

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey
Heath House on 25 November 2021**

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

+ 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

Officers in Attendance: Louise Livingston and Julie Simmonds

20/J Minutes of the Previous Meeting

The minutes of the meeting held on 23 September 2021 were confirmed by the Group.

21/J Pay Award 2022/23

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

Pay negotiations for the financial year 2022/23 had kicked off with a meeting between Staff Representatives, the Chief Executive and Human Resources.

It was noted that despite a tabled national offer of a 1.75% pay increase, the Council followed local pay and conditions and the Annual Pay settlement would be decided in line with the Council's Annual Payment Procedure.

Initial conversations had acknowledged the Council's current budgetary constraints as well as significant increases in the cost of living over the past year. Furthermore, the Group noted concerns at reports from staff reps that staff morale was low.

RESOLVED to note the verbal update.

22/J Review of Health and Safety Policy - Statement of Intent

The Group considered a review of the Health and Safety Policy- Statement of Intent which was proposed to be updated to reflect the change in the Council's Chief Executive.

On consideration of the changes it was agreed to correct a text formatting error in paragraph 1.2 of the Statement of Intent.

RESOLVED that the Employment Committee be advised to adopt the revised Statement of Intent.

23/J Review of Health and Safety Policy - Organisation

The Group considered proposed changes to the Health and Safety Policy – Organisation.

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

- The correction of the job title in paragraph 2.6 from ‘Operations Manager, Camberley Theatre, to ‘Venue Manager, Camberley Theatre’.
- The correction of the duplication of the word ‘Advisor’, in paragraph 2.8.
- The removal of the duplicate words of ‘Health and’ from paragraphs 2.8 and 2.10.10.
- The addition of the full word version of the acronym ‘RIDDOR’, in paragraph 2.8.7.
- The addition or removal of wording to clarify the alteration to paragraph 3.2.2.
- The correction of the word ‘minimal’, to ‘minimised’, in paragraph 3.3.5.

RESOLVED that the Employment Committee be advised to adopt the revised Health and Safety Policy – Organisation.

24/J Review of Recruitment Policy and Procedure

The Group considered proposed changes to the Recruitment Policy and Procedure which aimed to reflect operational changes within the recruitment process. These changes included a new job profile template, a new timescale for making job adverts live, a new online staffing resources form, ongoing temporary changes to right to work checks due to COVID-19, and the new Disclosure Barring Service umbrella body company.

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

- Under paragraph 11.3, the addition of guidance that shortlisting panels should be gender balanced wherever possible.
- The text be amended under paragraph 11.4 to note that it was acceptable for applicants to have taken breaks from employment.
- A typographical change to paragraph 14.5.
- An inclusion of the full version of the ‘BPSS’, acronym in the contents of the policy.
- The inclusion of reference to reasonable adjustments in paragraph 12.7.

RESOLVED that the Employment Committee be advised to adopt the revised Recruitment Policy and Procedure.

25/J Work Programme 2021/22

The Group noted its work programme for rest of the municipal year. It was clarified for the record that the pay settlement, which would be considered at the next two meetings, would be for the 2022/23 financial year.

Chairman