

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Council
Chamber, Surrey Heath House, Knoll
Road, Camberley, GU15 3HD on 16
January 2020**

+ Cllr Rebecca Jennings-Evans (Chairman)

+ Anthony Sparks (Vice Chairman)

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|-------------------------|-------------------------|
| - Cllr Richard Brooks | - Louise Aartsen |
| + Cllr Sharon Galliford | - Garry Carter |
| + Cllr Alan McClafferty | - Gillian Barnes-Riding |
| - Cllr Charlotte Morley | - Andrew Edmeads |
| + Cllr Graham Tapper | + Eddie Scott |
| + Cllr Victoria Wheeler | + Lynn Smith |
| + Cllr Helen Whitcroft | + Karen Wetherell |

+ Present

- Apologies for absence presented

Officers: Belinda Tam, Louise Livingston, Jenny Villamayor, Rachel Whillis and Julie Simmonds

13/J Vote of Thanks

The Group recorded its thanks to Belinda Tam, who would shortly be leaving the Council's employment, for all of her work and the advice given to the Consultative Group over the previous 8 years.

14/J Minutes of the Last Meeting

The notes of the last meeting held on 28 November 2019 were agreed.

15/J Disciplinary Policy and Procedure for Statutory Officers and non-Statutory CMT Officers

The Group considered a new Disciplinary Policy and Procedure for Statutory Officers and non-Statutory CMT Officers. The policy and procedure had been written to provide a process for disciplinary matters that affected the Corporate Management Team (CMT).

The policy and procedure reflected the requirements of the Local Authorities (Standing Orders) (England) Regulations 2011 and the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 and was also in line with the ACAS Code of Practice. In addition, it provided clear guidance on each stage of the process, the roles of the Employment Committee and its sub committees, and the role of HR in the process.

The Group suggested that the following alterations be made to the Policy:

- (a) The addition of a flowchart at the beginning of the policy;

- (b) The addition of wording to the Definition section to state that where references are made to colleagues, this could refer to both officers and Members;
- (c) Correction of typographical errors in paragraph 7.3;
- (d) Extending the wording at paragraph 8.1.1 relating to the maximum period of suspension to reflect paragraph 9 of the document;
- (e) At paragraphs 8.1.2 and 8.2.2, the addition of a footnote to explain what the JNC is;
- (f) Amending the examples of Gross Misconduct at paragraph 15.1 as follows:
 - physical violence, incivility, harassment or bullying of any kind, including **online fighting, assault or threats of assault** against any CMT Officer, contractor or customer whether or not on Council premises or during working hours;
- (g) Correction of formatting at paragraph 19.2.1;
- (h) Removing the repetition in paragraphs 19.3 the 21.1 and positioning the information in the most appropriate place within the document; and
- (i) The addition of the word “proven” to the beginning of paragraph 23.

RESOLVED that the Employment Committee be advised to agree and adopt the new Disciplinary Policy and Procedure for Statutory Officers and non-Statutory CMT Officers, as set out at Annex A, as amended.

16/J Grievance Policy and Procedure for Statutory Officers and non-Statutory CMT Officers

The Group considered a new Grievance Policy and Procedure for Statutory Officers and non-Statutory CMT Officers. This document includes the process of how a non-statutory Officer can raise a grievance against a Statutory Officer and how a Statutory Officer can raise a grievance.

The Group suggested that the following alterations be made to the Policy:

- (a) At paragraph 2.2, the correction of the title of the Council’s Whistleblowing Policy to the ‘Speak Up Policy’;
- (b) Consistent capitalisation of references to non-statutory officers and correction of minor typographical errors throughout the document;
- (c) The addition of reference to the Employment Committee and its sub committees’ Terms of Reference to the Terms section at paragraph 5; and
- (d) The amendment of paragraph 15.5 as follows:

Discreet **information gathering** investigations will be conducted by the Monitoring Officer in the first instance to ascertain the nature of the ~~complaint~~ **complaint** to determine if the complaint should be forwarded to the Employment Committee.

RESOLVED that the Employment Committee be advised to agree and adopt the new Grievance Policy and Procedure for Statutory

Officers and non-Statutory CMT Officers, as set out at Annex A to the agenda report, as amended.

17/J Pensions Discretions Policy

The Group was informed that the Council was a participating employer in the Local Government Pension Scheme (LGPS) and, as an employer, was under a legal duty to prepare and publish a written statement of its policy relating to certain discretionary powers under the Regulations which applied to the LGPS.

The Council was also under a duty to formulate, publish and keep under review a Statement of Policy in respect of how those powers were applied where they related to the payment of compensation to employees whose employment was terminated as a result of redundancy or certain other reasons.

The Group considered the proposed Pensions Discretion Policy which was intended to comply with those duties, including the table annexed to the Policy which set out the discretionary powers concerned, identified the relevant Regulation, and set out how the discretion would be exercised.

RESOLVED that the Employment Committee be advised to agree the Council's Pensions Discretions Policy.

18/J Pay Policy Statement 2020/21

The Group considered the Pay Policy Statement 2020/21, an annual statement the Council was required to publish in accordance with the Localism Act 2011.

It was advised that the Pay Policy Statement would be submitted to the Employment Committee and Council for agreement.

The Group noted that a number of changes had been made to the previous year's Statement to be more consistent with the terminology used by the Council and to also reflect the establishment of the Employment Committee.

The Group was informed that, in future, this item would be brought to the July meeting as this would enable the Statement to contain more current information.

RESOLVED that the Employment Committee be asked to recommend to Full Council that the Council's Pay Policy Statement 2020/21 be adopted.

19/J Pay Settlement 2020/21

The Group received a verbal update on the Pay Settlement for 2020/21. It was reported that a 2% increase for all staff had been agreed with Staff Representatives.

The Group was advised that this offer had been proposed taking into account benchmarking with other local authorities in Surrey, staff turnover, inflation, and national economic factors.

It was advised that, as part of the negotiations, it had been agreed to add an item on flexi-time for all grades to the Work Programme.

The proposed award would be considered by the Employment Committee and thereafter recommended to the Full Council for agreement.

RESOLVED that

- (i) the Employment Committee be asked to recommend to Full Council a staff pay award of 2% for 2020/21; and**
- (ii) the Flexi-time Policy be added to the Consultative Group's Work Programme.**

20/J Work Programme

The Group considered a proposed Work Programme for the remainder of the 2019/20 Municipal Year.

It was agreed to add the Flexi-time Policy to the agenda for the March 2020 meeting in order for it to be considered at the same meeting as the Family Friendly Policies. The Group also noted that the Pay Policy Statement would be added to the agenda for the meeting in July 2020.

It was clarified that the next meeting was scheduled for 12 March 2020, not 14 March 2020 as indicated in the agenda report.

RESOLVED that the Work Programme for the remainder of the 2019/20 Municipal Year, as set out in the agenda report, as amended, be agreed.

Chairman