needs to be discussed with ICT as there needs to be an assessment for security.

- 10.3 Equipment supplied by the Council is for business purposes. Employees should refer to the ICT Policy regarding the use of Council equipment for personal use for more information. The equipment must not be used by anyone (e.g. members of the family, friends etc) other than the employee.
- 10.4 Where Council owned equipment requires maintenance or repair, this must only be carried out by the Council's ICT Service.
- 10.5 For security and support reasons employees will not be provided with a home printer unless in exceptional circumstances a business case for home printing has been investigated and approved.
- 10.6 All equipment remains the property of the Council and must be returned on demand. By raising a ticket through Fresh Service requesting IT equipment it will enable the ICT Team to keep an inventory of all equipment issued to employees.
- 10.7 Managers must work with the employee and ICT to ensure that adequate precautions are taken to maintain confidentiality of information assessed or stored in an off-site/home working environment in accordance with the Council's Data Protection Policy for Home Working, the Data Protection Act 2018 <https://www.gov.uk/data-protection> and related legislation or guidelines.
- 10.8 Employees are expected to take reasonable precautions to keep Council property and information secure. Confidential and personal data must be shredded or returned to the Council for proper disposal.
- 10.9 In the event of loss, theft or damage to Council equipment, employees must report the incident to ICT, Strategic Director/Head of Service and/or local police (as appropriate) within 24 hours. If data is lost, this must be reported to the Information Governance Manager.



10.10 Purchase of office equipment or stationary for use at home will not be reimbursed but obtained through the Council's Facilities Team or ICT.

11. Expenses and allowances

11.1 Employees will not be entitled to any allowances or reimbursement of utility bills for working from home with the exception of 17.1.

11.2 Mileage is not payable when the Agile or Homeworker attends the designated office as detailed in your terms and conditions of work. Any other mileage incurred will be paid at the relevant mileage rate depending on the reason for travel and any car user status attached to the post. (see car user policy)

11.3 For Homeworkers who are not based in a Council office and are attending site visits throughout the day, working time will begin when travel to the first site commences and ends when reaching home at the end of the day.

12. Health and Safety and Risk Assessment

12.1 Most of the regulations made under the Health and Safety at Work Act 1974 apply to employees working at home as well as to employees working at Council accommodation.

12.2 Managers have a responsibility to ensure that a health and safety risk self-assessment is completed for the employee's work area in the home, to ensure that work can be undertaken safely without endangering the health of the worker or their family. [Corporate Guidance](#)

12.3 The Workrite on-line Homeworking Assessment for Mobile and Flexible Working should be completed as a joint exercise between the line manager and employee. Employees have responsibility for implementing any actions identified in order to reduce/mitigate risks in their home and to make their work environment safe. The cost of any adjustments to the home working



environment to meet health and safety requirements should be borne by the employee (with the exception of 3.7).

- 12.4 Managers should be reviewing health and safety on a regular basis and should be discussed on a frequent basis during 1:1 meetings. Where there are concerns, appropriate advice should be sought.
- 12.5 Where employees are visiting clients/sites etc. they must ensure they make frequent contact with their office, usually after each visit in line with the Service's Off Site Working Policy.
- 12.6 Any accidents whether they occur in the work place, whilst working from home or on a visit should be reported to the line manager as normal and recorded on an accident report form.
- 12.7 Employees with particular needs will be assessed by the Health and Safety Officer and/ or Occupational Health. Recommendations will be made about the specific equipment needed (e.g. special computer mouse, or a specific type of chair). This equipment will be provided for the employee to use at their main work location. If the main work location is not the office, the cost of providing additional/specialist equipment for working at home will be considered however, if this cost is judged unreasonable, the Council may determine that the worker should be required to work in the office. Prior to making this decision the line manager should seek advice from HR.
- 12.8 Electrical equipment supplied by the Council should be regularly tested, in line with the annual frequency at the employee's designated office location.
- 12.9 Employees must never use handheld mobile phones or email devices whilst driving and employees should be stationary when making or receiving telephone calls whilst driving. (see car user policy)
- 12.10 If the line manager determines that a new employee cannot safely work at home, they must work in the office at a flexi-desk.



12.11 Mental Health considerations will be at the forefront of how new working arrangements are affecting individuals and we encourage you to speak to your manager or HR if you are experiencing any issues.

13. Corporate standards

13.1 All employees should respect others when it comes to the working environment and be aware of how their behaviour might impact on others working in a flexible environment. It is recommended that locally services agree to a list of standards that are then communicated to employees to follow.

13.2 The standards below represent the minimum that is expected from employees, it is not intended to be an exclusive or exhaustive list and should be used as the basis for local agreements:

- Be aware of noise levels in the office.
- Leave all flexi-desks clean and clear for the next user.
- There should be no attempt to 'claim' or personalise flexi-desks.
- 'Fixed' desks should be left clear when employees are on leave to allow other employees to use them.
- Time keeping should be adhered to both at the start and end of meetings as a courtesy to those attending the meeting as well as to the next user of the room.
- Leave meeting areas tidy (e.g. clearing up dirty cups at the end of a meeting)
- Avoid eating smelly foods at desks.
- Avoid having meetings at desks as this can disturb others. Where possible, meetings should be held either in meeting rooms or in break-out areas.
- Earphones should be used for Teams meetings attended at the desk to reduce noise levels.



- Where problems develop with working environments these should be reported using the management structure in place to resolve issues as they arise.

14. Security

- 14.1 Employees must ensure that all Council data and equipment (including laptops, handheld email devices, mobiles phones etc.) are stored securely, and that it is not at risk of loss or theft. Guidelines for employees on data security when working away from the office is provided in the Off Site Working Policy.

15. Liability

- 15.1 Employees working away from the office are covered by the Council's insurance policy for employer's liability and personal accident in the same way as office-based employees.
- 15.2 Equipment supplied to employees working away from the office is covered by the Council's insurance arrangements providing it is used for work purposes only, and in line with manufacturer's instructions.
- 15.3 All employees working from home for part of their working week should contact their own insurance company to advise that they will be working from home. The Council will not reimburse any increase in premium should this occur. Employees undertaking authorised off- site work are covered by the Council's employee liability insurance to the same extent as office-based workers. However, the extent of the insurance will in some cases be limited by the circumstances and the nature of the loss/damage incurred.
- 15.4 It is the employee's responsibility to check with relevant third parties (e.g. insurers) to ensure that they have relevant permissions to work from home without restrictions or penalty. The Council will not be liable for any



charges related to investigating or obtaining such confirmation.

- 15.5 If an employee is home working in rented accommodation they should advise mortgagees or landlords that they intend to work at home. However, using a room or part of a room to work in would not normally require planning permission. Working from home should not affect Council Tax liability.

16. Changing circumstances

- 16.1 When one of the circumstances below arises, the Council reserves the right to reconsider the working arrangements under which the employee works. No changes will be made without consulting the individual concerned.

The employee moves to a different job role, either permanently or on a secondment or acting up basis. The suitability of the new role for agile or homeworking will need to be assessed.

The employee moves home. Arrangements for homeworking will need to be reassessed.

The Council undertakes a reorganisation of the work area. All job roles will need to be reassessed in the light of changes to job profiles and person specifications.

- 16.2 Managers are responsible for reclaiming equipment where an employee leaves or moves posts in order for it to be reallocated to the next post holder.
- 16.3 Managers are responsible for keeping a record of work arrangements in their team and informing HR of any changes to their regular hours.

17. Tax and Allowances

- 17.1 Employees should be aware that the guidelines around claiming tax relief for working from home has changed for any claims on or after 6th April 2022. For additional information and to see if you can claim please see the



enclosed link and contact the HR Team for further guidance.

<https://www.gov.uk/tax-relief-for-employees/working-at-home>



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Surrey Heath Borough Council
Employment Committee
13th October 2022

Social Networking Policy

Strategic Director/Head of Service	Gavin Ramtohal
Report Author:	Sally Turnbull, Information Governance Manager
Key Decision:	no
Wards Affected:	n/a

Summary and purpose

This report provides the Employment Committee with information regarding the Council's Social Networking Policy which is an annual item on the agenda.

The policy has been amended to include that some social networking use may be applicable to FOI/EIR (8.3) This was presented to Joint Staff Consultative Group and Employment Committee March/April 2022 but Employment Committee requested further consideration to the paragraph to strengthen the wording.

Recommendation

The Employment Committee is advised to RESOLVE that the revised Social Networking Policy, as set out at Annex A to the report, be adopted.

1. Background and Supporting Information

- 1.1 The Social Networking Policy is to be reviewed annually. If there is a need to change it before the annual review it will come back for recommendation sooner.

2. Reasons for Recommendation

- 2.1 The Social Networking Policy needs to be kept under review and will be presented to JSCG annually unless there is a requirement to change it sooner.

3. Proposal and Alternative Options

- 3.1 The adoption of the Social Networking Policy for the next 12 months when it is reviewed again unless it requires reviewing before this anniversary.

4. Resource Implications

4.1 No specific resource implication identified

Annexes

Annex A – Social Networking Policy

Background Papers

n/a



SOCIAL NETWORKING POLICY



April 2022

Surrey Heath Borough Council
Knoll Road, Camberley GU15 3HD
Data.protection@surreyheath.gov.uk



Contents

1. Introduction.....	2
2. Definitions	3
3. Scope.....	3
4. Policy Statement.....	4
5. Equality Assessment	4
6. Principles and Aims.....	5
7. Policy and Procedures	6
8. Legal issues and points around the use of social networking and websites.....	8
9. Reporting Procedure	10

I. Introduction

The main purpose of the Social Networking Policy is to provide guidelines for the effective and safe use of social networking to promote and develop Surrey Heath Borough Council’s (SHBC) services, and to ensure employees and workers are aware of how they should conduct themselves when using social networking sites both at work and outside of work. There are also specific safeguarding issues that employees or workers who work closely with children or vulnerable adults need to be aware of. Please refer to the SHBC Safeguarding Policy for more information.

The Council are committed to making the best use of all available technology and innovation to improve the way we do business, this includes embracing social networking. The Council is pro social networking. However, we have a responsibility to ensure it is used appropriately by all.



2. Definitions

The term 'social networking' is given to websites, online tools, apps and other ICT which allow users to interact or collaborate with each other either by sharing information, opinions, knowledge and interests. The term 'Blogs' refer to online diaries. Other platforms include message boards, podcasts, social networking (such as Twitter, Facebook, Instagram, WhatsApp and Snapchat) content sharing websites (such as YouTube, Slack, and Flickr) and web conferencing sites such as Zoom and MS Teams.

3. Scope

The Social Networking Policy will apply to all employees and workers (including fixed term, casuals, agency staff, contractors and work experience students, volunteers as well as permanent staff) employed on Council business, including those working with partner organisations. This policy should be read in conjunction with the following policies and all other relevant policies will apply:

- Information Governance Strategy and Policy
- Information Security Policy
- Data Protection Policy
- Disciplinary Policy
- Code of Conduct for Officers
- Bullying and Harassment Policy
- Communication guidelines
- Speak Up Policy
- Safeguarding Policy
- Mobile Phone Agreement
- Vexatious and Persistent Complaints Policy and Procedures

The Council reserves the right to conduct investigations where a breach of the Social Networking Policy is suspected. Breach of this policy may be dealt



with under the council's disciplinary policy. Serious cases may be treated as gross misconduct leading to dismissal.

Misuse of social networking websites (both inside and outside of work, if work information is involved) can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against the individual responsible for the content and/or the council.

4. Policy Statement

The Social Networking Policy covers all forms of social networking which include (but are not limited to):

- Facebook, Instagram, Snapchat, Nextdoor and other social networking sites
- Twitter, WhatsApp, discussion forums and other blogging sites
- YouTube and other video clips and podcast sites
- Zoom, MS Teams and other web conferencing sites
- LinkedIn
- All forms of collaborative tools including Slack, Trello and Chatter

5. Equality Assessment

The Council's equality scheme demonstrates its commitment to equality internally and externally and ensures that all sections of the community are given an opportunity to contribute to the wellbeing of the community. An equality impact assessment has been carried out on this policy and procedure.

The Council ensures that consultation is representative of the community and that consideration is given on how to consult hard to reach groups and will positively learn from responses.

6. Principle and Aims



- 6.1 The Council recognises that social networking is an effective communication mechanism which can be used alongside other communication methods. This policy is not intended to restrict employees and workers from using social networking at work and at home, but to make them aware of the risks they could potentially face with how they share information.
- 6.2 To ensure that when social networking is used to communicate with the public, stakeholders and partners by all SHBC staff in the performance of their duties, that it is, aligned to the Council's communication guidelines.
- 6.3 To ensure that the reputation of SHBC is protected and the Council is not brought into disrepute.
- 6.4 To ensure that any SHBC communication through social networking meets legal requirements.
- 6.5 To ensure that all SHBC social networking sites are easily identifiable as originating from the Council and correctly apply the Council's logo according to brand guidelines.
- 6.6 To prevent the unauthorised use of Council branding on employee or workers' personal social networking sites.
- 6.7 To ensure that SHBC employees and workers are aware of cyber-bullying and defamation and that this would be deemed as a disciplinary offence and/or a criminal offence.
- 6.8 To ensure inappropriate language is not used on any SHBC presences or posts, and SHBC core values are considered at all times
- 6.9 To ensure content remains professional at all times.

7. Policy and Procedure



7.1 If employees and workers make reference to the Council on a personal internet site, they should follow these guidelines:

- Do not engage in activities over the internet that could bring the Council into disrepute.
- Do not use the Council logo on personal web pages.
- Do not reveal information which is confidential or sensitive to the Council – consult your manager if you are unsure. Do not discuss existing or proposed policies on social networking websites.
- Do not include contact details, personal details or photographs of service users or staff without permission.
- Do not make offensive comments about the Council, members, colleagues, suppliers or residents of Surrey Heath on the Internet. This may amount to cyber-bullying or defamation and could be deemed a disciplinary offence and/or a criminal offence.
- Do add a disclaimer to your profile stating that opinions are your own.
- Personal accounts should not be used to comment on Social Media postings regarding SHBC on behalf of SHBC. For a consistent response employees and workers should notify the Marketing and Communications Team for Council-related postings.

7.2 If employees and workers create a social networking site from Surrey Heath Borough Council, they should follow these guidelines:

- Do not engage in activities over the internet that could bring the Council into disrepute.
- Do not reveal information which is confidential or sensitive to the Council – consult your manager if you are unsure.
- Do not discuss existing or proposed policies on social networking websites.
- Do not include contact details or photographs of service users or staff without permission.
- Do not make offensive comments about the Council, members, colleagues, suppliers or residents of Surrey Heath on the Internet. This may amount to cyber-bullying or defamation and could be deemed a disciplinary offence and/or a criminal offence.



- Ensure naming conventions remain professional and where linked to an individual, forename and surname combination should be used
- 7.3 If employees and workers are considering any social networking campaigns they should firstly consult the Marketing and Communications Team for guidance.
- 7.4 Employees and workers should be mindful of the information they post on sites and make sure personal opinions are not published as being that of the Council. Misuse of such sites in a manner that is contrary to this and other policies could result in disciplinary action.
- 7.5 Employees and workers must also be security conscious and should take steps to protect themselves from identity theft, for example by restricting the amount of personal information that they give out. Social networking websites allow people to post detailed personal information such as date of birth, place of birth and favourite football team, which can form the basis of security questions and passwords which can make you vulnerable. In addition, employees and workers should:
- ensure that the correct privacy settings are set;
 - ensure that no information is made available that could provide a person with unauthorised access to the Council and/or any confidential information.
- 7.6 If using social networks for investigations, e.g. recruitment, employee relations or debt recovery, all staff must seek advice from Corporate Enforcement or Legal Services. Failure to do so may constitute a breach of the Regulation of Investigatory Powers Act (RIPA). No covert social networking profiles must be set up or used.
- 7.7 Social networking should not be used for decision making. They are only to be used for ideas and ad-hoc communication. Decisions should only be communicated via formal methods of communication that allows for a formal recordletter to be created and kept such as email.



7.8 If using video conferencing sites all staff must conduct themselves in a professional manner ensuring

- You do not use the messaging function within web conferences to share personal or confidential information.
- Meetings are not recorded unless all participants have consented to be recorded and processes are in place for the secure storage, retention and destruction of the recording.
- If the web conference is with members of the public a password to access the meeting is set.
- You are aware of your surroundings, ensuring no confidential or personal information is seen, this could include members of the public in the background.

If the discussion is of a confidential or sensitive nature the conference must take place in a private area

8. Legal issues and points around the use of social networking and websites

8.1 Employees and workers should be familiar with the legal areas outlined below before writing about colleagues or sharing information about the Council. Examples of social networking activities outlawed under the Consumer Protection from Unfair Trading Regulations include:

- Creating fake blogs ('ghosting')
- Falsely representing oneself as a customer
- Falsely advertising on social networking sites
- Libel and defamation

8.2 Employees and workers must comply with the UK General Data Protection Regulation and Data Protection Act 2018. In particular, not sharing personal or confidential information inappropriately, checking location of information



if using new social networks and ensuring it is acceptable under the Data Protection legislation.

8.3 Information posted and responded to over social networking sites, including MS Teams and WhatsApp, that is deemed as official Council business may be subject to the Freedom of Information Act, Environmental Information Regulations and Data Protection Access Rights. Due to the complexity of officially recording and retrieving data posted on these sites all staff must ensure social networking sites are not used for official Council business and decision making.

8.4 Defamation is the act of making a statement about a person or company that is considered to harm reputation, for example, by lowering others' estimation of the person or company, or by causing them to lose their rank or professional standing. If the defamatory statement is written down (in print or online) it is known as libel. If it is spoken, it is known as slander. There are exceptions to this - posting a defamatory statement online or recording it on a podcast would both be examples of libel.

An organisation may be held responsible for something an employee has written or said if it is on behalf of the Council or on a Council-sanctioned space. The Council will take appropriate action in line with the disciplinary policy and procedure should a defamation incident occur. Action can also be taken against anyone repeating libellous information from another source, so careful checks are needed before quoting statements from other blogs or websites. This can also apply to linking to defamatory information. Staff should consider whether a statement can be proved before writing or using it - in law, the onus is on the person making the statement to establish its truth. An organisation that provides a forum for blogging can be liable for defamatory statements they host.



9. Reporting Procedures

9.1 As per the Council's Speak Up Policy and Data Security Breaches Policy, the Council encourages staff who suspect wrong-doing to report it, as it helps perpetuate the integrity of the Council, even if suspicion proves unfounded.

In the event you become aware of the misuse of social networking you should report this to your manager immediately. If reporting the incident to your manager is not possible please speak with Human Resources.

If an investigation into the misuse of social networking is required the Information Governance Manager may conduct the investigation.

Document revisions

Document revised (date)	Details of revisions made	Version
09/01/15	Updates	5
09/03/15	Updates	6
03/06/16	Updates	7
16/08/17	Updates	8
15/03/18	Updates	9
March 2021	Updates	10
April 2022	Updates and format	11



Surrey Heath Borough Council
Employment Committee
13th October 2022

Christmas Working Arrangements

Strategic Director/Head of Service	Louise Livingston
Report Author:	Louise Livingston – Head of Human Resources, Performance & Communication
Wards Affected:	All

Summary and purpose

To consider the Christmas working arrangements recommended by the Joint Staff Consultative Group held on 22nd September 2022.

Recommendation

The Committee is advised to RESOLVE that;

- (i) from December 2023 the current established arrangements over the Christmas period be continued including the discretionary award of a day's leave matched by staff taking a day's leave from their annual leave entitlement, be continued; and
- (ii) to avoid further uncertainty, the current established arrangements be made an on-going contractual entitlement.

1. Background and Supporting Information

- 1.1 The Joint Staff Consultative Group received a presentation from the Staff Representatives regarding the views of Officers on future Christmas Closure arrangements collated from the staff survey. It concluded that the current arrangement was valued by staff and they wanted to see this continued.
- 1.2 The presentation also set out that whilst the Council office building was closed to customers a number of services continued to be delivered over the Christmas period, eg Meals at home, community alarm service, street cleaning, bins service, the leisure centre, the theatre, homelessness service, family support, out of hours contact centre, building control dangerous structures inspection etc. It was agreed that a full list of services would be collated and shared with all Councillors.

- 1.3 It was further clarified that the contact numbers for the Council do not change and residents can call the usual contact number and their call will be answered.
- 1.4 There were questions raised by Councillors asking if the Council received any complaints from residents about services not being available over the Christmas period, it was confirmed by the Customer Relations Manager, the Chair of the staff representatives that to date she had no records of any such complaints.
- 1.5 It was noted that Officers currently receive Bank Holiday days, a statutory day of leave in Staff Terms & Conditions of Employment, plus an additional discretionary day of leave added to their holiday entitlement with staff then required to book a day's leave from their annual leave entitlement. This enabled the Council Offices to remain closed between Christmas and New Year. Those officers who are required to work over the Christmas period received the additional day in their leave entitlement.
- 1.6 The proposals set out in this paper relate to the Christmas period starting December 2023. The Christmas arrangements for December 2022 have already been agreed by the Employment Committee??.

2. Reasons for Recommendation

- 2.1 The recommendation put forward to the Employment Committee is as agreed by the by Joint Staff Consultative Group which includes both Member and staff representatives.

3. Proposal and Alternative Options

- 3.1 The Employment Committee need to decide if the proposed Christmas period arrangements should be agreed as set out in the recommendation.
- 3.2 Alternatively the employment committee may ask the Joint Staff Consultive Group to reconsider options for Christmas opening.

4. Contribution to the Council's Five Year Strategy

- 4.1 There are no direct implications arising from this report.

5. Resource Implications

- 5.1 There are no resource implications as the arrangement being recommended is what is currently in place. If the Committee decides instead to open Surrey Heath House over the Christmas period, there will be increased costs associated with heating and lighting the building and the costs associated with providing the minimum staffing necessary to enable the safe operation of the building. This includes cleaning arrangements, security and facilities management, staff supervision, fire wardens, first aiders etc.

6. Section 151 Officer Comments:

6.1 The Chief Finance Officer advises that there are no additional budgetary implications arising from the recommendation.

7. Legal and Governance Issues

7.1 If this recommendation is agreed then the arrangement will become a contractual term

8. Monitoring Officer Comments:

8.1 Noted the content of the report no comments to add.

9. Other Considerations and Impacts

Environment and Climate Change

9.1 None

Equalities and Human Rights

9.2 There was some discussion about the fact that some staff do have to work over the Christmas period whereas others don't but this is dependent on the job role they are employed to undertake. It is made clear when staff are appointed what the arrangement will be for their role and staff that work are awarded the extra leave in their overall holiday entitlement.

Risk Management

9.3 None.

Community Engagement

9.4 None

Annexes

Annex A - Christmas Service Cover 2022

Background Papers

None

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Service	Details of cover/Comments
Meals at Home	Will operate every day over Christmas
Windle Valley Day Centre	Open over Christmas on 29 th and 30 th
Community Transport	Will operate over Christmas on 29 th and 30 th
Community Alarms	Emergency response at all times, full operation on 29 th and 30 th
Theatre	Open over the Christmas period as usual
Greenspace – Parks and Countryside	Grounds maintenance including park bins operating as usual
Greenspace	Available for emergency calls
Leisure Centre	Open over the Christmas week, but reduced hours on bank holidays
Housing Services	Homelessness out of hours service operating over the Christmas period
Parking	Car Park function operate over the whole of the Christmas period including Christmas Day.
Family Support	On call service over the Christmas week.
Refuse and dry mix recycling bin collections	Operating as usual except for Christmas Day and Boxing Day
Garden Waste	Operating as usual except for Christmas Day and Boxing Day
Food Waste	Operating as usual except for Christmas Day and Boxing Day

Street cleaning	Operating as usual except for bank holidays although skeleton crew for high footfall areas
Street bins	Working over the Christmas week except for the bank holiday Monday and Tuesday
Contact Centre	Out of Hours Service undertaken by Cambridge Call Centre
Drainage	On-call for emergency work
Building Control	On call as usual for dangerous structures
Fly tipping	Working over the Christmas week except for the bank holiday Monday and Tuesday
Amey Contact Centre	Working over the Christmas week except for the bank holiday Monday and Tuesday
Out Of Hours noise service	The Council operates an out of hours noise complaint response service between 17.00 Thursday to 08.00 Monday and Bank Holidays
Public Health Emergency	On call for any public health emergency over the Christmas Period
Corporate Enforcement	On call service in the case of an emergency/event if required
Finance (Accountancy & Transactions)	Partially operating with focus on Treasury management
Civil Emergencies Response	Senior Officers of the Council as required.

**Minutes of a Meeting of the
Appointments Sub Committee held at
Council Chamber, Surrey Heath House
on 31 August 2022**

- | | |
|-----------------------------------|-------------------------|
| + Cllr Cliff Betton | + Cllr Sharon Galliford |
| + Cllr Stuart Black | + Cllr Alan McClafferty |
| - Cllr Colin Dougan | |
| + Present | |
| - Apologies for absence presented | |

Officers Present: Louise Livingston and Damian Roberts

1/A Appointment of Chairman

It was proposed, seconded and

RESOLVED that Councillor Alan McClafferty be appointed as Chairman for the meeting.

Councillor Alan McClafferty in the Chair.

2/A Exclusion of Press and Public

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

Minute	Paragraph
3/A	1
4/A	1

3/A Appointment of the Head of Investment & Development

The Sub Committee interviewed candidates for the post of Head of Investment and Development.

RESOLVED that the post of Head of Investment and Development be offered to Martin Breeden, subject to the requirements of Part 4 of the Constitution in respect to the offer of employment as a chief officer of the Council being satisfied.

4/A Review of Exempt Items

The Sub Committee reviewed the item 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 the decision be made public following

- (i) confirmation that the requirements of Part 4 of the Constitution in respect to the offer of employment as a chief officer of the Council are satisfied; and**
- (ii) the acceptance of the appointment.**

Chairman

Surrey Heath Borough Council
Employment Committee
13 October 2022

Work Programme 2022/23

Head of Service **Louise Livingston – HR, Performance & Communications**
Report Author: **Julie Simmonds – HR Manager**
Key Decision: **No**
Wards Affected: **n/a**

Summary and purpose

To agree the work programme for the remainder of the 2022/23 municipal year.

Recommendation

The Committee is advised to RESOLVE that the work programme for the 2022/23 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 2022/23 municipal year as follows:
- 26 January 2023
 - 30 March 2023

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 2022/23

**Employment Committee
Work Programme
2022/23**

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

- 26 January 2023
- 2 March 2023

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

Meeting	Topic	Source
26 January 2023	Leave and Special Leave	HR (review)
	Sickness Absence Policy	HR (review)
	Vexatious & Persistent Complaints Policy	Contact Centre Manager (review)
	Pensions Discretion Policy –	HR (review)
	Expenses Policy	HR (review)
	Pay Settlement 2023/24 (if required)	HR
	Speak Up Policy annual report	HR
	Car and Road Users Policy	HR (review)
	Salary Sacrifice Schemes	HR (new)
30 March 2023	Pay Settlement 2023/24	HR
	Data Breaches Policy	ICT/Information Governance (review)
	Information Security Policy	ICT (review)
	Data Protection Policy	ICT/Information Governance (review)
	Social Networking Policy	ICT/Information Governance (review)
	Staff Terms and Conditions of Employment	HR (review)
	Family Friendly Policy	HR (review)

To be scheduled:

2024 Social Networking Policy (reviewed Sept 2022)
Menopause Policy (new)