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Wednesday, 18 January 2023

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, 26 January 2023 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 13 October 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	Leave and Special Leave Policy	7 - 32
5	Expenses Policy	33 - 46
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10	Speak Up Policy	
	To receive a verbal report on the Speak Up Policy.	
11	Work Programme	103 - 104

**Minutes of a Meeting of the
Employment Committee held on 13
October 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

Members in Attendance virtually: Cllr Peter Barnett, Cllr Rodney Bates and Cllr Pat Tedder

Officers Present: Louise Livingston
Lucy Phillips
Damian Roberts
Julie Simmonds
Rachel Whillis
Staff Representatives

7/EC Minutes

The minutes of the meeting held on 14 July 2022 were agreed as a correct record and were signed by the Chairman.

8/EC Update on Pay Settlement

The Committee received an update on Pay Settlement. Members were asked to consider the pay award recommendation of 8 percent consolidated pay rise to be applied on all pay scale points from 1 October 2022.

The Section 151 Officer had been part of the consultation process of the pay award discussions. It was noted 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. The award was affordable and supported by reserves, which were sufficient to cover the cost of the award in the short term.

RECOMMENDED to Full Council to adopt a consolidated 8 percent pay increase on all pay scale points from the First of October 2022

NOTE1

It was noted for the record that the Chairman declared the following:
“Firstly I declare on behalf of all members of the Committee that we are affected by any decision on whether to agree a percentage increase to staff pay as this affects increases to Members’ Allowances.

I have been advised by the Head of Legal and Democratic Services that the percentage increase to staff pay – if agreed – may be applied to Members' allowances; this will be addressed in the report to Council at the end of the month. It is important that for the purposes of this meeting, Members must satisfy themselves that they can maintain an open mind and base any decision on the merits of the report.”

The Head of HR, Performance & Communications declared that all officers present also had an interest in the proposed pay settlement.

9/EC Agile Working Policy

The Committee considered a report setting out the Council's Agile Working Policy. Members were advised the report had been brought to Employment Committee three times.

Members noted continuity issues within the report with various applications being referred to interchangeably and asked for a single reference to any approved communication system within the Council would be all encompassing and negate the continuity issues. Members also noted small grammatical errors in paragraph 3.1 and 17.1.

RESOLVED that the amended Agile Working Policy, as set out as Annex A to the report, as amended, be agreed.

10/EC Social Networking Policy

The Committee received an updated report on the Social Networking Policy. The Policy had been further amended to include that social networking use may be applicable to FOI/EIR following a previous Committee meeting which requested further detail be added to the Policy.

Arising from discussions it was agreed a list of Council authorised applications and unauthorised applications be created which ensured the continuity of the Policy In regard to trends of social media and applications.

Members discussed the differences between Microsoft Teams and WhatsApp. It was noted that WhatsApp had the potential to be problematic as being aware of, recording or the retrieval of WhatsApp discussions and decisions would be difficult to govern. Therefore the Policy should be amended at 8.3 to make it clear that staff should not use WhatsApp for Council business.

RESOLVED that the revised Social Networking Policy, as set out at Annex A to the agenda report, as amended be agreed.

11/EC Christmas Working Arrangements

The Committee considered a report setting out the Christmas working arrangements recommended by the Joint Staff Consultative Group held on 22 September 2022 which was that the current Christmas period arrangement of the closure of the Council Offices, to be facilitated by a combination of a contractual

day's leave and the award of a further additional day's leave, which had been matched by staff taking a day's leave from their annual leave entitlement, be continued and this arrangement be made contractual.

Members noted a list of services that would operate over the Christmas period. The Chief Executive would monitor as necessary. Emergency response teams would continue to act when needed over the Christmas closure.

It was noted that the list describing service status over Christmas would continue to be refined, to improve clarity on which services continued as usual and what the reduction in service would be for others, to support communication to residents as Christmas 2022 approaches.

RESOLVED 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 ongoing contractual entitlement.**

12/EC Appointments Sub Committee Minutes

The minutes of the Appointments Sub Committee meeting held on 31 August 2022 were agreed and would be signed by the Chairman of the Sub Committee at the next available opportunity.

13/EC Work Programme

The Committee received a report setting out the Work Programme for the remainder of the 2022/23 year. It was noted amendments would be made as necessary in regard to pending decisions of Full Council.

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
26 January 2023**

Leave and Special Leave Policy

Strategic Director/Head of Service	Sally Kipping - Head of HR, Performance and Communications
Report Author:	Julie Simmonds – HR Manager
Key Decision:	no
Wards Affected:	n/a

Summary and purpose

This report provides the Employment Committee with details of the Leave and Special Leave Policy which we have adopted within Surrey Heath Borough Council. This policy has tracked changes to show the amendments that have been made and it will be kept under review as we continue to make adjustments to the working practices.

The revised Policy was reviewed by the joint Staff Consultative Group on 24 November 2022.

Recommendation

The Committee is advised to RESOLVE that the revised Leave and Special Leave 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 to review and monitor the requirements of the Council, legislation and staff.

2. Reasons for Recommendation

2.1 To ensure that employees are correctly advised of leave and special leave requirements.

3. Proposal and Alternative Options

3.1 Adoption of this Leave and Special Leave Policy.

4. Contribution to the Council's Five Year Strategy

4.1 No matters arising.

5. Resource Implications

5.1 No matters arising

6. Section 151 Officer Comments:

6.1 This Leave and Special Leave Policy was reviewed by CMT including S151 Officer for comment which have been noted in the policy.

7. Legal and Governance Issues

7.1 No matters arising.

8. Monitoring Officer Comments:

8.1 This Leave and Special Leave Policy was reviewed by CMT including the Monitoring Officer for comment which have been noted in the policy.

9. Other Considerations and Impacts

Environment and Climate Change

9.1 No matters arising.

Equalities and Human Rights

9.2 Equalities Impact Assessment will be completed.

Risk Management

9.3 No matters arising.

Community Engagement

9.4 No matters arising.

Annexes

Annex A – Revised Policy



Human Resources

LEAVE AND SPECIAL LEAVE POLICY AND PROCEDURE



September 2022

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



1. Introduction

Surrey Heath Borough Council is committed to ensuring that employees are able to achieve a balance between the demands of work and their domestic, personal, public duties and circumstances in order to maintain work performance.

2. Scope

This procedure applies to all employees at the Council. This policy and procedure should be read in conjunction with the following policies and all other relevant policies will apply:

- Overtime Policy
- Disciplinary Policy and Procedure
- Grievance Policy and Procedure
- [Flexible Working Policy and Procedure](#)
- [Flexi-time Policy and Procedure](#)

3. Policy Statement

The purpose of this policy and procedure is to provide guidance when dealing with requests for leave and special leave. Information on hours worked and overtime working can be found in the Terms and Conditions.



4. Equality Assessment Policy

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.

5. Principle and Aims

The purpose of this policy and procedure is to provide for the entitlement for annual leave and domestic emergencies as well as planned special leave such as public duties.

6. Leave Provision

6.1 Holidays

The basic annual paid leave entitlement is as follows:



Grade	Leave Entitlement (Days)	Leave Entitlement (Hours)
SH 33	26	192.4
SH 32,31,10,9,8 and 7	25	185
SH4,5 and 6	24	177.6
SH1,2 and 3	23	170.2

One day of leave entitlement is based on the full time equivalent of 7 hours 24 minutes (7.4 hours).

6.2 ~~Bank holidays and company holidays are included in~~ In addition to the basic annual paid the annual leave entitlement set out above, employees will receive an entitlement for bank holidays and company holidays. The total leave entitlement inclusive of bank holidays and company holidays will be displayed on iTrent for example a full time employee who has 24 days (177.6 hours) annual leave and there is a standard 8 day bank holiday year (59.2 hours) and 2 company days (14.8 hours) at Christmas will have an overall entitlement showing of 250 hours.

6.3 For employees who work part time hours or have a flexible working arrangement, hours deducted for each holiday booked will reflect the hours they work on the day booked. ~~HR will continue to monitor how iTrent calculates leave entitlement but if any~~ If employees have any questions on how their leave entitlement is calculated they are to approach the HR Team.



Bank holiday entitlement will reflect the number of hours that would have normally been worked on that day.

Example part-time holiday calculation

An employee works 18.5 hours per week; 6.5 hours on Mondays and 6 hours on Tuesdays and Wednesdays. 18.5 hours / 37 hours of a standard working week = 0.5FTE.

With a holiday entitlement of 23 days, this would equate to 23 days x 0.5FTE = 11.5 days or 85.1 hours.

For every bank holiday or company holiday, the employees will all be credited 7.4 hours -x 0.5 = 3.7 hours.

It then depends on whether the bank holiday falls on a working or non-working day:

- If a bank holiday or company day fall on the employee's **working day**, they will have 6.5 hours deducted if it is a Monday or 6 hours deducted if it is a Tuesday or Wednesday.
- If a bank holiday or company holiday fall on the employee's **non-working** day they will be credited 3.7 hours for that day, but no hours will be deducted from the total.

If a bank holiday or company holiday fall on the employee's non-working day they will be credited 3.7 hours for that day, but no hours will be deducted from the total.

- 6.4 The leave year runs from 1 April to 31 March. Actual periods of leave must be authorised in advance by the Strategic Director/Head of Service or the appropriate line manager. Leave will be granted on a first come, first served basis, taking into account the requirements of the service and the need to



maintain continuous cover. [All leave must be requested and authorised through iTrent.](#)

- 6.5 In addition and subject to similar approval, an employee may carry forward up to a maximum of 5 days (37 hours) (pro-rata for part time staff) annual leave entitlement from one leave year to the next. [Any leave in excess of the maximum annual leave entitlement will be lost with exception of 6.51.](#) Carried forward leave must be used within three months of the start of the new leave year [and if not taken then this will be removed by iTrent.](#)

[Example for part-time employees](#)

[An employee working 30 hours per week will be able to carry forward a maximum of 30 hours into the next leave year \(1 working week\).](#)

[6.51](#) Employees can opt to bank leave each year, up to a cumulative maximum of 20 days (148 hours) (pro-rata for part time staff) to facilitate, for example, an extended trip abroad, additional programmed study leave, or sabbatical purposes. [This must be pre-arranged with the line manager and have approval from the appropriate Strategic Director/Head of Service. The approval of this must be sent to Human Resources and kept on the staff members file for record detailing the exceptional circumstances of the request and the period the leave will be taken. This will then be updated accordingly on iTrent by HR.](#)

[Example for part-time employees](#)

[An employee working 30 hours per week will be able to carry forward a maximum of 30 hours into the next leave year \(1 working week\).](#)

[An employee working 25 hours per week can bank up to a cumulative maximum of 100 hours \(4 working weeks\).](#)



6.6 ~~In addition to the basic annual paid leave entitlement and the statutory public holidays, the Council also grants an additional day's holiday which is customarily attached to the Christmas holiday.~~

6.7 Newly appointed employees will be entitled to annual leave proportionate to the completed months of service during the leave year of entry as indicated below, rounded to the nearest half day and thereafter on the normal scale.

Month of Entry	Completed months of service by the end of March, "Year A"	Leave entitlement during leave year ending 31 March in "Year B"
Year "A" March	More than 12	Full
April	11	11/12ths
May	10	10/12ths
June	9	9/12ths



July	8	8/12ths
August	7	7/12ths
September	6	6/12ths
October	5	5/12ths
November	4	4/12ths
December	3	3/12ths
Year "B" January	2	2/12ths
February	1	1/12ths
March	0	Nil

- 6.8 Following five years continuous local authority or other associated service, employees will become eligible for an additional 5 days (37 hours) annual leave. The additional 5 days will be credited on a pro-rata basis for that leave year to 31 March. This will be calculated as follows:

Month of Entry	Completed months of service by the end of March	Additional leave entitlement in days
April	11	4.5
May	10	4.0
June	9	4.0
July	8	3.5
August	7	3.0



September	6	2.5
October	5	2.0
November	4	1.5
December	3	1.0
January	2	1.0
February	1	0.5
March	0	0

The full additional entitlement of 5 days will apply for the following leave year.

- 6.9 ~~Where an employee leaves the employment of this Council and continues in local authority or associated service, they may be entitled to transfer their total annual leave entitlement. Where an employee is leaving the employment of this Council and is unable to transfer their annual leave entitlement they will be required to repay any leave taken beyond their proportional entitlement and this will be deducted at source from their final salary payment.~~ Where an employee intends to leave the employment of this Council and will be unable to take ~~or transfer~~ their proportional leave entitlement, due to work commitments, then they may receive payment for the untaken leave up to their proportional entitlement. **It is otherwise expected that any accrued, untaken leave up to the last date of employment will be taken during the notice period.**

7. ~~Flexible Working Hours Scheme~~ Flexi Time

7.1 ~~Flexible Working Hours~~ Flexi Time



~~Flexible Working Hours (FLEXITIME)~~ Flexi Time is a method by which employees are able to have a measure of personal control over when they work their prescribed hours. The Scheme is based on the following principles:

- That there shall be no increase in staffing levels as a result of ~~the Flexible Working Hours Scheme.~~ Flexi Time.
- That there shall be no reduction in the level of services provided.

7.2 This scheme applies to all part time and full time salaried employees of the Council with the following exceptions:

- CMT Members
- ~~Officers working fixed hours~~
- Employees, whose pattern of working hours would, in the view of their Strategic Director/Heads of Service, make Flexible Working Hours impracticable.

Please refer to the [Flexi Time Policy](#) for further information.

7.3 Time off in Lieu and Overtime

7.3.1 Flexible Working Hours Flexi Time should minimise the need for time off in lieu and overtime working, as urgent matters or peak loads will normally be dealt with by the adjustment of hours within the flexible arrangements.



7.3.2 However, subject to the prior authority of the appropriate Strategic Director/Head of Service, any necessary overtime hours worked outside bandwidth (8am – 6pm) will can either be taken as time off in lieu or paid for in accordance with Council policies as adopted from time to time. Alternatively, itor will be treated as additional carry-forward credit on a one hour for one hour basis. Where employees such as Committee Administrators regularly work outside bandwidth and such hours are treated as additional carry-forward credit, their Strategic Director/Head of Service may agree to such credits being used to facilitate time off over and above the normal flexi-leave limits.

7.3.3 Time of in Lieu will be equivalent to extra time worked, for example, if a Democratic Officer worked 3 hours in an evening at a committee meeting, they will be given 3 hours time off at an agreed time with their line manager.

7.3.4 Time off in Lieu can be accrued using the same guidelines as Flexi-Time using the same 4 weeks periods and accruing up to 2 days during each 4 week period. This must be with prior approval of the Line Manager.

7.4 Recording of Absence

____ Absence for a full day will be recorded as 7 hours 24 minutes and for a half day as 3 hours 42 minutes for staff contracted to a 37 hour working week. -In addition to statutory leave, annual leave and sickness absence, this arrangement will also be used to cover other periods of absence specifically authorised by the appropriate Strategic Director/Head of Service.



7.5 Termination of Service

____ During the period of notice an employee may continue to work flexible hours but subject only to the contractual hours being worked, plus or minus any carried-forward balances, being taken into account. Any accrued flexible hours must be taken prior to the last day of employment, no payment will be made for any flexi hours not taken.

7.6 Abuse of the policy

7.6.1 The success of the ~~Flexi hours~~[Flexible Working Hours](#) Scheme depends upon the close co-operation of all concerned and an attitude of responsibility being displayed by everyone.

7.6.2 Any abuse of the Scheme will be considered under the Disciplinary Procedure.

7.7 Interpretation

____ Whilst it is hoped that generally any problems that arise over the operation of the Scheme will be resolved at Strategic Director/Head of Service Level, the **Head of HR, Performance and Communications** should be consulted if a matter affects or could affect more than one Service, for example, a major transport disruption affecting a number of employees. Strategic Directors/Heads of Service will retain authority to exercise their discretion in relation to individual difficulties. If any employee believes that



they are not being fairly treated under the Scheme, they may, if they so wish, invoke the Grievance procedure.

_____ For those employees who are not contracted to a 37 hour week, but who are entitled to work flexible hours, further guidance and advice is available from Human Resources.

8. Special Leave

8.1 Compassionate Leave

Additional leave may be granted in special circumstances. In the event of the death of a member of the employee's immediate family, the employee may contact their line manager to request compassionate leave. ~~Requests for compassionate leave will also be considered in the case of serious illness of immediate family members.~~

Compassionate leave may be granted as detailed below:

Reason for absence	Maximum entitlement
Death of a member of immediate family <u>or equivalent</u> – for example partner, parent, child, brother, sister. Each request for absence will be reviewed with their manager in line with the	Up to 5 days with pay. Additional leave may be granted in certain circumstances after consultation with the Line manager and Head of HR Performance, and Communications – .



employee's personal circumstances.	
Funeral of a member of immediate family – for example partner, parent, child, brother, sister.	1 day with pay for a funeral. 1 day of unpaid leave to attend a friend's funeral
Serious illness of member of immediate family if supported by medical certificate including partner, parent, child, brother, sister	Up to 2 days with pay. Additional leave may be granted in certain circumstances after consultation with the Head of HR, Performance and Communications.
Funeral of close friend or Surrey Heath Borough Council Colleague	1 day of unpaid leave or book annual leave

8.1.1 Parental Bereavement Leave

In the event of the death of a child, if they die under the age of 18 or are stillborn after 24 weeks of pregnancy, all employees have the right to up to two weeks of Parental Bereavement Leave, regardless of their length of service.

Parental Bereavement Leave can be taken in a single block of two weeks or two separate blocks of one week, within 56 weeks of the death of a child.



Employees with at least 26 weeks' continuous employment are eligible for two weeks of Parental Bereavement Pay. For further information, please contact Human Resources,

8.2 Leave for Examinations

Subject to Section 5 of the Post Entry Training Scheme, leave of absence of a day without loss of salary is to be granted to employees for the purpose of sitting for examinations, or dissertations/coursework if there is not an exam, where such study has previously been approved. No further paid leave will be provided after a second attempt at sitting the exam. In addition, leave of absence of a day without loss of salary is to be granted to employees for the purpose of preparing for each examination. If you require further clarification please contact HR.

8.3 Military service in Non-Regular Forces

Please refer to the Council's Reservist Policy [on the council's intranet, Warbler here](#).

8.4 Jury Service and Attendance at Court

An employee receiving a summons to serve on a jury must provide a copy of the court summons to their line manager or Strategic Director/Head of Service when requesting time off to attend. The line manager or Strategic Director/Head of Service shall grant leave of absence unless exemption is



secured. An employee serving as a juror must claim the allowance for loss of earnings to which they are entitled under the Jurors' Allowance Regulations currently in force. The employee will then be required to pay the Council an amount equal to the allowance received, excluding expenses.

If an employee is required to attend court as a witness on behalf of another party where loss of earnings and travelling/ subsistence can be claimed from public funds, the claim should be made from the Court and the **Head of HR, Performance and Communications** should be notified of the amount as soon as possible. Claims for travelling/subsistence allowances should be claimed from the court.

8.5 Time off for dependents

8.5.1 Employees have the right to reasonable **unpaid time** off work to deal with emergencies involving a dependent. A dependent could be a spouse, partner, child, parent, or someone who depends on an employee for care or assistance. An example of such emergencies include:

- a breakdown in childcare
- if a dependent falls ill or is taken into hospital
- in consequence of the death of a dependant
- to put longer term care in place for children or elderly relatives



- to deal with an incident that involves a dependent child and occurs unexpectedly while the child is at school/other educational establishment

8.5.2 There is no set amount of time allowed to deal with an unexpected emergency involving a dependent. The right to time off does not apply if the employee knows about the event in advance. For example, commitments arising from known school holidays are not a justification for time off as an emergency.

The employee must inform their line manager of the reason for their absence and how long they expect to be absent as soon as is reasonably practicable. Time off work under this right is envisaged as being no more than one or two days in most cases.

If agreed by both the individual and the service, staff with sufficient annual leave, may take annual leave as opposed to unpaid leave to care for a dependent.

Please contact HR regarding any other circumstances involving taking time off for dependants.

8.6 ~~Garden Leave~~

~~The Council may, at its sole discretion in response to circumstances arising, require that any employee should not attend their normal place of work while remaining available to the Council and receiving their full normal pay and entitlements, for a period to be determined. This is known as Garden Leave. The decision to place an employee on Garden Leave would be made by the Head of HR, Performance and Communications and the Chief Executive Officer.~~



8.67 Trade Union Activities/Joint Staff Consultative Group (See Section 9 of T&C's)

Employees have the right to join, or not to join, a trade union. If an employee joins a trade union they have a right to participate in its activities. The officially appointed representative of the local branch of Unison will be granted paid leave of absence to enable their attendance at the Union's Annual Conference and reasonable time to fulfil union activities as approved by the **Head of HR, Performance and Communications**.

8.8 Special leave to undertake public duties

Employees are allowed reasonable **paid** time off for public duties if they are:

- a magistrate, sometimes known as a justice of the peace
- a local councillor
- a school governor
- a member of a police authority
- a member of any statutory tribunal (e.g. an Employment Tribunal)
- a member of the managing or governing body of an educational establishment
- a member of a school council or board in Scotland



- a member of the General Teaching Councils for England and Wales
- a member of the Environment Agency or the Scottish Environment Protection agency
- in England and Wales, a member of the prison independent monitoring boards or in Scotland, a member of the prison visiting committees
- a member of Scottish Water or a Water Customer Consultation Panel

Applications for special leave for public duties should be made to the Strategic Director/Head of Service. Whether time off is classed as 'reasonable' will depend on:

- the employees duties
- the time required to carry them out
- the impact on the employer's business

The employee should provide evidence of their attendance or involvement at specific events. Line managers should inform the Head of HR Performance and Communications of all leave granted within the scope of this policy for personal records.

There may be circumstances where other special leave may be required. Requests should be made to line managers who will consult with the Head of HR, Performance and Communications.



8.9 Sabbaticals

There may be times when employees wish to take an extended break away from work during the course of their employment with the Council in order to pursue other interests outside of work including, but not limited to, taking an extended holiday, spending time with family, pursuing further education or participating in voluntary work.

A sabbatical may be for any length of time between one month and six months and employees wishing to apply must have at least 2 years continuous service.

Employees with at least 2 years continuous service are eligible to take one period of sabbatical leave within a 5 year period.

All sabbaticals will be deemed as an unpaid leave of absence and will not constitute a break in service.

8.9.1 Employees wishing to be considered for a sabbatical must apply to their manager in writing. The application should contain details of the reasons for the career break, the length of break being requested and may also include details on how the absence would impact on service delivery



and how work could be covered during the absence. Requests should be made a minimum of three months in advance of the leave of absence.

8.9.2 The manager will arrange a meeting to discuss the application with the employee and a decision will be confirmed in writing at the earliest opportunity thereafter. The decision regarding the acceptance or rejection of the application lies with the appropriate member of the management team, but liaison with the Human Resources department and the Head of Service/Strategic Director will take place before a decision is reached.

When considering a request, the Council will take into account:

- the impact on service provision
- financial implications
- the purpose of the sabbatical
- that the employee has at least 2 years' continuous service

Any employee may appeal against the decision by utilising the Grievance Procedure.

8.9.3 Subject to the approval of the request for a sabbatical, the following terms will apply:



employees will benefit from a continued contractual relationship by being 'retained as an employee' with the right to maintain unbroken service and a job (or redundancy if a job is unavailable) at the end of the sabbatical

employees will have no entitlement to payment of salary, allowances, annual or bank holiday leave, occupational sick pay or occupational maternity/paternity pay during sabbatical leave

private healthcare cover will cease for the duration of the sabbatical leave period

employees may be required to use any outstanding annual leave entitlement accrued up until the start of the sabbatical period

holidays will ~~continue to~~not accrue during the sabbatical period

any period of authorised unpaid leave of absence will not count for pension purposes unless you make an election to buy Additional Pension Contributions (APCs) to make up the 'lost' pension once you have returned to work. Further information can be found at <https://www.lgpsmember.org/more/apc/index.php> or by contacting the Payroll Team.

all council property should be returned prior to the start of sabbatical leave unless otherwise agreed by a Senior Manager.

any employee on sabbatical may not ~~work~~undertake paid work for any other employer during their absence without prior written authorisation from the Chief Executive and the Head of HR, Performance and Communications



employees must return to work on the date originally agreed when the request for a sabbatical was authorised. Failure to return by the due date will be considered to be unauthorised leave ~~gross misconduct~~ and subject to an investigation; this may lead to the individual's dismissal under the Council's Disciplinary Policy

upon return, the Council will ensure a return to the individual's previous job unless this is not reasonably practicable and the Council makes no guarantee that the individual's previous job will be available. If a return to the previous job is not reasonably practicable then every effort will be made to provide a suitable alternative opportunity including redeployment where appropriate and acceptable

upon return, length of service and all Terms and Conditions will be re-instated and the duration of the sabbatical will be counted as continuous service

8.9.4 Contact during sabbatical

Methods and frequency of contact during sabbatical leave must be agreed between the employee and the line manager before the period of leave begins.

Where organisational changes are proposed during the leave period which may affect the employee, every effort will be made to contact them in a timely manner and treat them in the same way as other employees.

The employee is required to keep the Council informed of any changes of address or change of circumstances that arise during the sabbatical.







Surrey Heath Borough Council
Employment Committee
26 January 2023

Expenses Policy

Strategic Director/Head of Service	Sally Kipping - Head of HR, Performance and Communications
Report Author:	Julie Simmonds – HR Manager
Key Decision:	no
Wards Affected:	n/a

Summary and purpose

This report provides the Employment Committee with details of the Expenses Policy which we have adopted within Surrey Heath Borough Council.

Recommendation

The Employment Committee is advised to RESOLVE that the revised Expenses 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 to review and monitor the processing of expenses for staff ensuring HMRC guidelines are adhered to.

2. Reasons for Recommendation

- 2.1 To ensure that employees are correctly reimbursed for valid business expenses whilst on Council business.

3. Proposal and Alternative Options

- 3.1 Adoption of this Expenses Policy.

4. Contribution to the Council's Five Year Strategy

- 4.1 No matters arising.

5. Resource Implications

- 5.1 No matters arising.

6. Section 151 Officer Comments:

6.1 This Expenses Policy was reviewed by CMT including S151 Officer for comment which have been noted in the policy.

7. Legal and Governance Issues

7.1 No matters arising.

8. Monitoring Officer Comments:

8.1 This Expenses Policy was reviewed by CMT including the Monitoring Officer for comment which have been noted in the policy.

9. Other Considerations and Impacts

Environment and Climate Change

9.1 No matters arising.

Equalities and Human Rights

9.2 Equalities Impact Assessment will be completed.

Risk Management

9.3 No matters arising.

Community Engagement

9.4 No matters arising.

Annexes

Annex A – revised Expenses Policy



Human Resources

Expenses Policy and Procedure



November 2022

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



1 Introduction

The aims of this policy are:

- To ensure that employees are correctly reimbursed for valid business expenses incurred whilst on Council business. Staff should not be placed at a financial disadvantage whilst undertaking Council work nor should they gain financially at the expense of the Council.
- To clarify which travel and type of expenses the policy allows staff to claim for.
- To keep costs to a minimum and to reduce carbon emissions by encouraging staff to use the most cost effective and sustainable method of transport whilst undertaking Council business.

2 Scope

The policy applies to all workers of Surrey Heath Borough Council.

The policy covers all business expenses irrespective of the method of payment used, including payments made by cash, credit card, or sales invoice.

3 Policy Statement

This policy and procedure should be read in conjunction with the following policies and all other relevant policies which apply:

- Car and Road Users Procedure
- Information Security Policy
- Code of Conduct
- Disciplinary Policy
- Health and Safety Policy

Council workers should be correctly reimbursed for legitimate business expenses and which should be treated appropriately for tax purposes. The policy sets a framework for claiming expenses and ensures employees act reasonably when incurring expenses and are considerate of cost. Before incurring any expenses consideration should be given to



whether your training or Council business could be undertaken using the virtual tools available.

All claims must, wherever possible, be supported by appropriate invoices and/or receipts, agreed in advance if possible and be verified and approved by line managers or budget holders. All claims submitted by CMT members must be authorised by the Head of Paid Services, in their absence the Strategic Head of Finance and Customer Service may authorise claims. All claims submitted by the Head of Paid Services must be authorised by The Leader of the Council. If they are absent the Head of HR, Performance and Communications may approve. Staff should generally claim for their own expenses and not for other Officers should the situation arise, for example claiming for another Officers meal allowance because you have eaten together at a Council event/business.

Any abuse of the policy will not be tolerated and the Council may take disciplinary action against any employee found to be in breach. Claims will be subject to review by internal audit from time to time.

All claims should also be claimed for in accordance with the Council's Financial Regulations. Wherever possible claims should be submitted promptly, and within three months of incurring the costs. Some claims can be processed through iTrent, the details are found on Surrey Heath Borough Council's intranet, Warbler <https://warbler.workvivo.com/documents/14081>. Claims will be subject to line manager or budget holder approval before being paid. The remaining types of claims will need to be completed on the enclosed Finance Jot form- <https://surreyheath.jotform.com/220214735195351> after their Line manager has approved..

All claims should be supported by valid receipts and/or business invoices. Claims may be subject to internal audit inspection.

4 Equality Assessment Policy

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. This policy will also support those employees with protected characteristics in relation to the implementation of the procedures.



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.

5 Travel

- 5.1** Prior to incurring any travel expenses whilst on Council business permission should be sought from your line manager in the first instance.
- 5.2** *If you are required to travel on Council business from your normal place of work as stated in your terms and conditions of service to other locations using your own vehicle or public transport you are entitled to claim for the cost of your travel. If your normal place of work should change due to the requirements of the role please advise HR. The employee must ensure that they have business mileage included in their current insurance policy before they can claim for business mileage. If you use public transport you can claim for the cost of the fares subject to the conditions being met in this policy.*
- 5.3** Agile working has been utilised by a lot of staff at Surrey Heath House and is dependant on their specific role. Staff should check if they are eligible for tax relief claims on this link <https://www.gov.uk/tax-relief-for-employees/working-at-home>.
- 5.3.1** If you are working from home and are required to visit a Council site or client you may claim for business mileage but you will need to deduct your normal daily commute mileage.
- 5.3.2** If you have to attend a site or travel on Council business due to an emergency, for example to attend a 'dangerous structure', out of hours, or on weekends/Bank Holidays you may claim business miles for the entire trip without having to deduct your normal mileage commute. These instances are to be treated as extenuating circumstances.
- However, if this differs under your contractual Hours of Work, you will only be entitled to claim the original business mileage, less your home to work travel.



- 5.4** *Geographical Area* – Due to the varied nature of the roles within the Council some employees may not have a permanent place of work and instead are required to regularly attend a number of Council buildings/sites within a geographical area. Should this apply to your role the **Surrey Heath and Runnymede BC's boundaries** will be defined as your normal place of work. If you are unsure whether the geographical area applies to you please speak to HR.

Please find below examples of where the geographical area applies and where it does not apply:

*Example – Geographical area **applies***

Henry lives in Bracknell and is a Planning Manager for Surrey Heath Borough Council. He is responsible for covering many sites across the borough of Surrey Heath, and only attends Surrey Heath House occasionally. The whole borough becomes his usual workplace and for the purposes of commuting the nearest Surrey Heath boundary becomes his usual workplace.

*Example 2 – Geographical area **does not apply***

Sally lives in Wokingham and is a Building Control Manager for Surrey Heath Borough Council. Sally is responsible for covering many sites across Surrey Heath but she also attends Surrey Heath House on a regular basis several times a week. Although much of her time is spent visiting sites/clients across the borough, Surrey Heath House is her permanent workplace. So her normal travel between home and the office becomes an ordinary commute which would need to be deducted from any business mileage claims.

- 5.5** The first and last journeys of every working day, i.e. home to your place of work and your place of work to home, typically are classed as normal commuting and should not be claimed as business mileage.



- 5.5.1** If you travel to a different location as a detour on your way either to or from work you can claim for the mileage minus your normal commuting distance. For instance, if you normally travel 8 miles to work and a detour to another location means that your mileage from home to work is 12 miles you are entitled to claim the 4 miles above your normal commuting mileage.
- 5.5.2** Business journeys may be taken by the quickest, rather than the shortest route. If there is any doubt about the most direct route this can be checked using an appropriate maps app.

There is a standard procedure for claiming mileage via iTrent and instructions are found on Warbler <https://warbler.workvivo.com/search?query=HR+claiming+expenses> When claiming mileage this would be processed through iTrent for the employee's manager to approve.

- 5.6** Business mileage is currently paid at the standard rates approved by HMRC, as below:

Types of Vehicle	Business mileage rate payable per mile up to 10,000 business miles per tax year	Business mileage rate payable per mile over 10,000 business mile per tax year
Car or Van (including plug-in hybrids, pure hybrids, and electric cars)	45p	25p
Motorbike	24p	24p
Bicycle	20p	20p

*correct rates as at November 2022

It is the responsibility of every worker to minimise the cost to the Council when travelling on official Council business. Trips should be planned where possible to take advantage of special fare reductions and to minimise the time spent away from the office. Car sharing should be considered where appropriate.



6 Driving Documents Checks

It is the responsibility of each individual to ensure they are eligible to drive for official Council business and that should their circumstances change the Council is promptly notified of any change that could affect their ability to drive. The employee must hold a valid driving licence, their vehicle must be roadworthy and fully registered and the employee holds comprehensive motor insurance that provides for business use. **The council does not reimburse any costs for business cover on car insurance.** Driving documents such as an insurance certificate, MOT and a valid driving licence must be shown to the relevant Council officer annually. Please refer to the Council's Car and Road Users policy for more details.

<https://surreyheath.app.box.com/file/956184357183?s=7hrb3kuhzqr6lc9uxqzalxv9dlw8me8m>

7 Use of Public Transport

- 7.1** Public transport should be considered where it is both practical and a cost effective means of travelling. Furthermore the most environmentally effective means of transport should also be considered. Normally employees would be expected to travel using standard or economy fares. First class travel is not normally permitted without the express written consent of the relevant line manager/budget holder and only by exception. Arrangements should be made in advance to take advantage of any cheaper fares. Weekly or season tickets will also be considered should this offer a more cost effective method of travelling.
- 7.2** Travel expenses can be claimed for if you elect to travel by public transport for Council business providing your claim is supported by a valid receipt. You can claim for the full cost although if you normally commute to work by public transport **you should deduct the cost of your normal journey from the claim.** If you use a combination of your own vehicle and public transport for a business trip you are entitled to claim for both. For example if you drive from home to a station and then take a train you may claim for the full amount of the train fare and for any mileage above your normal daily commute plus any parking costs.



8 Air Travel

Where attendance is required abroad for Council business, the policy allows employees to travel by air where it is more cost effective to do so. Air travel should occur only by exception and on a case by case basis. Prior approval must be sought from the relevant Corporate Management Team Member for your service and written approval must be obtained in advance of travel. Reimbursement will not be made without this. Where possible flights should be booked well in advance and budget airlines and economy class should be used.

9 Travelling by Bicycle or Motorbike

The policy allows you to travel by bicycle or motorbike. You can opt to travel by bicycle or motorcycle if this is practical and you are able to use these methods of transport.

10 Taxis

Should alternative public transport not be available travelling by taxi for official Council business is permitted, as long as journeys are reasonable and employees have checked any alternative arrangements in the first instance. Officers safety is paramount to the Council, with this in mind Officers may claim for taxi fares in the evening to ensure they are not traveling on public transport late at night. As an example should an Officer arrive back at their local train station at 9pm it would be deemed reasonable to claim for a taxi home. Wherever possible written approval should be sought from the relevant line manager/budget holder however it is appreciated this may not always be possible. Taxi fare reimbursement will only be made when they are supported by detailed receipts.

11 Fuel

Fuel cards are available to those workers driving Council provided vehicles should your job role be eligible for one. For workers without fuel cards the Council will reimburse you for the costs of buying fuel should you need to purchase it whilst on Council business. You cannot claim for both fuel and mileage at the same time.



12 Accommodation

- 12.1 Employees who are required to stay in overnight accommodation due to work commitments or attendance at a training event will be reimbursed, upon provision of a valid VAT receipt, the cost of the room together with breakfast.
- 12.2 Employees will be expected to choose reasonably priced accommodation that the line manager and HR is comfortable to sign off. The types of hotels employees are expected to choose are Travel Lodge, Ibis, Premier Inns or hotels of an equivalent standard. The maximum claim an Officer may make for accommodation is £200 per night, however in exceptional circumstances with justification it can exceed this amount. Employees are not eligible to claim accommodation if the venue they are travelling to is under a 25 mile radius from their home, however like the above there maybe exceptional circumstances. Items such as telephone expenses, newspapers, bar costs etc are not eligible for reimbursement.
- 12.3 Depending upon the arrival time an employee may claim for an evening meal including any non-alcoholic drinks. Meals or drinks that are provided as part of a package or conference cannot be claimed for. The policy does not cover the cost of alcoholic beverages.
- 12.4 Where the overnight stay is a consequence of a conference attendance or a training event and pre conference or pre training accommodation is necessary, reimbursement will be on the basis of the conference organiser negotiated rate.
- 12.5 Where a hotel booking includes breakfast, lunch or dinner as part of an inclusive package, employees will not be able to claim for any additional meals paid for separately to the inclusive hotel package.

13 Meals and Subsistence Allowance



13.1 If you are required to work overtime, or have to travel away from your normal place of work on official Council business a meal allowance is allowed to be claimed for under the provision of this policy, providing the meals are taken away from your home, or where you usually eat, the cost of the meal is actually incurred and you meet the following criteria for each respective meal allowance. Note that claims not supported by valid meal receipts will not normally be reimbursed.

13.2 The following qualifying conditions apply when travelling on Council business:

- travel must be in the performance of an employee's duties or to a temporary place of work
- the employee should be absent from their normal place of work or home for a continuous period in excess of 1 day
- the employee should have incurred a cost on a meal (food and drink) after starting the journey.

Breakfast – an allowance will be paid where breakfast costs are incurred.

Evening Meal - an allowance will be paid where evening meal costs are incurred.

Committee meetings – For those staff required to attend evening committees a meal allowance maybe claimed, proof of purchase of the meal/food is required. This meal allowance is not claimable for virtual meetings if at home.

Allowance Type	Allowance Claimable (£)
Breakfast	Up to £12.00
Evening Meal	Up to £25.00
Committee Meetings	Up to £11.00

14 Clothing and Uniforms

The Council will usually provide clothing or uniforms to employees depending on the nature of the work. Occasionally you may have to provide or pay for your own uniform whilst undertaking Council business and the policy entitles you to be reimbursed for these costs.

The costs of claiming for new clothing or uniforms will not normally fall inside scope for tax or NIC liability purposes and details need not be reported in tax returns.



15 Mobile telephones

Where you have been provided with a mobile phone for business purposes the Council will pay costs associated with its use for business purposes. The policy also allows for Council provided mobile phones to be used for making private calls as long as they are occasional, kept short and reasonable. Employees will be required to reimburse the Council for all private calls which exceed the inclusive minutes plan, this also includes calls made to premium numbers. Mobile phone bills are monitored by ICT and audit. Employees provided with a mobile phone will be asked to sign an ICT Mobile Phone Agreement when issued with the device.

For further information regarding the use of mobile phones in the workplace please refer to the Car & Road User procedure.

<https://surreyheath.app.box.com/file/956184357183?s=7hrb3kuhzqr61c9uxqzalxv9dlw8me8m>

The policy does not cover you for purchasing, hiring or leasing such equipment of your own, irrespective of whether the equipment is installed in a Council provided vehicle or your own vehicle. The policy does not cover you for the reimbursement of additional or peripheral equipment such charging or battery packs, and in car equipment.

16 Relocation

Surrey Heath Borough Council do not cover reimbursing employees for the costs associated with relocating or moving home whilst employed by the Council. However, in the case of TUPE transfers a relocation allowance will be considered for eligible employees.

17 Professional Subscriptions

The Council will reimburse you for the cost of one membership to a professional body per financial year. Your professional subscription must be directly related to your current job. You will need a valid receipt and will only be able to claim for your core membership, not for any optional additional payments. The Council will also cover you for upgrading a professional membership if this is an essential requirement for your role. Employees will be required to complete the enclosed form which will be sent to their Line Manager to approve <https://surreyheath.jotform.com/220214735195351>. This is then to be sent to Human Resources.

18 Childcare and Dependent Carer's Allowance



The Council will reimburse the cost of approved childcare or dependent carer's charges where an employee is asked to undertake work or training on behalf of the Council that would otherwise fall outside the terms of their contract or employment and where no other payment is made. In order to reclaim such costs, employees must have received prior approval and must attach or download valid receipts/supporting documentation to their expenses claim form.

19 Credit card Subscriptions

Where a procurement credit card i.e. a procurement Barclaycard or corporate NatWest card has been provided the Council will pay the initial subscription and any annual membership fee where these are payable. No tax or NIC liability will arise as a result. Council provided credit cards must never be used for personal purchases.

This policy is available in large print if requested.



Surrey Heath Borough Council
Employment Committee
26 January 2023

Salary Sacrifice Scheme Policy & Procedure

Head of Service: Sally Kipping – Head of HR, Performance & Communications
Report Author: Julie Simmonds – HR Manager
Key Decision: no
Wards Affected: n/a

Summary and purpose

This report provides the Employment Committee with details of the Salary Sacrifice Policy which is adopted within Surrey Heath Borough Council. This is a new policy to pull together information and processes for Salary Sacrifice Schemes available within SHBC. The Joint Staff Consultative Group considered this report at its meeting on 12 January 2023.

Recommendation

The Employment Committee is advised to RESOLVE that the Salary Sacrifice Policy and Procedure, as attached at Annex A to this report, be adopted.

1. Background and Supporting Information

1.1 This policy continues to evolve as we continue to review and monitor the processing of Salary Sacrifice Schemes for staff.

2. Reasons for Recommendation

2.1 To ensure that employees are correctly informed and aware of the commitment they are making when entering a salary sacrifice scheme.

3. Proposal and Alternative Options

3.1 It is proposed that the Salary Sacrifice Policy at Annex A is adopted, with or without any further amendments considered appropriate.

4. Contribution to the Council's Five Year Strategy

5. Section 151 Officer Comments:

5.1 This Salary Sacrifice Policy was reviewed by CMT including S151 Officer for comment which have been noted in the policy.

6. Legal and Governance Issues

6.1 No matters arising.

7. Monitoring Officer Comments:

7.1 This Salary Sacrifice Policy was reviewed by CMT including the Monitoring Officer for comment which have been noted in the policy.

8. Other Considerations and Impacts

Environment and Climate Change

8.1 No matters arising.

Equalities and Human Rights

8.2 Equalities Impact Assessment will be completed.

Risk Management

8.3 n/a

Community Engagement

8.4 Not applicable.

Annexes

Annex A – Salary Sacrifice Policy & Procedure

Human Resources



SALARY SACRIFICE POLICY AND PROCEDURE

Policy and Procedure for Salary Sacrifice

1 Introduction

Surrey Heath Borough Council is committed to ensuring that employees are able to achieve a balance between the demands of work and their domestic, personal, public duties and circumstances in order to maintain work performance.

2 Scope

This procedure applies to all employees at the Council. This policy and procedure should be read in conjunction with the employee's Terms and Conditions of Employment.

3 Policy Statement

The purpose of this policy and procedure is to provide guidance when dealing with requests for salary sacrifice. Information on the benefits available to all employees are detailed within this policy.

4 Equality Assessment Policy

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 will be 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.

5 Principle and Aims

The purpose of this policy and procedure is to provide the opportunity for employees who have agreed to forgo part of their salary in return for non-cash benefits such as childcare vouchers, pension contributions, Electric Car scheme and Cycle to Work scheme which can enable tax and national insurance savings to be made.

6 Cycle to Work Scheme

6.1 The Cycle to Work Scheme is administered for Surrey Heath Borough Council through Green Commute Initiative (GCI), [the details of which can be found on Warbler here-](#)

6.2 If any employee wishes to take advantage of this benefit, [they will need to please see the details on Warbler and](#) email human.resources@surreyheath.gov.uk. This is the main email address to be used for all applications and emails regarding this benefit process.

6.3 The current limit for our scheme is £3,000 over a period of 12 months. Safety equipment is included in this amount such as lights, lock, helmet, reflective clothing, extra tyre, etc. Items that are not included are GPS, camera or car rack.

6.4 When an application has been submitted by the employee, both they and the HR team are sent an email acknowledging the application.

6.5 The employee is required to click on the link in the email and then log into GCI. HR will then see the pending order with 'Authorised' or 'Not Authorised' and choose accordingly.

6.6 Once the application has been authorised, 2 documents are automatically raised by GCI – a Hire Agreement and a Salary Sacrifice document, both of which are sent to the employee for them to electronically sign. Once signed, the Salary Sacrifice document is sent to HR and GCI also receive confirmation.

6.7 GCI then raise an invoice and send it to Surrey Heath Borough Council to process.

6.8 The Payroll Team will process the salary sacrifice to be deducted from the employee's gross salary.

6.9 GCI send a voucher to the employee which they take to the bike shop and make arrangements for the order and collection of their bike.

6.10 If an application is rejected, HR will notify the employee that their application has not been authorised.

6.11 This benefit is not available to employees during their probationary period or who are employed on a Fixed Term Contracts.

7 Electric Car Scheme

Surrey Heath Borough Council offer an Electric Car scheme through [Octopus Electric Dreams](#) a preferred supplier as yet to be confirmed.

7.1 The scheme is similar to the current cycle to work scheme, the Council would lease electric vehicles to the employee and the additional vehicle services from [Octopus-EVA](#) preferred supplier as yet to be confirmed. In turn, the Council would provide the use of the car to the employee in return for them sacrificing an agreed amount from their gross salary. As this is before income tax and national insurance, employees would save on that monthly cost.

7.2 Every vehicle taken on the Electric Dreams scheme is 100% electric which significantly reduces overall carbon emissions from the vehicle.

7.3 Agile working has had a significant reduction on the amount of commuting journeys and associated carbon emissions. On average prior to the pandemic, employees spent 97% of their time in the office and 3% at home. At the time of the survey, employees spent 54% of their time in office and 46% at home). Surrey Heath Borough Council understands that further action is needed to support sustainable commuting. By supporting the shift to electric vehicles Surrey Heath could help employees reduce their impact of a yearly commute by up to two thirds compared to a diesel or petrol car.

7.4 Surrey Heath House has two electric vehicle charging points that are available to staff (process of access is to be reviewed).

How The Scheme Works

7.5 The Octopus, Electric Dreams Car scheme is an employee benefit scheme. The scheme is paid through sacrificing part of employees' gross salary; making savings on national insurance and income tax contributions (similar to the cycle to work scheme). The precise savings will depend upon personal tax circumstances and the make and model of the car chosen. Income tax and National Insurance Contributions won't be paid on the salary sacrificed.

7.6 The employee will have to pay Benefit in Kind ("BiK") tax on the car as a company car, but because it is a zero-emission car the BiK tax is currently much less than the income tax and NIC savings on the sacrifice. This should provide a saving to an employee compared to the cost of leasing a brand new Electric Vehicle.

7.7 In the last few years the high company car tax rates for petrol and diesel cars (typically 25-35%) have made company cars generally unattractive. However, in the case of electric cars the government set these Benefit in Kind (BiK) rates, at 1% for this tax year (2021/22) and increasing to 2% over the next three years -making EV salary sacrifice a viable option for the employee. Beyond year 3, the BiK rate is not currently guaranteed.

7.8 To be eligible to participate in the scheme, an employee must:-

- Be a permanent employee paid via PAYE.
- Be employed on a permanent contract and have completed their probation period.
- Be able to afford the salary sacrifice, meaning that revised salary, after taking into account salary sacrifice, exceeds the National Living/Minimum Wage and the Lower Earnings Limit for NIC purposes.
- Not be planning on retiring or resigning during the term of the agreement and the minimum agreement term is two years.

7.9 The monthly sacrifice includes the electric vehicle of choice, comprehensive motor insurance, roadside assistance, servicing, maintenance & repairs.

7.10 There is an estimated manufacturer lead in time of 6-8 months, depending on which model of Electric vehicle. The car will be leased for a fixed 2, 3 or 4 year period with a pre agreed mileage limit.

7.11 Octopus - A preferred supplier as yet to be confirmed will provide support with launching the scheme, with email communications, a webinar and pre-bookable 1-2-1 consultations and ongoing engagement. Staff must be completely aware of the agreement and arrangement they are signing up to and therefore will need to engage fully with the vehicle supplier prior to committing to the scheme as each person will have their own personal situations to consider.

8 Childcare Vouchers

8.1 The childcare voucher scheme closed to new joiners on 4th October 2018. Employees who receive vouchers for this scheme will be continued to be administered by Surrey Heath Borough Council.

8.2 After 4th October 2018 the government introduced tax free childcare.

Staff can potentially receive up to £500 every 3 months (up to £2000 a year) for each of their children, to help towards the costs of childcare. An online

childcare account will need to be set up by the employee. For every £8 paid into their account the government will contribute £2 to pay the childcare provider.

8.3 Staff will need to check with their childcare provider that they have signed up to the scheme before they can pay them and benefit from Tax-Free Childcare.

8.4 Tax-Free Childcare can be used for -

- Childminders, nurseries and nannies
- After school clubs and play schemes.

8.5 The employee's eligibility depends on:

- their income (and their partner's income, if they have one)
- their child's age and circumstances
- their immigration status.

8.6 The employee's child must be 11 or under and usually live with them. Eligibility for the scheme will cease on 1 September after their 11th birthday. Adopted children are eligible, but foster children are unfortunately not.

8.7 Staff cannot get Tax-Free Childcare at the same time as claiming Working Tax Credit, Child Tax Credit, Universal Credit or childcare vouchers. Which scheme they are better off with depends on their situation. Staff should use the enclosed [childcare calculator](#) from the UK GOV website to work out which type of support is best for them.

8.8 Staff must inform the Payroll Team within 90 days of applying for Tax Free Childcare for the Team to cease their childcare vouchers or directly contracted childcare.

9 Pension Additional Voluntary Contributions (AVC)

Whilst this is not classed as salary sacrifice scheme it is a scheme available to staff which will be a deduction from their monthly salary and therefore helpful to include some information.

9.1 An AVC allows an employee to build their funds alongside their workplace pension scheme. This can be a tax efficient method to increase their retirement savings as any additional voluntary contributions the employee makes to their pension are deducted from their monthly salary before tax.

9.2 AVCs are invested in funds so they have the potential to grow over time. All staff should be aware that the value of their fund can also decrease.

9.3 Any staff member wishing to set up an AVC will need to email Payroll@Surreyheath.gov.uk notifying them of the amount and the month they are requesting the start of the contribution to be made.

9.4 The AVC will be administered by Prudential and they will email the employee directly to register the administration of their additional contribution.

Surrey Heath Borough Council
Employment Committee
26 January 2023

Pensions Discretions Policy

Head of Service: Sally Kipping – Head of HR, Performance & Communications
Report Author: Julie Simmonds – HR Manager
Key Decision: no
Wards Affected: n/a

Summary and purpose

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

Each pension fund has to have a discretionary policy, which needs to be kept under review. However, it is noted that there is no legal requirement that it be reviewed annually and Surrey County Council have not issued an updated Pensions Discretions Policy.

The policy has not changed but it has come back this year again points as a reminder of the considerations. It has also been reviewed by the S151 Officer and taken to Corporate Management Team for consideration.

The Joint Staff Consultative Group considered this item at its meeting on 12 January 2023.

Recommendation

The Employment Committee is advised to RESOLVE that no amendments be made to the current Pensions Discretions Policy.

1. Background and Supporting Information

1.1 The Pension Discretions Policy has to be reviewed and it has been an annual review to date. 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 Each pension fund has to have a discretionary policy, which needs to be kept under review.

3. Proposal and Alternative Options

3.1 It is proposed to continue the existing Pensions Discretions Policy brought to the Committee in January 2020.

4. Contribution to the Council's Five Year Strategy

4.1 No matters arising.

5. Resource Implications

5.1 n/a

6. Section 151 Officer Comments:

6.1 No comments highlighted.

7. Legal and Governance Issues

7.1 No matters arising.

8. Monitoring Officer Comments:

8.1 No matters arising.

9. Other Considerations and Impacts

Environment and Climate Change

9.1 n/a

Equalities and Human Rights

9.2 Equality Impact Assessment completed Jan 2020 and no changes to Pensions Discretions Policy have been made since this date

Risk Management

9.3 No matters arising.

Community Engagement

9.4 n/a

Annexes

Annex A - Pensions Discretions Policy

Background Papers - n/a

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PENSIONS DISCRETIONS POLICY



Surrey Heath Borough Council Pension Discretions Policy

1 Introduction

- 1.1** Surrey Heath Borough Council (the Council) is a participating employer in the Local Government Pension Scheme (LGPS) and as an employer is under a legal duty to prepare and publish a written statement of its policy relating to certain discretionary powers under the Regulations which apply to the Local Government Pension Scheme (“the LGPS”).
- 1.2** Surrey Heath Borough Council is also under a duty to formulate, publish and keep under review a Statement of Policy in respect of how these powers are applied where they relate to the payment of compensation to employees whose employment is terminated as a result of redundancy or certain other reasons.
- 1.3** This document is intended to comply with these duties and the following table, sets out the discretionary powers concerned, identifies the relevant Regulation that gives Surrey Heath Borough Council the discretion and describes how the discretion will be exercised.
- 1.4** The policy set out in this document will not be departed from except as provided for in the policy or following a variation to the policy approved by Surrey Heath Borough Council.
- 1.5** This statement is not a definitive statement of the law and is subject to the provisions of the relevant Regulations.
- 1.6** The Regulations that apply to the LGPS are:
- The Local Government Pension Scheme Regulations 2013 (these are referred to as the “Pensions Regulations”);
 - The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (referred to as the “Transitional Regulations”);
 - The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 applied to the LGPS before 1 April 2014, are preserved in part on a transitional basis by the Transitional Regulations and are referred to as the “Benefits Regulations”
- 1.7** The Regulations which apply to the payment of compensation to employees whose employment is terminated as a result of redundancy, other specified reasons or injury are:
- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (referred to as the “Compensation Regulations”).
 - The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 (referred to as the “Injury Regulations”).

2 Definitions

In the Appendix below:

- 2.1** “The Scheme” or “the Pension Scheme” means the LGPS and “the Fund” or “the Pension Fund” means the fund maintained under the LGPS;
- 2.2** “Member” means a member of the LGPS;
- 2.3** “Active member” means a member in employment and paying, or treated as paying, contributions to the LGPS, or absent from employment for a reason mentioned in Regulation 11 of the Pensions Regulations.
- 2.4** References to a member with transitional protection are those who can count membership accrued before 1 October 2006 and who have statutory transitional protection under the Transitional Regulations, wholly or partly, from changes that would otherwise be made to their pension entitlements and/or from actuarial reductions that would otherwise be applied to their pension benefits as a result of the coming into force of the Pensions Regulations on 1 April 2014.
- 2.5** References to a member meeting “the 85 year rule” are those a members whose age in whole years when added to the member’s total membership in whole years is 85 years or more.

3 Scope

This policy covers all employees who are members of the LGPS and are employed at Surrey Heath Borough Council.

4 Equality Assessment Policy

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.

5 Policy Statement

- 5.1** This Policy document provides a full summary of the key discretions in-line with the LGPS Regulations. This policy contains no contractual rights.

- 5.2 Discretionary compensation payments will only be awarded in exceptional circumstances.
- 5.3 The Council retains the right to change the policy at any time. Where reference is made in this policy to an officer with a decision making role, the authority to make these decisions will be for them and their successor roles should there be a change in the future.
- 5.4 Only the version of the policy that is current at the time a relevant event occurs will be applicable.
- 5.5 The full list of the Council's policy statement relating to pensions discretions awarded by the Regulations can be found at Appendix A.

6. Policy Review

- 6.1 This policy and the discretions found at Appendix A will be reviewed annually.

Appendix 1**Summary of Local Government Pension Scheme (LGPS) Discretions with Surrey Heath Borough Council**

NB: Where the discretion concerns a Tier 1 or Tier 2 Officer the delegation will be the Employment Committee
 Tier 1 Officer is the Head of Paid Service and the Tier 2 Officers are the Strategic Directors and Heads of Service

No	Area	Regulation	Discretion	Policy summary	Delegation
1	Whether to vary an employee's contribution band	Regulations 9 and 10 Pensions Regulations	Members must pay pension contributions at the appropriate rate set on 1 st April or the first day of active membership, if later.	Surrey Heath Borough Council may vary employee's contribution rate if there is a material change and each case will be considered on its merits.	Head of HR, Performance and Communications.
2	Whether to increase assumed pensionable pay in certain specific circumstances	Regulation 21(5), 21(5A) and 21(5B) Pension Regulations	If a member is absent as a result of illness, child related leave or reserve forces leave their pension benefits may be based on assumed pensionable pay (APP). If, in the employer's opinion, the member's APP is materially lower than their pay in the twelve months preceding the absence they can either include (1) a "regular" lump sum	Surrey Heath Borough Council may increase assumed pensionable pay and each case will be considered on its merits.	Head of HR, Performance and Communications.

			received during that period or (2) substitute a higher pensionable pay having regard for their earnings in that period.		
3	Funding of Additional Pension Contributions	Regulations 16(2)(e) and 16 (4) (d) Pensions Regulations	Whether to fund, in whole or in part, a shared cost additional pension contributions (SCAPC) on behalf of an active member by regular contributions (Regulation 16(2)(e)) or by lump sum (Regulation 16(4)(d))	Surrey Heath Borough Council does not currently make discretionary contributions towards the cost of APCs to purchase extra annual pension, nor will the Council establish such a scheme in the future unless this would result in a significant financial advantage. This may be considered in exceptional circumstances where there are business benefits. Consideration will be based on the same rationale as the Council's policy relating to granting extra annual pension. Note: Discretion does not apply where member elects within 30 days of	Both the Head of Paid Service and the Employment Committee.

				return from authorised unpaid leave to pay a SCAPC to cover the cost of 'lost' pension as the regulations state that the employer must, in these cases, contribute 2/3 of the cost to a SCAPC.	
4	Shared Cost Additional Voluntary Contributions (SCAVCs)	Regulation 17(1) and Schedule 1 (definition of SCAVC) Pension Regulations	Whether to contribute towards a Shared Cost Additional Contribution arrangement. Pre-201 SCAVCs also fall under Regulation 17 by virtue of Regulation 15(2A) Transitional Regulations.	Surrey Heath Borough Council will not contribute to SCAVCs except in exceptional circumstances.	Both the Head of Paid Service and the Employment Committee.
5	Whether to grant early payment of pension on compassionate grounds (pre-1st April 1998 leavers)	Regulation D11(2) (c) of 1995 Regulations	Whether to agree to early payment of pension benefits from age 50 on compassionate grounds. The employer should note that pension benefits paid before age 55 may attract an unauthorised payments surcharge and they may have to pay a strain cost because the pension	Surrey Heath Borough Council will only agree to early payment of pension in exceptional circumstances.	Both the Head of Paid Service and the Employment Committee.

			benefits cannot be reduced.		
6	Flexible Retirement	Regulation 30(6) Pensions Regulations Regulations 11(2) and (3) of Transitional Regulations	Whether to agree to an employee aged 55 or over reducing their hours of work or their grade so that they may receive all or some of their retirement pension while still employed. Whether, in addition to any pre-1 st April 2008 pension benefits which the member must draw, to permit the member to draw; (a) all, part or none of benefits accrued between 1 st April 2008 and 31 st March 2014 and (b) all, part or none of the pension benefits built up after 31 st March 2014.	There is a general presumption that the Council will consider requests for Flexible retirement on their merits and to agree where it is in the Council's interests. On the basis that pension benefits taken before normal retirement age are reduced in accordance with guidance issued by the Government Actuary. See separate Flexible Retirement Policy Statement	Both the Head of HR, Performance and Communications and the Head of Paid Service. The Head of HR, Performance and Communications and the Employment Committee where the flexible retirement request concerns the Head of Paid Service.
7	Switching-on the 85-year rule (excludes flexible retirement)	Schedule 2 of Transitional Regulations	Whether to switch on the 85-year rule under Regulation 1(2) and 1(3)	Whilst there will be no general adoption of this discretion, Surrey Heath	Both the Head of Paid Service and the Employment Committee.

			of Schedule 2 of the Transitional Regulations.	Borough Council may agree to switch on the 85 year rule in exceptional circumstances such as compassionate grounds, or where it is in Surrey Heath's business interests, and taking into account the affordability of the employer costs arising.	
8	Waiving of Actuarial Reduction to Pensions	Regulation 30(8), Pensions Regulations	(Post 2014) Whether to agree to waive, in whole or in part, any actuarial reduction that would otherwise apply to the pension paid to a former employee aged 55 or over under 30(5) or 30(6) [flexible retirement] using regulation 30(8) of the Pension Regulations.	This may be considered in exceptional circumstances where there are business benefits. Surrey Heath Borough Council reserves the right to review the details of each case based on its individual merits.	Both the Head of Paid Service and the Employment Committee.
		Schedule 2 of Transitional Regulations	(Pre-2014) Whether to waive actuarial reductions entirely under 30(5) or 30 A(5) [deferred pensioner members] of the Benefits Regulations and Regulation 2(1), of		

			Schedule 2 of the Transitional Regulations.		
9	Award of Additional Pension (not exceeding the overall additional pension limit of £6, 822 (April 2018 and uplifted annually).	Regulation 32, Pensions Regulations	<p>To award additional pension at full cost to the employer:</p> <ul style="list-style-type: none"> (1) an active member; or (2) a former active member who was dismissed by reason of redundancy, business efficiency or mutual consent on grounds of business efficiency. <p>Additionally, in the case of a member falling within (2) above, the resolution to award additional pension must be made within 6 months from the date on which the employment ended.</p>	This is a general presumption that Surrey Heath Borough Council will not award additional membership. However, Surrey Heath Borough Council will consider and decide individual cases on their merits where it is in Surrey Heath's interest and taking account of the employer costs of the additional pension.	Both the Head of Paid Service and the Employment Committee.

10	Aggregation of Benefits: Concurrent Employments	Regulation 22(7)(b), Pensions Regulations	Whether to allow an active member with concurrent employments, who ceases an employment with an entitlement to a deferred pension, more than 12 months to elect not to have their deferred pension aggregated with their active member's pension account.	Surrey Heath Borough Council will only extend the deadline in exceptional circumstances.	Both the Head of Paid Service and the Employment Committee.
11	Aggregation of Benefits: Deferred Member becoming Active Member	Regulation 22(8) (b), Pensions Regulations	Whether to allow a deferred member who becomes an active member longer than 12 months in which to elect not to have their deferred benefits aggregated with the benefits in their active member's pension account.	Surrey Heath Borough Council will only extend the deadline in exceptional circumstances.	Both the Head of Paid Service and the Employment Committee.
12	Aggregation of Benefits: Deferred Member becoming Active Member (pre-2014 membership)	Regulation 10(6) (b) Transitional Regulations	Whether to allow a deferred member who becomes an active member longer than 12 months in which to elect for their pre-2014 deferred benefits to be aggregated with their	Surrey Heath Borough Council will only extend the deadline in exceptional circumstances.	Both the Head of Paid Service and the Employment Committee.

			active member's pension account (but, technically, they would lose the final salary link if they have not made an election under 5(5). Transitional Regulations within twelve months of becoming an active member of 2013 scheme).		
13	Inward Transfer of Pension Rights	Regulation 100, Pensions Regulations	Whether to allow an employee who has been an active member in their current employment for more than 12 months to ask for the transfer of certain accrued pension rights to be considered. Note: Regulation 100(6) of the Pensions Regulations requires that a request must be made within 12 months beginning with the date on which the member first became an active member in an employment or such longer period as the	Surrey Heath Borough Council will only extend the deadline in exceptional circumstances.	Both the Head of Paid Service and the Employment Committee.

			employer and the Administering Authority may allow. The discretion is, therefore, only exercisable if both the Employing Authority and the Administering Authority agree.		
14	Redundancy Payments	Regulation 5, Compensation Regulation 2006	Whether to base redundancy pay on actual pay where actual pay exceeds the statutory maximum under the Employment Rights Act 1996 (£508.00 from April 2018).	Surrey Heath Borough Council will base the calculation of a week's pay for redundancy on actual pay if it is higher than the statutory limit.	Both the Head of HR, Performance and Communications and the Head of Paid Service.
15	Compensation for loss of Employment	Regulation 6, Compensation Regulations 2006	Whether to pay compensation to a person whose employment ceases <ul style="list-style-type: none"> - by reason of redundancy; - in the interest of the efficient exercise of the employing authority's functions; or in the case of a joint appointment, because	Surrey Heath Borough Council will only award compensation for loss of employment in exceptional circumstances.	Both the Head of HR, Performance and Communications and the Head of Paid Service.

			the other holder of the appointment leaves.		
16	Injury Allowances	14(1) of the Compensation Regulations 2011	<p>Scheme employer (LGPS employers), apart from admission bodies, must formulate, publish and keep under review a policy on:</p> <ol style="list-style-type: none"> 1. whether to make and injury award to those who sustain an injury or contract a disease as a result of anything they were required to do in performing the duties of their job and in consequence of which they: <ul style="list-style-type: none"> - suffer a reduction in remuneration, or - cease to be employed as a result 	Surrey Heath Borough Council may only pay injury allowances in exceptional circumstances.	Both the Head of Paid Service and the Employment Committee.

Surrey Heath Borough Council
Employment Committee
26 January 2023

Car and Road Users Policy

Head of Service Sally Kipping – Head of HR, Performance & Communications
Report Author: Julie Simmonds – HR Manager
Key Decision: no
Wards Affected: n/a

Summary and purpose

This report provides the Employment Committee with details of the Car and Road Users Policy which is adopted within Surrey Heath Borough Council. This policy has tracked changes to show the amendments made. The Joint Staff Consultative Group considered this Policy at its meeting on 12 January 2023.

Recommendation

The Employment Committee is advised to RESOLVE that the revised Car and Road Users Policy and Procedure, as attached at Annex A to this report, be adopted.

1. Background and Supporting Information

1.1 This policy continues to evolve as we continue to review and monitor the processing of mileage claims for staff ensuring HMRC guidelines are adhered to.

2. Reasons for Recommendation

2.1 To ensure that employees are correctly reimbursed for valid business expenses whilst on Council business.

3. Proposal and Alternative Options

3.1 It is proposed that the Car and Road Users Policy is adopted, with or without any amendments considered appropriate.

4. Contribution to the Council's Five Year Strategy

4.1 No matters arising.

5. Resource Implications

5.1 No matters arising.

6. Section 151 Officer Comments:

6.1 This Car and Road Users Policy was reviewed by CMT including S151 Officer for comment which have been noted in the policy.

7. Legal and Governance Issues

7.1 No matters arising.

8. Monitoring Officer Comments:

8.1 This Car and Road Users Policy was reviewed by CMT including the Monitoring Officer for comment which have been noted in the policy.

9. Other Considerations and Impacts

Environment and Climate Change

No matters arising.

Equalities and Human Rights

9.1 Equalities Impact Assessment will be completed.

Risk Management

9.2 n/a

Community Engagement

9.3 Not applicable.

Annexes

Annex A – Car and Road Users Policy



SURREY HEATH BOROUGH COUNCIL

Human Resources

CAR AND ROAD POLICY & PROCEDURE



December 2022

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



1 Introduction

This document sets out the Council's policy in relation to the use of motor vehicles by employees on Council business.

The aim of this policy is to ensure that:

- There are clear, consistently applied criteria for entitlement to a car allowance;
- For those staff that use their cars on a casual basis for Council business there are clear guidelines as to the employee's responsibilities and reimbursement of mileage to ensure that the Council complies with its responsibilities under Health and Safety legislation.
- There are clear guidelines on road safety for both essential car and casual users.

2 Scope

This policy covers all employees who may be required to drive a motor vehicle on Council business

3 Equality Assessment Policy

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.

4 Categories of Car User

4.1 There are two categories of Car User. These are as follows:

1) Essential User

This relates to members of staff who are deemed to be “essential users” based on the roles they perform. They are paid an allowance to reflect the fact that they are required to have access to a vehicle as part of their job.

2) Casual Users

These are members of staff who whilst not requiring a car as part of their job do undertake occasional car journeys on Council business

5 Essential User Car Allowance

5.1 Introduction

The Council recognises that for the better performance of their duties certain job roles require to have access to a car at certain times. In order to assist staff with the fixed running costs of a vehicle the Council pays a fixed monthly car allowance through salary. In addition reimbursement is made for qualifying business mileage.

Commented [JS1]: Currently this is paid at 45p per mile



5.2 Eligibility

The eligibility requirements for a car allowance are as follows:

- 1) The employee must have a job role that requires them to leave the building on a regular basis for the purpose of work. This includes meetings with residents, businesses and other organisations which have a direct effect on the individuals and businesses of the borough where the Council acts as the third party or on everyday business. It is expected that the employee will do approximately 3000 business miles a year.

NB: Where a Manager deems a role should attract a car allowance a business case should be put forward and signed off by the [Executive Head Strategic Director or Head of Service](#) in conjunction with Human Resources.

or

- ~~2) The employee is graded as an Executive Head and above.~~

5.3 Allowance conditions

In order for eligible staff to claim an allowance they must prove that:

- 1) They hold a full UK licence and are not disqualified from driving for health or other reasons;
- 2) That they have regular access to a vehicle for work purposes;
- 3) The car has a valid MOT certificate if applicable;



- 4) That it has been serviced and maintained in accordance with the manufacturer's recommendations. This also includes tyres and windscreens being legal;
- 5) That they hold valid insurance which specifically covers them for business travel;

If the employee is unable to or ceases to fulfil all of these conditions then the allowance will not be paid.

HR will require employees to submit a copy of their license, MOT and insurance certificate annually.

5.4 Rate of Allowance

The rate of allowance is £166.67 a month equivalent to £2,000 per year ~~for grades below Chief Executive.~~

It should be noted that the allowance is subject to tax and national insurance ~~but it does not attract pension contributions.~~

5.5 Mileage Rates

Staff using their own vehicle are able to claim reimbursement of costs for business mileage driven. Please note that mileage incurred travelling from home to work is NOT deemed to be business mileage and cannot be claimed for ~~therefore if a member has not travelled to or from the office as part of their usual commute the~~



day of the claim, they must deduct this mileage from the total mileage.– For example:

On a normal day the journey from home to the office is 5 miles but the staff member did not need to attend the office at all as they were out all day as part of their role. The total mileage they travelled that day to enable them to conduct their business was 20 miles. As they would normally travel 10 miles getting to and from the office (5 miles each way) they need to deduct that from their total mileage and therefore only claim 10 miles.

The current rates, payable are as follows and in line with HMRC guidance:

Date effective from	All Cars (Up to a maximum 10,000 miles)	All Motorcycles
<u>01/03/2019 Tax year 2011 / 2012 to date</u>	<u>45p</u>	<u>24p</u>
	<u>First 10,000 business miles in the tax year</u>	<u>Each business mile over 10,000 in the tax year</u>
<u>Cars and Vans</u>	<u>45p</u>	<u>24p</u>
<u>Motorcycles</u>	<u>24p</u>	<u>24p</u>
<u>Bicycles</u>	<u>20p</u>	<u>20p</u>



A staff member can also claim 5p per passenger per business mile for carrying fellow employees in a car or van on journeys which are also work journeys for them. Only payments specifically for carrying passengers count and there is no relief if you receive less than 5p or nothing at all.

Claims must be submitted on a regular basis and (preferably would urge you to submit at the end of each month) for payment in the following months payroll. This provides clearer information for audit purposes and to assist with Corporate budget monitoring.

Please note that if claims are not made within 3 months of the journey being made you are at risk of payment being refused.

Rates are reviewed periodically and tracked to HMRC guidelines to reflect the changing costs of running a vehicle. Currently, as the above mileage payments are in line with HM Revenue and Custom's Approved Mileage Allowance Payments (HMRC's AMAPs), they are not taxable. It is the employee's responsibility, however, to pay any income tax or National Insurance Contributions that may become due, for example if mileage rates exceed HMRC's AMAP at any time.

6 Casual Users

6.1 Introduction

Casual Users are those staff who do not qualify for an allowance and use their own vehicles for Council business on a less frequent basis.

6.2 Conditions



In order for eligible staff to claim a mileage reimbursement they must ensure that:

- 1) They obtain permission from their line manager;
- 2) They hold a full UK licence and are not disqualified from driving for health or other reasons;
- 3) The car has a valid MOT certificate if applicable;
- 4) The car has been serviced and maintained in accordance with the manufacturers recommendations and that tyres, windscreens etc. are legal;
- 5) They hold valid insurance which specifically covers them for business travel;

Only if all these conditions are met can an allowance be claimed. Claimants will be required to confirm they comply with each claim and may be required at any time to produce the relevant documentation for Human Resources.

6.3 Mileage Rates

Staff using their own vehicle are able to claim reimbursement of costs for business mileage driven. Please note that mileage incurred from home to work is NOT deemed to be business mileage and cannot be claimed for.

[Please see point 5.5 above for the current rates payable are as follows; and details.](#)



Date effective from	All Cars (Up to a maximum 10,000 miles)	All Motorcycles
01/03/2019	45p	24p

Claims must be submitted on a regular basis (preferably at the end of each month) for audit purposes and to assist with Corporate budget monitoring.

Please note that if claims are not made within 3 months of the journey being made you are at risk of payment being refused.

Rates are reviewed periodically to reflect the changing costs of running a vehicle.

These amounts may be subject to income tax and National Insurance Contributions, depending on HMRC regulations in place at the time.



7 Road Safety Procedures

Surrey Heath Borough Council will take all reasonable steps to reduce health and safety risks from work related road collisions and injuries by promoting a safe driving culture within the Council.

For the purpose of this policy the following definitions apply:

Driving at Work	Refers to any work carried out on Council business that involves the employee driving any vehicle and covers all journeys other than those to and from their normal place of work.
Council Vehicle	Any vehicle that is owned leased or hired by the Council.
Private Vehicle	Any vehicle used by a person driving on Council business which is not owned, leased or hired by the Council.

- 7.1 Responsibility for discharging the health and safety requirements with regards to this policy lies with the appropriate ~~Executive Head~~[Strategic Director](#)/Head of Service. Duties of implementation may be delegated to individuals in a manner that accurately reflects their existing levels of competence and responsibility. However, in certain circumstances, the advice and assistance of specialist advisers may be required.



7.2 It is the policy of Surrey Heath Borough Council to operate vehicles in a safe, efficient and effective manner and to minimise the risks to employees and others affected by our operations.

7.3 Staff are expected to adhere to the [Road Safety Procedures driving and riding safely for work guidance](#), failure to do so may result in disciplinary action.

7.4 Managers are responsible for ensuring that:

- There is a mechanism in place to ensure that staff are qualified to drive any Council vehicle;
- There is a system in place to ensure that any Council vehicle is maintained in a roadworthy condition and complies with legal requirements.
- Ensure that an assessment of the risks associated with the work equipment is conducted prior to its use.

NB. For journeys or driving activities that present additional risks a more detailed assessment should be completed and recorded. Examples of where this would be appropriate include:

Driving that is expected to take place in severe weather conditions; Journeys that involve lone working in remote or potentially dangerous areas;



The transporting of a large number of passengers for example in a minibus.

7.5 Staff are responsible for ensuring that they;

- Hold the appropriate driving licence entitlement;
- Are medically fit to drive;
- Do not use a hand-held mobile phone to make or receive calls whilst driving on Council business
- Do not operate satellite navigation systems while driving
- Comply with the legislation with regard to the wearing of seatbelts whilst driving and make every effort to enforce the wearing of seatbelts for adult passengers in their vehicles;
- Are satisfied that prior to any journey on Council business that the vehicle they are driving is fit for its purpose and roadworthy;
- Inform the person in charge of the (Council) vehicle if they become aware of any faults;
- Where appropriate, are adequately insured to use their private vehicle for Council business;
- Report any accidents or incidents whilst driving on Council business to the Health and Safety representative;
- Comply with any local service rules and risk assessment requirements for driving at work activities

8 Risk Assessments



Risk assessments for regular work-related driving should follow the same principles as those for any other work activity.

For journeys or driving activities that present additional risks a more detailed assessment should be completed and recorded. Examples of where this would be appropriate include:

- Driving that is expected to take place in severe weather conditions;
- Journeys that involve lone working in remote or potentially dangerous areas;
- The transporting of a large numbers of passengers for example in a minibus.

9 Medical conditions affecting the ability to drive

Drivers of Council vehicles must declare to their line manager immediately if they are suffering from any medical condition that would legally prevent them from driving on the public highway or if they have any reason to believe they have any other condition that might adversely affect their ability to drive safely. The line manager is responsible for taking action by relieving the person from driving duties as appropriate and contacting Human Resources.

10 Convictions or disqualification



Where employees are required to drive Council vehicles, or their own vehicle as an essential part of their duties, they must inform their line manager and Human Resources of any convictions (including penalty points) or periods of disqualification immediately. If managers are notified that an individual has been disqualified from driving due to a motoring offence they must relieve the person of all driving duties with immediate effect and seek advice from Human Resources on the most appropriate course of action.

For any other motoring offence such as points on a licence for speeding, it is the responsibility of the member of staff to update their driver's declaration form through their Human Resources.

11 Minibus drivers

A higher level of competence is required to drive a minibus, as:

- The vehicle is larger/heavier (requires greater stopping distances);
- More passengers are taken leading to increased stress on the driver e.g. extra responsibility, noise and distraction;

The [legal requirement](#) with regard to qualifications is that drivers who obtained their full driving licence before the 1 January 1997 may drive a minibus in the UK. Those who have obtained their licence on or after the 1 January 1997 are only



licensed to drive a vehicle with up to 8 seats. To drive a minibus, drivers need to gain a category D1 PCV entitlement on their licence.

All departments must comply fully with the above legal requirements with regard to driving licence entitlement. Departments are also required to ensure that;

Any member of staff who is required to drive a minibus as part of their job must undertake an appropriate assessment (i.e. MIDAS) regardless of when they attained their full driving licence. The assessment outlines the skills required to drive a minibus safely and candidates are assessed for competency. Re-assessment should take place at least every 4 years and more often if an incident or risk assessment merits it.

Members of staff with a full driving licence obtained before 1997 who occasionally drive a minibus for work-related purposes but not as a requirement of their job do not need to undertake additional training. However, those members of staff should undertake a specific risk assessment related to the activity.

12 Council vehicle checks

The driver has primary responsibility for the operation of any vehicle and must be satisfied that the vehicle is fit for its purpose and roadworthy. Compliance with this requirement can be sensibly achieved by departments taking responsibility for the majority of periodic maintenance checks of their vehicles. Department checks should include monitoring of fluid levels (oil, coolant and screen wash) and tyre pressures. It is recommended that these checks and associated maintenance are recorded on a weekly basis (the frequency of checks must be risk based depending



on the frequency and type of use). It would then be the driver's responsibility to ensure that the record of weekly checks was up to date and then to undertake their own driver basic safety checks and adjustments. This outlines the minimum requirements for safety checks; some vehicles may require additional checks such as inspection of lifts, safety signage, safety equipment such as reversing alarms, guards on dangerous parts and rotating beacons.

13 Service vehicle maintenance

Vehicle inspections and maintenance should only be conducted by a competent person. The manufacturers' recommended service intervals and warranties should be adhered to which will ensure so far as reasonably practicable the on-going safety of the vehicle. The maintenance schedule must also include the annual M_{OT} test.

A maintenance log must be kept up to date for each departmental vehicle containing all information relating to that vehicle. It is recommended that service records are kept for at least 3 years.

It is recommended that routine checks are made of Council minibuses at set intervals which are time-based rather than mileage-based, e.g. every 6 weeks. Any specialist equipment such as tail lifts should be inspected according to the legal requirements and any manufacturer's recommendations.

14 Accidents and incidents



Where employees who are driving on Council business are involved in road traffic accidents or incidents which result in damage to vehicles, loss or damage to property or persons they must be reported for insurance purposes and as an accident/near miss. This applies to accidents in Council vehicles as well as in an individual's private vehicle.

Law relating to this document

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

The Health and Safety at Work etc Act 1974 requires employers to take appropriate steps to ensure the health & safety of their employees and others who may be affected by their activities when at work. "This includes the time when they are driving or riding at work, whether this is in a company or hired vehicle, or in the employee's own vehicle".

The Management of Health and Safety at Work Regulations 1999 requires "the risk assessment to be reviewed periodically to ensure it remains valid. Employers should consider the risks to employees on the road in the same way as for those in the workplace".

For clarity, health and safety law does not apply to drivers commuting to work.



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**Surrey Heath Borough Council
Employment Committee
26 January 2023**

Pay Policy Statement

Head of Service Sally Kipping – Head of HR, Performance & Communications
Report Author: Julie Simmonds – HR Manager
Key Decision: no
Wards Affected: n/a

Summary and purpose

This report provides the Employment Committee with a revised Pay Policy Statement for 2022/24 for publication on Surrey Heath Borough Council website as required for Transparency as per Government Guidelines. The revised Statement was reviewed by the Joint Staff Consultative Group on 12 January 2023.

Recommendation

The Employment Committee is advised to RECOMMEND to Full Council that the Council's Pay Policy Statement at attached at Annex A be adopted.

1. Background and Supporting Information

- 1.1 This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011.
- 1.2 The Council is required to update this on an annual basis and the requirement is for it to be adopted by the Employment Committee and Full Council.
- 1.3 The Policy Pay Statement 2022/24 is attached at Annex A.

2. Reasons for Recommendation

- 2.1 There is a requirement for publication of a Pay Policy Statement on Surrey Heath Borough Council website.

3. Proposal and Alternative 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.

4. Contribution to the Council's Five Year Strategy

4.1 n/a

5. Resource Implications

5.1 There are no additional resource implications arising from this report.

6. Section 151 Officer Comments:

6.1 This Pay Policy Statement was presented to Corporate Management Team on 20th December 2022 for comment and contents were noted. No comment received from S151 Officer.

7. Legal and Governance Issues

7.1 This meets the requirement of the Localism

8. Monitoring Officer Comments:

8.1 This Pay Policy Statement was presented to Corporate Management Team on 20th December 2022 for comment and contents were noted. No comment was received from Monitoring Officer.

9. Other Considerations and Impacts

Environment and Climate Change

9.1 No direct impacts.

Equalities and Human Rights

9.2 It is for transparency this document is published.

Risk Management

9.3 n/a

Community Engagement

9.4 Not applicable.

Annexes

Annex A – Pay Policy Statement 22/24

Background Papers

n/a

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Surrey Heath Borough Council Pay Policy Statement Financial year 2022-24³

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 2022-24³.

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 when it sets the budget but this is completed by way of consultation with the Joint Staff Consultative Group and on the recommendation of the Employment Committee¹. The Joint Staff Consultative Group comprises elected ~~Councillors~~Members 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.

¹ 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 13 grades (SH1 – SH10 and SH31 – SH33), grade SH1 being the lowest and grade SH33 the highest (see Appendix 1). Each employee will be on one of the 13 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 ~~£500 per annum (consolidated)~~ 8% pay increment for all grades was awarded for 2022/20243 (see Appendix 1).

5 CMT Officers Remuneration

The Council has a group of 7 CMT Officers (including three statutory roles) which currently consists of the following:

Statutory responsibilities	SHBC posts
Head of Paid Service	Chief Executive
Section 151	Strategic Director Finance and Customer Service
Monitoring Officer	Head of Legal & Democratic Services
N/A	Strategic Director Environment and Community
N/A	Head of HR, Performance and Communications
N/A	Head of Investment and Development
N/A	Head of Planning

Surrey Heath publishes the salaries of the Chief Executive, Strategic Directors 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, Statutory Officer allowances (S151 and Monitoring Officer) and Exceptional Payments Policy.

[Overtime is paid with prior agreement and flexible working hours \(flexitime\) should minimise the need for overtime working, as urgent matters or peak loads will normally be dealt with by the adjustment of hours within the flexitime arrangements.](#)

[Overtime, when permitted, is generally paid at the following rates:](#)

[Full Time Staff](#)

[Additional hours worked on a normal working day or Saturday paid at time-and-a-half.](#)

[Additional hours worked on a Sunday or Bank/Public Holiday paid at double time.](#)

[Part Time Staff](#)

[Additional hours worked on a normal working day \(provided total hours worked in any one week are under 37 hours\) paid at single time.](#)

[Additional hours worked on a normal working day \(that bring total hours worked in the week over 37 hours\) paid at time-and-a-half.](#)

[Additional hours worked on a Saturday paid at time-and-a-half.](#)

[Additional hours worked on a Sunday or Public Holiday paid at double time.](#)

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 Organisational Change 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 and agreement with HR Manager or Head of HR, Performance and Communications to keep a consistent and fair approach. 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 1st ~~October~~April 2022):

Salary	Amount per annum	Ratio with highest salary
Highest Basic Salary (Chief Executive)	£126,678 <u>£136,812</u>	n/a
Mean (average) Basic Salary	£50,231 <u>£54,250</u>	2.52:1
Lowest point on standard pay scales to which an employee is appointed	£14,784 <u>£15,057</u>	8.57 <u>9.09</u> :1

SURREY HEATH BOROUGH COUNCIL PAY SCALES

2022 - 2024 PAY SCALES

Increase of 8% on all pay scale points effective from 1 October 2022

<u>Grade</u>	<u>SCP</u>	<u>Salary (£)</u>
<u>SH1</u>	<u>1.2</u>	<u>15057</u>
<u>SH1</u>	<u>1.3</u>	<u>15967</u>
<u>SH1</u>	<u>1.4</u>	<u>16874</u>
<u>SH1</u>	<u>1.5</u>	<u>17788</u>
<u>SH1</u>	<u>1.6</u>	<u>18403</u>
<u>SH2</u>	<u>2.7</u>	<u>19041</u>
<u>SH2</u>	<u>2.8</u>	<u>20103</u>
<u>SH2</u>	<u>2.9</u>	<u>21204</u>
<u>SH2</u>	<u>2.10</u>	<u>22456</u>
<u>SH2</u>	<u>2.11</u>	<u>23072</u>
<u>SH3</u>	<u>3.11</u>	<u>23383</u>
<u>SH3</u>	<u>3.12</u>	<u>24292</u>
<u>SH3</u>	<u>3.13</u>	<u>25187</u>
<u>SH3</u>	<u>3.14</u>	<u>26078</u>
<u>SH3</u>	<u>3.15</u>	<u>26691</u>
<u>SH4</u>	<u>4.15</u>	<u>27161</u>
<u>SH4</u>	<u>4.16</u>	<u>28535</u>
<u>SH4</u>	<u>4.17</u>	<u>29892</u>
<u>SH4</u>	<u>4.18</u>	<u>31198</u>
<u>SH4</u>	<u>4.19</u>	<u>31812</u>
<u>SH5</u>	<u>5.19</u>	<u>32570</u>
<u>SH5</u>	<u>5.20</u>	<u>33928</u>
<u>SH5</u>	<u>5.21</u>	<u>35265</u>
<u>SH5</u>	<u>5.22</u>	<u>36622</u>
<u>SH5</u>	<u>5.23</u>	<u>37234</u>
<u>SH6</u>	<u>6.23</u>	<u>37994</u>
<u>SH6</u>	<u>6.24</u>	<u>39351</u>
<u>SH6</u>	<u>6.25</u>	<u>40673</u>
<u>SH6</u>	<u>6.26</u>	<u>42048</u>
<u>SH6</u>	<u>6.27</u>	<u>42660</u>
<u>SH7</u>	<u>7.28</u>	<u>44467</u>
<u>SH7</u>	<u>7.29</u>	<u>46012</u>
<u>SH7</u>	<u>7.30</u>	<u>47553</u>
<u>SH7</u>	<u>7.31</u>	<u>49067</u>
<u>SH7</u>	<u>7.32</u>	<u>49680</u>
<u>SH8</u>	<u>8.33</u>	<u>51074</u>
<u>SH8</u>	<u>8.34</u>	<u>52863</u>
<u>SH8</u>	<u>8.35</u>	<u>54662</u>
<u>SH8</u>	<u>8.36</u>	<u>56481</u>

SH8	8.37	57097
SH9	9.37	58452
SH9	9.38	60333
SH9	9.39	62216
SH9	9.40	64094
SH9	9.41	64707
SH10	30.101	67511
SH10	30.102	70048
SH10	30.103	72360
SH10	30.104	74520
SH10	30.105	76680
SH31	31.106	78300
SH31	31.107	80460
SH31	31.108	82620
SH31	31.109	84780
SH31	31.110	86940
SH32	32.111	98820
SH32	32.112	100980
SH32	32.113	103140
SH32	32.114	105300
SH32	32.115	107460
SH33	33.301	123575
SH33	33.302	127986
SH33	33.303	132402
SH33	33.304	136812

Surrey Heath Borough Council
Employment Committee
26 January 2023

Work Programme 2022/23

Head of Service Sally Kipping – 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:
 - 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:

- 2 March 2023

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

Meeting	Topic	Source
30 March 2023	Sickness Absence Policy	HR
	Data Breaches Policy	ICT/Information Governance (review)
	Information Security Policy	ICT (review)
	Data Protection Policy	ICT/Information Governance (review)
	Family Friendly Policy	HR (review)
	Staff Terms and Conditions of Employment	HR (review)
	Safeguarding Policy	Community Development (Review)
	Annual Report (exempt)	HR

To be scheduled:

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