

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Surrey
Heath House/ Zoom on 24 November
2022**

+ Lynn Smith (Chairman)
+ Cllr Sharon Galliford (Vice Chairman)

+ Cllr Rodney Bates	+ Keiran Bartlett
+ Cllr Stuart Black	Nick Clifton
+ Cllr Tim FitzGerald	+ Joe Fullbrook
- Cllr Josephine Hawkins	+ Gillian Riding
Cllr Charlotte Morley	+ Anthony Sparks
Cllr Adrian Page	+ Karen Wetherell
+ Cllr John Skipper	Vacancy

+ Present
- Apologies for absence presented

In Attendance: Lucy Phillips, Julie Simmonds, Rachel Whillis.

16/J Notes

The notes of the meeting held on 22 September 2022 were agreed as a correct record.

17/J Leave and Special Leave

The Group considered proposed changes to the Council's Leave and Special Leave Policy.

Further to the amendments set out in Annex A to the report, the following additional amendments were agreed:

- Section 6.5. To be amended to state that carried forward leave must be used within three months of the start of the new leave year unless prearranged with line managers and Human Resources.
- Section 6.51. To be amended to provide more clarification around examples provided.
- Section 7.6.2. Retaining the word 'disciplinary'
- Section 8.1. The first line of the table to be amended to include "or equivalent" after "death of immediate family", plus adding appropriate examples.
- Section 8.1. To be amended to include funerals for Surrey Heath Borough Council Colleagues.
- Section 8.3. To be amended to provide detail around where the Council's Reservist Policy is on the Council's Intranet, Warbler.
- Section 8.9.3, 8th bullet point. To be amended to state that they may not undertake paid work for any other employer.

RESOLVED that the Employment Committee be asked to agree that the revised Leave and Special Leave policy as set out at Annex A of the Agenda Report, subject to the amendments outlined above be adopted.

18/J Pay Negotiations 22/23 (Verbal Update)

The Group were advised that the 8 percent pay increase had been added to staff salaries and staff had received the backdated pay from October 2022.

The Group noted the update.

19/J Expenses Policy

The Group considered a report which reviewed the Council's Expenses Policy and proposed a few minor changes.

Further to the changes set out at Annex A to the report, the following additional amendments were accepted:

- Section 7.2. The sentence referring to claiming for the full cost to be removed.
- Section 14. Clothing and uniform, information regarding claiming tax relief for cleaning a work uniform to be added.

RESOLVED that the Employment Committee be asked to agree that the revised Expenses Policy as set out at Annex A of the agenda report, subject to the amendments outlined above, be adopted.

20/J Work Programme

The Group noted its Work Programme for the rest of the municipal year.

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

Chairman