

Pay Settlement Procedure

Definition

This procedure is to determine the value of the pay settlement (cost of living rise) for each year for a two year period taking consideration the Council's Medium Term Financial Strategy.

Each pay settlement period will be for one year running from 1st April until 31st March. Any rise will be paid on the 1st April, in the event that a settlement is not agreed by this date it will be paid on the next possible pay date and backdated to the 1st April.

Consultation

In order to agree the Pay Settlement a consultation will be undertaken with a view to reaching agreement with staff representatives. Surrey Heath Borough Council (SHBC) will approach the consultation with an open mind and be prepared to consider any recommendations made by the staff representatives; these should be given proper consideration. All statements should be referred to as "proposal" and SHBC should not make its final decisions until the end of consultation.

A report will be written by Human Resources in consultation with Finance proposing the starting value of the proposed pay settlement (cost of living rise) for the 2 year period. This will include reference to the following data:

- Medium Term Financial Strategy
- Benchmarking data on previous year's settlements in other local Councils on local pay & conditions
- National agreements for local government
- Inflation rates, general economic forecast
- Recruitment, retention, staff turnover figures other relevant data

The Chief Executive Officer, the Strategic Director Finance & Customer Service and Head HR, Performance & Communication will meet with the Leader of the Council, Portfolio Holder for Finance and a further 3* Councillors from the Joint Staff Consultative Group (JSCG) and Employment Committee to present the starting position and agree what will be presented to the Staff Representatives.

* 1 Councillor will be the chair of the employment committee, the remaining councillors should be chosen to ensure a balanced political representation. (this will selected by the Head of Legal & Democratic Services.

The Chief Executive and Head of HR Performance & Communication will then share the proposed Pay Settlement Report with the Staff Representatives. The Staff Representatives will be given 4 weeks to assess the case and canvass staff to either agree the proposal or they will submit their counter proposal in writing giving justifications for their proposal.

A pre meeting will be arranged for JSCG Councillors and the group of nominated Councillor's, 5 working days before JSCG meeting so the counter proposals can be shared and an agreed position reached ready for the Joint Staff Consultative Group meeting. The Director for Finance & Customer Services will be consulted on all counter proposals for reasons of affordability. The content of the proposed pay settlement will equality impact assessed.

There will also be an early pre-meeting with the Staff Representatives to ensure all queries are answered prior to the JSCG meeting.

Joint Staff Consultative Group (JSCG)

The two year pay settlement proposal for the two year period will be discussed at the meeting, if required breakout rooms (virtual or physical) will be provided for Staff Representatives and Councillors to discuss proposals separately and every effort will be made to reach an agreement. If an agreement is not reached, then 2 proposals will be put forward, one from Councillors and one from the Staff Representatives

Employment Committee

The agreement reached at JSCG, their recommendation will be put forward to the Employment Committee for their approval and recommendation to Full Council.

If an agreement was not reached at the JSCG meeting then 2 proposals will be put forward, one from Councillors and one from the staff representatives. If this is the case 2 staff representatives will attend the Employment Committee to represent their case.

Council

Following the recommendation from the Employment Committee, the pay settlement (cost of living rise) will go to the next Council Meeting for agreement.

Authorisation

The Chief Executive, as Head of Paid Service for Surrey Heath Borough Council, will authorise the pay settlement following consultation with the Joint Staff Consultative Group, the agreement of the Employment Committee and approval at Full Council.

Timeline

This process will take place every two years below is an illustration of possible timelines.

The Pay Settlement Proposal report will be drawn up in February

The report shared with Councillors in March

The report will be shared with Staff Representatives in April

Discussed at Joint Staff Consultative Group in June

Discussed and agree at the Employment Committee in July

Report submitted to Full Council for Approval in October