

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey
Heath House on 26 November 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 and Julie Simmonds

17/J Notes

The minutes of the meeting held on 24 September 2020 were confirmed by the Group.

18/J Agile Working Policy 2020/21

The Group considered the proposed Agile Working Policy.

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

- The addition of a reference to Section 3 in the introduction of the policy.
- Updating the table in paragraph 3.1 to clarify that 'where appropriate', all employees would be provided with laptops.
- In paragraph 5.1, to correct the first sentence to state that 'Employees working away from the office must be available to work between 7.30am and 6.00pm...'
- The rewording of paragraph 5.5 in order to soften the tone and to include a sentence which states to 'Consult your line manager if support if required'.
- The addition of a sentence in paragraph 6.3 to remind employees that private Outlook appointments should be used wisely and necessarily.
- The addition of a hyperlink to the Data Protection Act in paragraph 10.7.
- The addition of 'except under paragraph 17.1' in order to clarify paragraph 11.1.
- To make reference to the Car User Policy in paragraph 12.9.
- The addition of wording in Paragraph 10.2 to specify that support would be provided by ICT if necessary.
- An amendment in Paragraph 16.3 to change the word 'styles' to 'arrangements' to provide consistency throughout the policy.

- The broadening out of paragraph 3.8 in order to reflect that it is employees' responsibility to ensure they have suitable care provisions in place so that they have minimal distractions when carrying out their role.

RESOLVED that the Employment Committee be advised to adopt the Agile Working Policy, as set out at Annex A to the agenda report and the amendments above.

19/J Pay Negotiations 2021/22

The Group received a verbal update in respect of the annual pay negotiations for the year.

Pay negotiations for the financial year 2021/22 were due to kick off with a meeting between Staff Reps and the Head of Paid Service.

It was noted that despite the Chancellor of the Exchequer's announcement pertaining to a public sector pay freeze, the Council followed local pay and conditions and the Annual Pay settlement would be decided in line with the Council's Annual Payment Procedure.

RESOLVED to note the verbal update

20/J Work Programme

The Group considered its 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.

Chairman