

# Annual Pay Settlement Procedure

## **Authorisation**

The Chief Executive as head of paid service for Surrey Heath Borough Council will authorise the annual pay settlement following approval at Full Council.

## **Definition**

This procedure is to determine the value of the annual pay settlement that will be paid to all staff when determined on/or backdated to 1<sup>st</sup> April each year.

A pay settlement will be determined each year the year running from 1<sup>st</sup> April until 31<sup>st</sup> March.

## **Justification**

**Surrey Heath Borough Council (HR Manager)** – A case will be drawn up proposing the value of the pay settlement. This will be supported by financial and benchmarking information this includes; the financial position of the Council, benchmarking data gathered regards previous year's settlements, proposed national agreements and proposed local agreements and the economic climate.

**Staff Representatives** – will assess the case by canvassing staff and gathering their own financial data (where possible Unison will assist with the gathering of this information). Staff representative group need to submit their counter proposals in writing two weeks prior to the JSCG meeting when it will be discussed.

**Joint Staff Consultative Group (JSCG)** – JSCG will assess the case put forward, discuss any counter proposals made by the Staff Representative Group and every effort will be made to reach an agreement.

## **Employment Committee**

Any agreement reached at JSCG will be put forward to the Employment Committee for their approval and they will recommend this to Full Council

If agreement can't be reached by the JSCG then two different recommendations would be put forward to the Employment Committee, which will decide which recommendation will be recommended to Full Council for adoption.

## **Full Council**

Following receipt of the recommendation from Employment Committee, Full Council will make the final decision.

## **Consultation**

The consultation will be undertaken with a view to reaching agreement with staff representatives. Surrey Heath Borough Council 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.

## **Timeline**

In September of each year, the HR Manager will present a case to JSCG outlining the proposed pay award for implementation the following April. This is the start of the consultation period and members of staff may be invited to attend this meeting.

Two weeks prior to the JSCG meeting in November Staff Representatives to submit any counter proposals.

At JSCG in November the proposed pay settlement is discussed and recommendations put forward to the Employment Committee no later than January which will then go to Full Council in February. It may be necessary to have further meetings outside the scheduled JSCG meetings, if agreement cannot be achieved.