

Surrey Heath Borough Council
Employment Committee
28th March 2024

Work Programme 2024/25

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 2024/25 municipal year.

Recommendation

The Employment Committee is advised to RESOLVE that the work programme for the 2024/25 municipal year be agreed, as set out at Annex A.

1. Background and Supporting Information

- 1.1 At each meeting the Employment Committee will consider the work programme, be advised of updates and agree amendments as appropriate.
- 1.2 Meetings have been scheduled for the 2024/25 municipal year as follows with actual dates to be confirmed:
- June 2024
 - September 2024
 - November 2024
 - January 2025
 - March 2025

2. Proposal and Alternative Options

- 2.1 It is proposed that the Employment 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 2024/25

**Employment Committee
Work Programme
2023/24**

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

- 11th July 2024
- 10th October 2024
- 28th November 2024
- 30th January 2025
- 27th March 2025

The following work for the 2024/25 municipal year has been identified for consideration by the Employment Committee:

Meeting	Topic	Source
11th July 2024	Carers Policy	HR (review)
	Family Friendly Policy	HR (review)
	Leave and Special Leave Policy	HR (review)
	Social Networking Policy	Information Governance Manager (review)
	Aggression at Work	HR & H&S (new)
	Pay Policy Annual Review	HR (review)
10th October 2024	Code of Conduct	HR (new)
	Bribery Policy	HR (review)
	House Rules	HR (review)
	Post Entry Training Policy	OD Manager (review)
	Start of Pay Award discussions for 25/26	HR & Staff Representatives
28th November 2024	Dignity and Respect at Work Policy	HR (review)
	Pay Negotiations 24/25	HR
	Grievance Policy and Procedure for Statutory and non-statutory CMT	HR (review)

	Disciplinary Policy and Procedure for Statutory and non-statutory CMT	HR (review)
	People Strategy annual review/update	HR (review)
30th January 2025	Pensions Discretion Policy –	HR (review)
	Pay Settlement 24/25	HR
	Speak up Policy	HR (review)
	Speak Up Policy annual report	HR
	Voluntary Duties Leave Policy (JSCG to be advised of this addition in June JSCG)	HR (review)
27th March 2025	Pay Settlement 24/25	HR
	Smoking Policy	HR (review)
	Drugs and Alcohol at Work Policy	HR (review)

To be scheduled: