

Surrey Heath Borough Council
Employment Committee
30 March 2023

Staff Terms and Conditions

Strategic Director/Head of Service	Sally Kipping
Report Author:	Julie Simmonds – HR Manager
Key Decision:	no
Wards Affected:	n/a

Summary and purpose

This report provides the Employment Committee with an updated Staff Terms and Conditions of Employment which has been updated to reflect suggested and already agreed amendments.

The revised document was considered by the Joint Staff Consultative Group at its meeting on 2 March 2023.

Recommendation

The Committee is advised to RESOLVE that the revised Staff Terms and Conditions Policy and Procedure, as attached at Annex A to this report, be agreed.

1. Background and Supporting Information

- 1.1 The Staff Terms and Conditions of Employment should be regularly reviewed to ensure it follows changes of legislations or changes within policies within SHBC. All changes within the contract have been tracked changed for ease for your consideration with the main areas:
 - 1.1.1 Amendment to authorisation process for staff wishing to take on another role alongside their SHBC role (2.5,2.6)
 - 1.1.2 The addition of wording around staff benefits and they are not contractual so can be changed (3.5)
 - 1.1.3 Support of Professional Membership fee is now in Staff T's and C's whereas previously it was within SHBC Expenses Policy

2. Reasons for Recommendation

- 2.1 To ensure Staff Terms and Conditions of Employment are kept as informative and form an accurate contract of employment between the member of staff and SHBC.

3. Proposal and Alternative Options

- 3.1 It is proposed that the revised Staff Terms and Conditions of Employment are adopted, with or without any further amendments considered appropriate.

4. Contribution to the Council's Five Year Strategy

- 4.1 No contribution to the Council's Five Year Strategy.

5. Resource Implications

- 5.1 No increase of resources required.

6. Section 151 Officer Comments:

- 6.1 These Staff Terms and Conditions of Employment were taken to CMT for review and comment on 21st February 2023

7. Monitoring Officer Comments:

- 7.1 These Staff Terms and Conditions of Employment were taken to CMT for review and comment on 21st February 2023.

8. Other Considerations and Impacts

Environment and Climate Change

- 8.1 Supports the Council's pledge.

Equalities and Human Rights

- 8.2 An Equalities Impact Assessment will be completed.

Risk Management

- 8.3 n/a

Community Engagement

- 8.4 Not applicable.

Annexes

Annex A – Standard Statement of Terms and Conditions