

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey Heath
House on 24 June 2021**

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| - Cllr Rodney Bates | - Louise Aartsen |
| + Cllr Sharon Galliford | Gary Carter |
| + Cllr Josephine Hawkins | + Gillian 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

Officers Present: Louise Livingston and Julie Simmonds

1/J Election of Chairman and Vice Chairman

RESOLVED that Councillor Graham Tapper be elected Chairman of the Joint Staff Consultative Group for the 2021/22 municipal year.

COUNCILLOR TAPPER IN THE CHAIR

RESOLVED that Lynn Smith be elected Vice-Chairman of the Joint Staff Consultative Group for the 2021/22 municipal year.

2/J Notes

The notes of the meeting of the Joint Staff Consultative Group held on 11 March 2021 were agreed as being a correct record.

3/J Declarations of Interest

There were no declarations of interest.

4/J Pay Policy Statement 2021/22

The Group received a report setting out the Council's Pay Policy Statement for 2021/22.

It was reported that the Council was required, in accordance with Section 38(1) of the Localism Act 2011, to review and update its Pay Policy Statement on an annual basis. It was noted that following the local pay negotiations it had been agreed that a pay award of £250 would be made to those staff on pay grades 1 to 3 and the Salary Scales had been updated to reflect this change.

RESOLVED that the Employment Committee be advised to recommend to Full Council the adoption of the Council's Pay Policy Statement 2021/22, as set out at Annex A of the report.

5/J Probation Policy and Procedure 2021/22

The Group received a report setting out a proposed Probation Policy and Procedure.

The Group was informed that the Probation Policy was a new policy which aimed to provide clear guidance for both managers and staff on the procedures that would be followed during the probationary period of newly appointed members of staff.

Following discussions with staff representatives the following changes would be made to the draft policy:

Paragraph	Amendment
1.2	Third bullet point to be amended to read 'Identify the member of staff's training needs...'
2.1.3	Final part of sentence to be amended to read 'regardless of whether they are competent in their existing role.'
2.1.4	Paragraph to be clarified to make it clear that if staff applied for a new role within Surrey Heath Borough Council they would have to undergo a six month probationary period in the new role. The probationary period would not apply if the staff member was transferred to a new role following a redeployment.
3.1.1	First bullet point to be amended to read 'Attend probation review meetings as required. (As per paragraph 2.4.1).'
3.2.1	Typographical errors to be amended in bullet points 1, 3, 8 and 9.

RESOLVED that, subject to the amendments outlined above, the Employment Committee be advised to adopt the Council's Probation Policy and Procedure as set out in Annex A of the report.

6/J Work Programme

The Group received a report setting out its draft work programme for the 2021/22 municipal year.

It was noted that with the exception of the Climate Change policy, which was a new policy arising from the Climate Change Action Plan recently agreed by the Executive, all other policies were pre-existing Council policies which were to be reviewed and updated.

RESOLVED that the work programme for the 2021/22 municipal year be approved.

Chairman