

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey
Heath House on 24 September 2020**

+ Anthony Sparks (Chairman)
+ Cllr Graham Tapper (Vice Chairman)

+ 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	+ Karen Wetherell
+ Cllr Helen Whitcroft	

+ Present
- Apologies for absence presented

Officers in attendance: Louise Livingston, Jenny Villamayor and Rachel Whillis

10/J Notes

The notes of the meeting of the Joint Staff Consultative Group meeting held on 25 June 2020 were agreed as a correct record.

11/J Code of Conduct for Officers

The Group considered proposed changes to the Code of Conduct for Officers, which had been reviewed to ensure it had clear processes and procedures regarding officers' conduct.

The proposed amendments were considered and it was agreed to make the following additional changes:

- The addition of a reference to the Speak Up Policy and Member & Officer Protocol in paragraph 13.3;
- Updating paragraph 14.4 to state the Register of Interests can be inspected by the Chairman and Vice Chairman of the Audit & Standards Committee and the Register will be inspected on a quarterly basis;
- In paragraph 15.2, reviewing the wording regarding officers devoting their whole time service to the work of the Council, in recognition that some staff work part-time hours or are on casual contracts;
- The amendment of any references in paragraph 15.2 to the Executive Head of Transformation to Human Resources;
- In paragraph 19.3, amending the reference to the Chief Executive to the Monitoring Officer;
- The correction of a typographical error in paragraph 24.2.

It was also agreed that paragraph 19.4 would be reviewed with the Monitoring Officer.

RESOLVED that the Employment Committee be advised to adopt the revised Code of Conduct for Officers, as set out at Annex A to the agenda report.

12/J Member & Officer Protocol

The Group was informed that the Member & Officer Protocol had been revised to ensure good working relationships between elected members and officers. The revised Protocol included a new section to reflect the changes to the Speak Up Policy agreed by the Employment Committee in January 2020, which provided for specific councillors to be reporting options for raising a concern under the Policy. The section added to the Member & Officer Protocol reflected that any concerns of wrongdoing raised by officers with the relevant Members in accordance with the Speak Up Policy would not be treated as a breach of the Protocol.

In addition to the changes proposed, the Group agreed to make the following amendments:

- Amending paragraph 4.8 to replace the word “question” with “challenge”; and
- Amending paragraph 4.8 (e) to replace “content” with “wording”.

The Group discussed paragraph 5.2 of the Protocol and agreed that Human Resources would be asked to include wording on how any concerns about the Monitoring Officer would be managed; it was recognised that this additional wording would be in line with the provisions in the Grievance and Disciplinary Policies for Statutory Officers.

It was noted that any numbering in the Protocol would be checked once the document was finalised.

RESOLVED that the Employment Committee be advised to recommend to the Full Council that the revised Member Officer Protocol, as set out at Annex A to the agenda report, as amended, be adopted.

13/J Family Friendly Policy

The Group considered a revised Family Friendly Policy, which had been reviewed to ensure there was clarity around processes for maternity, adoption, paternity, parental, shared and bereavement leave, all of which were encompassed by the Policy.

In addition to the changes set out in the agenda, it was agreed to add a sheet to the Policy setting out the relevant abbreviations used. It was also agreed to amend a typographical error in section 4 so it correctly referred to the Equality Action Group.

RESOLVED that the Employment Committee be advised to adopt the revised Family Friendly Policy, as set out at Annex A to the agenda report, as amended.

14/J Terms & Conditions 2020/21

The Group considered proposed changes to Terms and Conditions of Employment which had been updated to reflect recent employment law changes.

It was agreed to make the following additional changes:

- In 16.5 of the Statement of Terms and Conditions of Employment, the amendment of “termination” to “final date of service”; and
- The addition of details in Appendix 1 on where to find further information on these allowances.

RESOLVED that the Employment Committee be advised to adopt the revised Terms and Conditions, as set out at Annex A to the agenda report, as amended.

15/J Work Programme 2020-21

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

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

16/J Vote of Thanks

The Group recorded its thanks to Jenny Villamayor, who would shortly be leaving the Council’s employment, for all of her work and the advice given to the Consultative Group during the past few years and wished her well for the future.

Chairman