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Tuesday, 7 February 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, Victoria Wheeler and Graham Tapper)

**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 Committee Room 1, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on **Thursday, 16 February 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

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## AGENDA

Pages

### Part 1 (Public)

**1 Apologies for Absence**

**2 Minutes**

**3 - 6**

To confirm and sign the minutes of the meeting held on 26 January 2023 (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 Exclusion of Press and Public**

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

<u>Item</u>	<u>Paragraph(s)</u>
5	1
6	1

**Part 2  
(Exempt)**

**5 Annual Report**

**6 Review of Exempt Items**

To review those items or parts thereof which can be released as information available to the public.

**Minutes of a Meeting of the  
Employment Committee held on 26  
January 2023**

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

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

+ Present

- Apologies for absence presented

Officers present: Sally Kipping, Julie Simmonds, Rachel Whillis

**14/EC Chairman's Announcements**

The Chairman welcomed Sally Kipping, the new Head of HR, Performance & Communications, to the meeting.

**15/EC Minutes**

The minutes of the meeting held on 13 October 2022 were confirmed and signed by the Chairman.

**16/EC Leave and Special Leave Policy**

The Committee considered proposed revisions to the Leave and Special Leave Policy. The changes principally concerned clarification on how part-time leave was calculated, an additional requirement for carried forward leave to be used by the end of the first quarter of the next leave year, and formalising arrangements for Time Off In Lieu.

**RESOLVED that the revised Leave and Special Leave Policy, as set out at Annex A to the agenda report, be adopted.**

**17/EC Expenses Policy**

The Committee considered proposed revisions to the Expenses Policy. The Policy covered the financial management of expenses in line with Financial Regulations.

Members were advised that reference to professional subscriptions had been removed from the Policy as this was now incorporated in Staff Terms & Conditions of Employment. It was also advised that business mileage rates were the same for electric vehicles, in line with HMRC policy.

In addition to the changes proposed in the agenda report, it was agreed to correct a typographical error in paragraph 5.3 of the Policy.

**RESOLVED that the revised Expenses Policy, as set out at Annex A to the agenda report, as amended, be adopted.**

**18/EC Salary Sacrifice Scheme Policy & Procedure**

The Committee considered a Salary Sacrifice Scheme, which brought together information and processes for all salary sacrifice schemes available within the Council.

Members were informed that it was not intended to continue with the Electric Car Scheme supplier discussed at the meeting in July 2022 and discussions were underway with a potential alternative supplier; the policy had consequently been updated to include more generic references to the Council's supplier in place of a specified organisation. It was also agreed to make minor amendments to paragraphs 7.2, 7.4 and 7.5 of the Scheme.

**RESOLVED that the Salary Sacrifice Policy and Procedure, as attached at Annex A to this report, as amended, be adopted.**

**19/EC Pension Discretion Policy**

The Committee was informed that each pension fund was required to have a discretionary policy, which needed to be kept under review. Surrey County Council had not issued an updated Pensions Discretions Policy and there had been no changes to the Pension Regulations.

**RESOLVED that no amendments be made to the current Pensions Discretions Policy.**

**20/EC Car and Road Users Policy**

The Committee considered proposed revisions to the Car and Road Users Policy. The Policy set out how employees using their car for work were compensated and categorised them as either essential car users or casual car users.

It was agreed to check that the mileage rates payable presented in the table at paragraph 5.5 of the Policy were consistent with those detailed in the Expenses Policy.

**RESOLVED that, subject to clarification on mileage rates at paragraph 5.5 of the Policy, the revised Car and Road Users Policy and Procedure, as attached at Annex A to the agenda report, be adopted.**

**21/EC Pay Policy Statement**

The Committee received a report setting out the Council's Pay Policy Statement for 2022-24. It was reported that the Council was required, in accordance with Section 38(1) of the Localism Act 2011, to review and update its Pay Policy Statement on an annual basis but the item was being reported earlier than scheduled due to the recent pay award.

**RECOMMENDED to Full Council that the Pay Policy Statement 2022-24 be adopted, as set out at Annex A to the agenda report.**

## **22/EC Speak Up Policy**

The Committee was reminded that in 2020 the Council's Whistleblowing Policy had been subject to a fundamental review and had been renamed as the Speak Up Policy. At this time it had been agreed that the Committee may receive an annual report on the number of incidences of wrongdoing reported under the Policy.

In 2022 there had been 23 instances of staff speaking up reported. As this was understood to be the first time such data had been collected no comparative information was available; however, the Staff Survey taking place in April 2023 would provide an opportunity to further understand staff confidence in speaking up about inappropriate behaviour.

The Committee discussed the Policy and it was suggested that it would be beneficial to categorise the data collected. It was also recognised that, whilst the Policy required the information to be provided by service area, this would not be possible whilst preserving the anonymity of the staff speaking up. It was therefore agreed to add a review of the Policy to the Committee's Work programme.

**RESOLVED to note the report and add a review of the Speak Up Policy to the 2023/24 Work Programme.**

## **23/EC Work Programme**

The Committee discussed its work programme for remainder of the 2022/23 year. It was agreed to add the Speak Up Policy to the June 2023 meeting's agenda. The proposal to add an additional meeting on 16 February 2023 to consider a single item was also noted.

**RESOLVED that the work programme for the remainder of the 2022/23 municipal year, as set out at Annex A to the agenda report, be agreed and the Speak Up Policy be added to the draft Work Programme for 2023/24.**

Chairman

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