

**Minutes of a Meeting of the  
Employment Committee held at  
Council Chamber, Surrey Heath  
House, Knoll Road, Camberley, GU15  
3HD on 27 July 2021**

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+ Cllr Colin Dougan (Chairman)  
+ Cllr Cliff Betton (Vice Chairman)

+ Cllr Sharon Galliford	+ Cllr Alan McClafferty
+ Cllr Mark Gordon	- Cllr Graham Tapper
+ Cllr Josephine Hawkins	+ Cllr Victoria Wheeler
+ Cllr Rebecca Jennings-Evans	

+ Present  
- Apologies for absence presented

Substitutes: Cllr Sashi Mylvaganam (In place of Cllr Graham Tapper)

Members in Attendance: Cllr David Mansfield, Cllr Valerie White (minutes 5/EC to 9/EC).

**5/EC Minutes**

The open and exempt minutes from the meeting held on 10 June 2021 were confirmed and signed by the Chairman.

**6/EC Pay Policy Statement 2021/22**

The Committee received a report setting out the Council's Pay Policy Statement for 2021/22. Members were reminded 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.

**RECOMMENDED to Full Council that the Council's Pay Policy Statement 2021/22, as set out at Annex A to the agenda report, be adopted.**

**7/EC Probation Policy and Procedure 2021/22**

The Committee received a report setting out a proposed Probation Policy and Procedure. Members were 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.

**RESOLVED that the Council's Probation Policy and Procedure, as set out at Annex A to the agenda report, be adopted.**

**8/EC Work Programme**

The Committee considered a draft Work Programme for the remainder of the 2021/22 municipal year. It was agreed to bring forward the review of the Agile Working Policy to the meeting in October 2021.

**RESOLVED that the Work Programme for 2021/22, as set out at Annex A to the agenda report, as amended, be agreed.**

**9/EC Exclusion of Press and Public**

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public were excluded from the meeting for the following items of business on the ground that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act as set out below:

Minute	Paragraph(s)
5/EC (part)	1&3
10/EC	1&3
11/EC	1&3

Note: Minute 10/EC is a summary of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

**10/EC Report from the Chief Executive**

The Committee made decisions in relation to proposals for a revised senior management structure.

**11/EC Review of Exempt Items**

The Committee reviewed the report which had been considered at the meeting following the exclusion of members of the press and public, as it involved the likely disclosure of exempt information.

**RESOLVED that minute 10/EC and the associated agenda report remain exempt for the present time.**

Chairman