

**Minutes of a Meeting of the
Employment Committee held at Surrey
Heath House on 7 October 2021**

- Cllr Colin Dougan (Chairman)
+ Cllr Cliff Betton (Vice Chairman) (in the Chair)

+ 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
* In attendance virtually but did not vote

Members in Attendance: Cllr Peter Barnett, Cllr David Mansfield, Cllr Valerie White.

12/EC Minutes

The open and exempt minutes of the meeting held on 27 July 2021 were confirmed and signed by the Chairman.

13/EC Leave and Special Leave Policy and Procedure

The Committee 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.

RESOLVED that the updated Leave and Special Leave Policy and Procedure, as set out at Annex A to the report, be agreed.

14/EC Review of Sickness Absence Policy and Procedures

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

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

15/EC Flexible Working Policy & Procedure

The Committee considered proposed revisions to the Council's Flexible Working policy, which primarily reflected the new HR system, iTrent and changes to senior management titles. In addition to the changes set out in the agenda report, it was agreed to add a clear statement clarifying statutory rights for requesting flexible working.

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

16/EC Flexi Time Policy

The Committee 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.

Members were reminded that a new Grade 10 had been introduced as part of the recent senior management restructure. The Flexi Time Policy currently stated that employees on Grades 1 to 9 could accrue credit hours to take up to 2 days of flexi-leave within a four week settlement period. It was not proposed to update the relevant section to include Grade 10 at this time, but this would be reviewed again as the new grade became more established and posts were evaluated and allocated to this grade.

RESOLVED that the updated Flexi Time Policy, as set out at Annex A to the agenda report, be agreed.

17/EC 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. This would be kept under review in order to ensure it continued to meet business needs.

In response to questions from the Committee, the HR Manager undertook to circulate information on the number of employees attending the office one day a week or more.

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

18/EC Update on Climate Change Actions Assigned to Human Resources

The Committee 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. Members discussed the actions and agreed that target dates should be added to each of the identified actions.

RESOLVED that

- (i) **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 the agenda report, be noted; and**
- (ii) **target dates be added to each of the Climate Change Action Plan actions assigned to Human Resources.**

19/EC Christmas Closure 2021

The Committee 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. It was noted that, despite the closure of the offices, a number of services continued to operate and cover reflected business need.

Members considered a report setting out a number of options for the opening of Surrey Heath House during the period between Christmas and New Year 2021. Option 1 mirrored the arrangements from previous years, where staff would be asked to take a day as annual leave on 30 December and one day extra day would be given on 31 December; the extra statutory day's leave in Terms and Conditions taken on 29 December meant the offices would be shut between Christmas and New Year.

The Committee was reminded that an additional day's leave, to be taken on 24 December 2021, had been agreed as part of pay negotiations for 2021/22. Some Members reported that they had not been aware of the arrangements agreed in previous years when that decision on the Pay Award had been made. It was agreed to continue with the same arrangements and approve Option 1 for 2021/22, but ensure that the arrangements for the opening of Surrey Heath House between Christmas and New Year 2022, including whether to agree any additional leave over this period, were agreed in the first quarter of 2022/23.

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

20/EC Appointment Sub Committee minutes

The minutes of the Appointments Sub Committee meetings held on 23 April, 24 May, 7 June, 8 July, 12 August, 13 September and 15 September 2021 were agreed and would be signed by the Chairmen of the Sub Committees at the next available opportunity.

21/EC Work Programme

The Committee considered its draft work programme for the remainder of the 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