

**Minutes of a Meeting of the  
Employment Committee on 14 July  
2022**

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+ Cllr Stuart Black (Chairman)  
+ Cllr Cliff Betton (Vice Chairman)

+ Cllr Colin Dougan	+ Cllr Alan McClafferty
* Cllr Sharon Galliford	- Cllr Graham Tapper
- Cllr Mark Gordon	+ Cllr Victoria Wheeler
+ Cllr Josephine Hawkins	

+ Present  
- Apologies for absence presented  
\* In attendance virtually but did not vote

Substitutes: Cllr Liz Noble (In place of Cllr Graham Tapper)

Members in Attendance: Cllr Rodney Bates

Officers Present: Louise Livingston, Julie Simmonds and Rachel Whillis.

**1/EC Minutes**

The minutes of the meetings held on 6 April and 10 May 2022 were agreed as a correct record and were signed by the Chairman.

**2/EC Updated Pay Settlement Procedure**

The Committee was reminded that, during the process for agreeing the pay award for 2022/23, it had been agreed that the Pay Settlement Procedure would be reviewed to ensure that all parties were clear about the role they undertook, the information that would be provided, the consultation process that would be used, and the timelines.

A revised Pay Settlement Procedure had been produced which incorporated the following factors:

- Agreeing a pay settlement for a two year period rather than one year, taking into consideration the Council's Medium Term Financial Strategy;
- Starting the process earlier so it coincide with the budget setting and the process was afforded more time;
- Setting out the role undertaken by each party; and
- Where an agreement had not been reached by the Consultative Group and both sides' recommendations were consequently submitted to the Employment Committee, Staff Representatives would attend this meeting.

The Committee reviewed the revised procedure and agreed to add to the definition on how the Joint Staff Consultative Group reached an agreement, as set out in its Constitution. It was also agreed to extend the section titled 'Employment Committee' to recognise that the Employment Committee and Full Council do not

necessarily need to agree the recommendation put forward by the Joint Staff Consultative Group.

**RESOLVED that the amended Pay Settlement Procedure, as set out at Annex A to the agenda report, as amended, be agreed.**

### **3/EC      Electric Vehicle as a Salary Sacrifice Scheme**

The Committee considered a report detailing a proposal for the Council to introduce a salary sacrifice scheme for staff to purchase Electric Vehicles. Octopus Electric Dreams had been suggested as the best scheme. Members were advised that, at this stage, agreement was sought for the principle of introducing this benefit and further details and policies supporting the scheme would be brought to the Committee as the introduction of the benefit progressed.

Members discussed the eligibility criteria for joining the scheme, in particular in relation to the requirement that the employee's revised salary, after taking into account the salary sacrifice, would need to exceed the National Living or Minimum Wage and the Lower Earnings Limit for National Insurance Contributions purposes. It was therefore emphasised that the scheme would not necessarily be available to all members of staff.

In response to questions from the Committee, it was clarified that joining the scheme would not affect an employee's pension. It was also confirmed that the Council's Climate Change Officer was reviewing the infrastructure for EV charging within the Council's car parks, including Surrey Heath House Car Park, and staff would be required to pay for charging their vehicles.

**RESOLVED that the Council signs up to the Octopus Electric Dreams Car Scheme, as set out in Annex A to the agenda report.**

### **4/EC      Post Entry Training Policy**

The Committee considered proposed changes to the Council's Post Entry Training (PET) Policy, which had last been reviewed in 2013.

Following consideration by the Joint Staff Consultative Group, additional wording had been added to allow for study leave for employees to complete dissertations or coursework where the employee was not required to sit an exam. Section 5 of the Policy had also been updated to ensure that it was clear that an employee leaving the Council's service through no fault of their own would not be expected to repay the costs of their training.

Arising from the discussions, it was agreed that the Policy would be updated to include the following:

- (i)      clarification that, whilst the Policy included a deadline for PET applications by 30 June each year, which was aligned with the appraisal cycle, this would not be the only time PET applications would be considered;

- (ii) adding additional wording regarding agreeing to support the completion of a course, if necessary, in circumstances where an employee was made redundant, depending on how far the qualification had progressed;
- (iii) updating the definition regarding courses undertaken and approved on a modular basis and adding an example on how this would operate.

In addition to those changes, it was agreed to further look at considering whether childcare costs could be incorporated in the financial assistance section of the Policy.

**RESOLVED that the revised Post Entry Training Policy, as set out at Annex A to the agenda report, as amended, be agreed.**

#### **5/EC Pay Policy Statement 2022/23**

The Committee received a report setting out the Council's Pay Policy Statement for 2022/23. It was reported that the Council was required, in accordance with Section 38(1) of the Localism Act 2011, to review and update its Pay Policy Statement on an annual basis.

Members agreed to add a footnote to the table in section 10 of the Statement explaining that the notable change to the Mean Basic Salary was due the transfer of a number of staff to a partner organisation.

**RECOMMENDED to Full Council that the Pay Policy Statement 2022/23 be adopted, as set out at Annex A to the agenda report, as amended.**

#### **6/EC Work Programme**

The Committee discussed its work programme for remainder of the 2022/23 year. It was advised that the Social Networking Policy, which had been deferred at the previous meeting, would be considered at the meeting on 13 October 2022. It was also noted that the item on Christmas Closure, scheduled for the October meeting, would consider arrangements for Christmas Closure from 2023 onwards.

**RESOLVED that the work programme for the remainder of the 2022/23 municipal year, as set out at Annex A to the agenda report, as amended, be agreed.**

Chairman