

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey
Heath House on 27 September 2018**

+ Geraldine Sharman (Chairman)

- | | |
|-------------------------|-------------------------|
| + Cllr Moira Gibson | - Louise Aartsen |
| + Cllr Ruth Hutchinson | + Gillian Barnes-Riding |
| - Cllr Paul Ilnicki | - Andrew Edmeads |
| - Cllr Charlotte Morley | + Lynn Smith |
| + Cllr Robin Perry | - Anthony Sparks |
| + Cllr Ian Sams | + Karen Wetherell |
| Cllr Conrad Sturt | |
| - Cllr Valerie White | |

+ Present

- Apologies for absence presented

6/J Notes

The notes of the meeting held on 16 July 2018 were agreed.

7/J Leave and Special Leave Policy and Procedure (revised)

The Group considered the proposed amendments to the Leave and Special Leave Policy and Procedure as set out in the agenda report and agreed these amendments. In addition, under section 8.8 the wording 'policy authority' was amended to 'police authority'.

RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the amended Leave and Special Leave Policy and Procedure.

8/J Voluntary Duties Leave Policy and Procedure (revised)

The Group considered the proposed amendments to the Voluntary Duties Leave Policy and Procedure as set out in the agenda report.

The Group considered the proposed amendments to the Leave and Special Leave Policy and Procedure as set out in the agenda report and agreed these amendments. In addition an additional reference to Appendix 1 for group requests was inserted into paragraph 13.1.

RESOLVED that, in accordance with the scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the amended Voluntary Duties Leave Policy and Procedure, subject to the additional amendments outlined above.

9/J Volunteer Policy and Procedure (new)

The group considered the Council's new proposed Volunteer Policy and Procedure as set out in the agenda report.

It was agreed an amendment would be made in paragraph 10.1 of the proposed policy to clarify that volunteers would not be responsible for the procurement of goods or services on the Council's behalf. In addition an alteration was agreed to paragraph 11 to further make clear that volunteers' data would be protected under the Council's data protection policy.

RESOLVED that, in accordance with the Scheme of Delegation of Functions to Officers, the Head of Paid Service be asked to approve the new Volunteer Policy and Procedure, subject to the additional amendments outlined above.

10/J Work Programme

The Group reviewed its scheduled Work Programme for the rest of the 2018/2019 Municipal Year.

RESOLVED that the Group's Work Programme for the 2018/2019 municipal year, as set out in the report and be agreed.