

Surrey Heath Borough Council
Employment Committee
1st February 2024

Work Programme 2023/24

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

Summary and purpose

To agree the work programme for the 2023/24 municipal year.

Recommendation

The Committee is advised to RESOLVE that the work programme for the 2023/24 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 2023/24 municipal year as follows:
- 28 March 2024

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 2023/24

**Employment Committee
Work Programme
2023/24**

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

- 28 March 2024

The following work for the 2023/24 municipal year has been identified for consideration by the Committee:

| Meeting | Topic | Source |
|---------------------|--|--------------------|
| 7 March 2024 | Pay Settlement 24/25 | HR |
| | Grievance Policy and Procedure for Statutory and non-statutory CMT | HR |
| | Disciplinary Policy and Procedure for Statutory and non-statutory CMT | HR |
| | Casual and Fixed Term Staff Policy | HR (review) |

**To be scheduled:
Aggression at Work Policy – 24/25
Carers' Policy
Family Friendly Policy
Leave and Special Leave**