

**Minutes of a Meeting of the Joint Staff  
Consultative Group held at Surrey  
Heath House on 6 July 2017**

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+ Geraldine Sharman (Chairman)

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|--------------------------|-------------------------|
| - Cllr Moira Gibson      | - Gillian Barnes-Riding |
| + Cllr Josephine Hawkins | + Lee Brewin            |
| + Cllr Ruth Hutchinson   | + Andrew Edmeads        |
| - Cllr Paul Ilnicki      | + Lynn Smith            |
| + Cllr Charlotte Morley  | - Anthony Sparks        |
| + Cllr Robin Perry       | + Karen Wetherell       |
| + Cllr Ian Sams          |                         |
| - Cllr Conrad Sturt      |                         |

+ Present

- Apologies for absence presented

**1/J Election of Chairman and Vice Chairman**

Under the Constitution of the Consultative Group, the positions of Chairman and Vice Chairman alternated between a Member representative and a Staff Representative. For 2016/17 the position of Chairman was held by a Staff Representative and the position of Vice Chairman was held by a Member representative.

The Group noted that Members would not be seeking to nominate a Chairman. It was proposed that the Chair for 2017/18 should be filled by a staff representative, with a Vice-Chairman to be nominated on a meeting by meeting basis, by the Leader of the Council, from the non-Executive Members of the Group.

**Resolved, that Geraldine Sharman be elected Chairman for the municipal year 2017/18, with a Vice-Chairman to be nominated, on a meeting to meeting basis, from non-Executive Members, through the Leader of the Council.**

**2/J Notes**

The Notes of the meeting of the Joint Staff Consultative Group, held on 16 March 2017, were agreed as a correct record.

**3/J Declarations of Interest**

There were no declarations of interest submitted.

**4/J Safeguarding Policy**

The Executive Head of Transformation reported that a revised Surrey-wide Safeguarding Policy had been produced by the 11 Borough and District Councils. The Policy was currently being tweaked to meet the specific needs of Surrey Heath, with the front of the policy being clear on what to do if you see/hear

anything of concern. The Council's proposed changes will be shared with the other 10 Councils and a revised copy will be considered at this Group's meeting on 28 September 2017.

## 5/J Revised Equality Strategy

The Human Resources and Organisational Development Manager presented a report covering a revised Equality Strategy. She highlighted the following minor amendments:

- (i) Introduction – Para 1 – last sentence – Delete ' *staff is*' and insert ' *staff are*';
- (ii) Roles and Responsibilities – Equality Action Group – 1<sup>st</sup> paragraph – delete ' *policies*' and insert ' *policies*';
- (iii) Protected Characteristics – Age – Delete paragraph and replace with ' *Discrimination on the grounds of age in relation to goods and services, employment and vocational training is unlawful*';
- (iv) Marriage and Civil Partnerships – 1<sup>st</sup> sentence – before 'same sex couples' – delete 'a';
- (v) Paragraph 9 (ii) – Equality Impact Assessments and Actions – In the title, after ' *Equality Impact Assessments*' add '(EIA)';
- (vi) Procurement and Grants – 1<sup>st</sup> Sentence – Change ' *An organisation who*' to ' *An organisation which*' and change ' *but who*' to ' *but which*';
- (vii) Community Engagement – 2<sup>nd</sup> Paragraph – delete ' *Council's*' and insert ' *Council*';
- (viii) Paragraph 12 – 1<sup>st</sup> Bullet Point – To be re-worded to make purpose clearer;
- (ix) Paragraph 14 onwards – Renumber from Paragraph 15.
- (x) Re-numbered Paragraph 17 – the sentence should end ' *in order for the Council to meet the General Equality Duty*'; and
- (xi) Annex B Measuring our Equality Performance – replace ' *Narrative*' with ' *narrative*'.

**Resolved, that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the changes to the Equality Strategy.**

## 6/J Revised Code of Conduct for Officers

The Group received an update from the Human Resources and Organisational Development Manager on proposed changes to the Council's Code of Conduct for Officers Policy.

Members noted that the policy had been amended to reflect changes to job titles and responsibilities. In Section 18 – gifts, the wording had been changed to ensure synergies with the Hospitality section. Sub-section 18.3 had been condensed, the wording of sub-section 18.4 had been amended to accord with that of sub-section 19.2 and the wording of sub-section 18.5 had been amended to delete reference to traditional Christmas boxes. In addition, the following minor amendments were agreed:

- (i) Title Page – Align ‘*Human Resources*’ with the ‘*Surrey Heath Borough Council*’ title above;
- (ii) In the Code, paragraph 5.2 (iv), it was agreed to reword to:  
  
*‘(iv) There is an exemption under the FOI Act or an exception under the Environmental Information Regulations.’;*
- (iii) Paragraph 5.4 – 3<sup>rd</sup> Sentence (following on from ‘*transparency agenda.*’ – add ‘*Information produced by officers remains the property of the Council*’; and
- (iv) Footer – Move the date to the right hand margin.

**Resolved, that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the changes to the Code of Conduct for Officers.**

## **7/J Work Programme**

The Group considered a proposed work programme for the meetings scheduled for 28 September 2017, 18 January 2018 and 15 March 2018.

It was noted that the Safeguarding Policy would be added to the agenda for 28 September 2017.

**Resolved, that the Work Programme for the 2017/18 municipal year, as set out in Annex A to the Officer report and as amended, be approved.**

Chairman