

**Minutes of a Meeting of the Joint Staff  
Consultative Group held at Surrey  
Heath House on 13 January 2022**

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+ 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

In Attendance: Jayne Boitoult, Louise Livingston, Julie Simmonds, Rachel Whillis.

**26/J Notes**

The notes of the meeting held on 25 November 2021 were agreed as a correct record.

**27/J Safeguarding Policy and Procedure**

The Group considered an updated Safeguarding Policy and Procedure, which had been subject to a fundamental review. In addition to the amendments proposed in the revised policy, the following changes were agreed:

- Correcting grammatical errors and clarifying acronyms;
- Inserting reference to eLearning options for training and referring to continuous training at section 5 of the Policy;
- Inserting “or appropriate adult” at the end of the first sentence of the 3<sup>rd</sup> paragraph in the Wellbeing Principle paragraphs at section 4;
- Removing the reference to political parties within section 3, Councillors;
- Ensuring that points of contact in the list of safeguarding champions were updated as appropriate;
- Updating the PiPoT leads with current job titles;
- Updating the reference in the Hate Crime Policy in Appendix 4 from gender reassignment to gender identity.

**RESOLVED to ask the Employment Committee to adopt the revised Safeguarding Policy and Procedure, as set out at Annex A to the agenda report, as amended.**

**28/J Casual, Fixed Term and Temporary Workers Policy and Procedure**

The Group was informed that the Casual, Fixed Term and Agency Workers Policy and Procedure had been reviewed to take into account the new Senior

Management Structure and associated titles. Members of the Group agreed to recommend the adoption of the revised policy, subject to the correction of minor typographical errors in the document.

**RESOLVED that the Employment Committee be advised to agree that the revised Casual, Fixed Term and Agency Workers Policy and Procedure, as set out at Annex A to the agenda report, as amended, be agreed.**

#### **29/J Pension Discretions Policy**

The Group was informed that each pension fund was required to have a discretionary policy, which needed to be kept under review. Surrey County Council had not issued an updated Pensions Discretions Policy. Although there was no legal requirement that it be reviewed annually, it was this Council's practice to review it annually. Furthermore, the Policy had recently been reviewed by the new Strategic Director of Finance & Customer Services and Section 151 Officer.

Whilst no material changes to the Policy were proposed, the Group agreed to update paragraph 5.2 of the Policy to state that the table in the appendix referred to for the relevant decision maker. It was also agreed that references to job titles would be updated to reflect the revised senior management structure.

**RESOLVED that the Employment Committee be advised to agree that the current Pensions Discretions Policy be updated, as set out above.**

#### **30/J Pay Settlement 2022/23**

The Group noted that discussions concerning that the Pay Award for 2022/23 were still ongoing and that an additional meeting of the Consultative Group would need to be arranged to consider the item when negotiations were further progressed.

#### **31/J Joint Staff Consultative Group Constitution**

The Joint Staff Consultative Group Constitution had been reviewed and updated to reflect the establishment of the Employment Committee and its role in relation to the agreement of Staff Terms & Conditions. Amendments to the Constitution had also been made to reflect the revised senior management structure and the HR Manager's job title.

The Group considered the proposed revisions and also agreed to alter paragraph 4 of its Constitution to state that the Head of Paid Service would be invited to meetings of the Consultation Group. Minor amendments would also be made to paragraph 7 to capitalise any references to the Chairman and Vice Chairman.

**RESOLVED to advise the Employment Committee to recommend to Full Council that the revised Joint Staff Consultative Group Constitution, as attached at Annex A to this report, as amended, be adopted.**

**32/J Work Programme**

The Group noted its work programme for rest of the municipal year.

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

Chairman