

**Surrey Heath Borough Council**  
**Employment Committee**  
**26 January 2023**

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**Work Programme 2022/23**

**Head of Service** Sally Kipping – HR, Performance & Communications  
**Report Author:** Julie Simmonds – HR Manager  
**Key Decision:** No  
**Wards Affected:** n/a

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**Summary and purpose**

To agree the work programme for the remainder of the 2022/23 municipal year.

**Recommendation**

The Committee is advised to RESOLVE that the work programme for the 2022/23 municipal year be agreed, as set out at Annex A.

**1. Background and Supporting Information**

- 1.1 At each meeting the Committee will consider the work programme, be advised of updates and agree amendments as appropriate.
- 1.2 Meetings have been scheduled for the 2022/23 municipal year as follows:
- 30 March 2023

**2. Proposal and Alternative Options**

- 2.1 It is proposed that the Committee considers the list of topics listed in Annex A of the work programme and makes such amendments as appropriate

**Annexes**

Annex A –Work Programme for 2022/23

**Employment Committee  
Work Programme  
2022/23**

Committee meetings for the municipal year are scheduled to be held on the following dates:

- 2 March 2023

The following work for the 2022/23 municipal year has been identified for consideration by the Consultative Group:

| <b>Meeting</b>       | <b>Topic</b>                                    | <b>Source</b>                              |
|----------------------|---|--|
| <b>30 March 2023</b> | <b>Sickness Absence Policy</b>                  | <b>HR</b>                                  |
|                      | <b>Data Breaches Policy</b>                     | <b>ICT/Information Governance (review)</b> |
|                      | <b>Information Security Policy</b>              | <b>ICT (review)</b>                        |
|                      | <b>Data Protection Policy</b>                   | <b>ICT/Information Governance (review)</b> |
|                      | <b>Family Friendly Policy</b>                   | <b>HR (review)</b>                         |
|                      | <b>Staff Terms and Conditions of Employment</b> | <b>HR (review)</b>                         |
|                      | <b>Safeguarding Policy</b>                      | <b>Community Development (Review)</b>      |
|                      | <b>Annual Report (exempt)</b>                   | <b>HR</b>                                  |

**To be scheduled:**

2024 Social Networking Policy (reviewed Sept 2022)  
Menopause Policy (new)