

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey
Heath House on 23 September 2021**

- + Cllr Graham Tapper (Chairman)
- Lynn Smith (Vice Chairman)

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| + Cllr Rodney Bates | - Keiran Bartlett |
| + Cllr Sharon Galliford | - Andrew Edmeads |
| - Cllr Josephine Hawkins | + Joe Fullbrook |
| - Cllr Rebecca Jennings-Evans | + Kathy Lindsay |
| - Cllr David Mansfield | + Gillian Riding |
| + Cllr Charlotte Morley | + Anthony Sparks |
| + Cllr Helen Whitcroft | + Karen Wetherell |

- + Present
- Apologies for absence presented

11/J Notes

The notes of the meeting held on 22 July 2021 were agreed as an accurate record.

12/J Leave and Special Leave Policy and Procedure

The Group considered revisions to the Leave and Special Leave Policy and Procedure, which principally reflected the introduction of the new HR system, iTrent, and incorporated Jack's Law relating to time off for parental bereavement. Further corrections to job titles would be made as necessary.

It was reported that iTrent managed leave in hours rather than days. The application of leave for employees working part time hours or with flexible working arrangements, including the carry forward of leave, would be monitored to ensure fairness. In addition, paragraph 6.5, which referred to carrying forward annual leave entitlement to a cumulative maximum of 20 days, would be reworded to ensure it was clear that this would be worked up in increments of up to 5 days, over a number of years, to obtain the 20 days.

The Group noted that CMT officers were currently exempt from flexi time, but this would be kept under review. It was also not proposed to change the compassionate leave section at paragraph 8.1 at this at this time but a review to ensure the terminology remained relevant would be undertaken shortly.

With regard to leave to undertake public duties referred to at paragraph 8.8, it was advised that, although it was not stated, this was unpaid.

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

13/J Review of Sickness Absence Policy and Procedures

The Group considered proposed revisions to the Sickness Absence Policy and Procedure, which principally related to the introduction of the new HR system, iTrent.

In addition to the changes included in the report, it was agreed to amend the reference in paragraph 9.1.2 (c) from 'visit their doctor' to 'contact their doctor', as well as correct any typographical errors which referred to iTrent.

The Procedure Trigger Points referred to in paragraph 15 were discussed, in particular the trigger point of 10 days of absence within a 12-month period. It was recognised that the trigger point should be used with management discretion and this would be kept under review.

RESOLVED that the Employment Committee be advised to agree that the updated Sickness Absence Policy and Procedure, as set out at Annex A to the report, be adopted.

14/J Flexible Working Policy & Procedure

The Group considered proposed revisions to the Council's Flexible Working policy, which primarily reflected the new HR system, iTrent and changes to senior management titles.

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

15/J Flexi Time Policy

The Group considered proposed revisions to the Council's Flexi Time policy, which primarily reflected changes the recording and booking of Flexi Time, which would be processed through the new HR system, iTrent.

It was noted that there was a need to clarify that the 4 week settlement period, as referred to at paragraph 7.1, ran from 1 April.

RESOLVED that the Employment Committee be advised to agree that the updated Flexi Time Policy, as set out at Annex A to the report.

16/J Agile Working Policy 2020/21

The Group reviewed the Agile Working Policy, which had been introduced in 2020. The policy had been updated to reflect the changes to working practices which had come about due to the continuing effects of COVID-19. The Policy now stated that there was an expectation that employees would attend the office for a minimum of one day a week, although employees' patterns and place of work would be agreed following discussions with their managers, taking into considerations the business requirement within their role. The requirement for staff

to attend the office for a minimum of one day per week would be kept under review.

RESOLVED that the Employment Committee be advised to agree that the updated Agile Working Policy, as set out at Annex A to the agenda report, be adopted.

17/J Update on Climate Change Actions Assigned to Human Resources

The Group considered a report presenting the actions taken in relation to the Climate Change Action Plan, as assigned to Human Resources. In addition to the actions identified, it was reported that a staff training module would be rolled out to staff and incorporated into the induction programme.

The electric charging points installed in Surrey Heath House Car park were discussed and it was advised that staff were recharged for using this facility, which was charged at cost.

RESOLVED to note the actions taken to date in response to the actions assigned to Human Resources from the Climate Change Action Plan, as set out at Annex A to this report.

18/J Christmas Closure 2021

The Group was informed that for a number of years in succession Surrey Heath House had closed the building to the public and staff had needed to take some leave to accommodate the closure. A number of options for closing the offices over Christmas 2021 were considered, including the option that mirrored previous years, where staff would be asked to take on day as annual leave and one day extra day would be given on 30 and 31 December 2021. With the extra statutory day's leave in Terms and Conditions and the additional day's leave agreed as part of pay negotiations for 2021/22, Surrey Heath House would close from 5pm on 23 December 2021 and reopen on 4 January 2022. It was noted that, despite the closure of the offices, a number of services would continue to operate and cover would reflect business need.

The options were discussed and it was reported that Members of the Council had not been aware of the arrangements agreed in previous years when the decision to award an additional day's leave on 24 December 2021 was made.

The decision was put to the vote and, with a majority of both the Staff Representatives and Member representatives voting for Option 1 identified in the agenda report, as detailed above, the Employment Committee would be advised to agree that option.

RESOLVED that the Employment Committee be advised to agree Option 1 for Christmas Closure 2021, with staff being asked to take one day as annual leave and awarded one day extra day on 30 and 31 December 2021.

19/J Work Programme

The Group considered https its work programme for the remainder of the 2021/22 municipal year.

RESOLVED that the work programme for the remainder of the 2021/22 municipal year, as set out at Annex A to the agenda report, be agreed.

Chairman