

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey
Heath House on 25 June 2020**

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| + Cllr Rodney Bates | Louise Aartsen |
| + Cllr Sharon Galliford | Garry Carter |
| - Cllr Josephine Hawkins | + Gillian Barnes-Riding |
| + Cllr Rebecca Jennings-Evans | + Andrew Edmeads |
| + Cllr David Mansfield | + Lynn Smith |
| + Cllr Charlotte Morley | + Anthony Sparks |
| + Cllr Graham Tapper | + Karen Wetherell |
| + Cllr Helen Whitcroft | |

+ Present

- Apologies for absence presented

In Attendance: Louise Livingston, Jenny Villamayor and Rachel Whillis.

28/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 2020/21 the position of Chairman would be held by a Staff Representative and the position of Vice Chairman held by a Member representative.

RESOLVED that

- (i) **Anthony Sparks be elected Chairman for the 2020/21 municipal year; and,**
- (ii) **Councillor Graham Tapper be elected Vice Chairman for the 2020/21 municipal year.**

Anthony Sparks in the Chair

29/J Notes

The Notes of the meeting of the Joint Staff Consultative Group held on 12 March 2020 were agreed as a correct record.

30/J Declarations of Interest

It was noted for the record that Councillors Sharon Galliford, Rebecca Jennings-Evans, and Graham Tapper declared that they were members of the Employment Committee.

31/J Exceptional Payments Policy

The Group considered a revised Exceptional Payments Policy. The Policy had been updated to clarify that, with the exception of Acting Up Allowances, senior managers would not be eligible for payments made under the Exceptional Payments Policy. The revised Policy also clarified who could authorise payments in line with the Council's Financial Regulations.

The following additional amendments were agreed:

- Additional clarification of the term 'some circumstances' in the Authorisation section;
- Clarification of the decision maker in respect of Acting Up Allowance for senior managers;
- Additional wording to state that the Deputy Monitoring Officer and Deputy S151 Officer were only authorised to approve an Acting Up Allowance in the absence of the other authorised officers;
- Amending the Honoraria section to state that justification would be sought from HR and Finance.

RESOLVED that the Employment Committee be advised to agree the updated Exceptional Payments Policy, as set out at Annex A to the agenda report, as amended.

32/J Expenses Policy

The Group was informed that the Expenses Policy and Procedure had been reviewed to ensure that employees were provided with clear guidance on being reimbursed for valid business expenses incurred on Council business.

The Policy was designed to ensure clarity on what could be claimed for expenses and provide guidelines around certain limitations, for example accommodation. It also clarified who could authorise payments in line with the Council's Financial Regulations.

The Group reviewed the revised document and agreed the following additional amendments:

- The addition of a note clarifying that an employee could only claim their own expenses and not those on behalf of a colleague;
- Additional text to state that, in relation to expenses for CMT members, in the absence of the Head of Paid Service, the S151 Officer could authorise these claims;
- The addition of an upper limit on the amount that could be claimed for a hotel;
- The inclusion of a radius from an employee's home address for eligibility to claim for an overnight stay, with a clause recognising that there may be exceptional circumstances where this might not apply;
- Clarification that, although a meal allowance would not usually be claimable for virtual meetings, they could still be claimed where officers were required to be present in the Council Offices.

It was also agreed to further investigate HMRC rules regarding claiming for travel from a home address outside a working day when a normal commute would not be relevant and add additional wording to the Policy if appropriate.

RESOLVED that the Employment Committee be advised to agree the updated Expenses Policy and Procedure, as set out at Annex A to the agenda report, as amended.

33/J Annual Settlement Procedure

The Group received a report setting out proposed amendments to the Annual Pay Settlement Procedure. The document had primarily been updated to include reference to the new Employment Committee.

The revised document was considered and it was agreed to amend a minor typographical error which referred to 'adapted' rather than 'adopted'.

RESOLVED that the Employment Committee be advised to agree a revised Annual Pay Settlement Procedure, as set out at Annex A to this report, as amended.

34/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.

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

35/J Work Programme

The Group considered a Work Programme for the remainder of the municipal year.

It was agreed to schedule an additional meeting in November 2020 and include the 2021/22 Pay Settlement on the agenda for that meeting. It was also agreed to move the items on the Grievance and Disciplinary Policy and Procedures for Statutory Officers and non-Statutory CMT members from the meeting on 24 September 2020 to this November meeting.

RESOLVED that the work programme for the 2020/21 municipal year be agreed, as set out at Annex A, as amended.

36/J Vote of Thanks

Members of the Consultative Group recorded their thanks to the staff for the considerable work and efforts undertaken in response to the Covid-19 pandemic.

Chairman