

**Minutes of a Meeting of the Joint Staff  
Consultative Group held at Surrey  
Heath House on 17 March 2016**

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+ Cllr Josephine Hawkins (Chairman)  
+ Geraldine Sharman (Vice Chairman)

- Cllr Moira Gibson	+ Andrew Edmeads
+ Cllr Ruth Hutchinson	+ David McDermott
+ Cllr Paul Ilnicki	+ Lynn Smith
- Cllr Charlotte Morley	+ Anthony Sparks
+ Cllr Robin Perry	+ Karen Wetherell
+ Cllr Ian Sams	
Cllr Conrad Sturt	

+ Present

- Apologies for absence presented

In Attendance: Belinda Tam and Louise Livingston

**17/J Notes**

The notes of the meeting of the Joint Staff Consultative Group held on 21 January 2016 were agreed as a correct record.

**18/J Declarations of Interest**

There were no declarations of interest.

**19/J Leave and Special Leave Amendments**

The Group received a report setting out the proposed revised Leave and Special Leave Policy and Procedures.

It was reported that since the report's publication the following changes had been made to the policy:

- Paragraph 6.1 – The annual leave entitlement had been updated to reflect the current grade structure.
- Paragraph 6.1 – The word eScene would be replaced with Heathspace
- Paragraph 6.3 – In the third sentence exigencies would be replaced with requirements.
- Paragraph 7.3 – The table would be updated to reflect current hours.
- Paragraph 8.1 – The maximum entitlement for compassionate leave following the death of an immediate family member would be amended to read 5 days.
- A separate policy would be produced covering military service in non-regular forces.
- Paragraph 8.5.2 – The third paragraph would be amended to read 'If agreed by both the individual and the service, staff with sufficient annual

leave, may take annual leave as opposed to unpaid leave to care for a dependent.'

- Paragraph 8.5.2 – The final paragraph was a repetition and would be deleted.
- Paragraph 8.8 – Following the bullet pointed section the reference to Head of Service would be changed to reflect the titles already amended.

The Group noted the report.

## **20/J Reservists Policy**

The Group received a report setting out a proposed Reservist Policy for Council staff serving the Armed Forces Reserves.

The Group was informed that since the report's publication the following amendments had been made:

- Paragraph 3 – Would be renumbered
- Paragraph 10.vi – Would be amended to read 'Managers must complete the consent form included...'
- Paragraph 11.2.v – Would be amended to read 'A Reservist can claim up to a total of £400 per day for all forms of payment from the MOD.'
- Paragraph 11.3.i and ii – These paragraphs would be amended as follows:
  - i If the employee is a member of the Local Government Pension Scheme, then Surrey Heath Borough Council will suspend its employer contributions during mobilisation.
  - ii If the employee continues to pay their contributions, then the Ministry of Defence will pay the employer contributions on the amount of Assumed Pensionable Pay.
- Paragraph 13.2.iv – Would be amended to read 'If a Reservist believes that their employer's response to their reinstatement denies their rights in any way, an application can be made to an Independent Reinstatement Committee for assessment'
- Appendix A – The Second box under the Return to Work flow chart would be amended to read 'If the employer's response seems unfair...'

The Group noted the report.

## **21/J Work Programme**

The Group received a report setting out the work programme for the 2016/17 municipal year.

It was suggested that consideration be given to looking at the Parking Policies applying at Surrey Heath House.

The Group noted the report.

**22/J**

**IIP**

It was reported that Surrey Heath Borough Council had been awarded a Gold level IIP. The Council's submission had been particularly strong meeting 96% of the indicators and was one of only two councils in Surrey to have achieved the Gold level. An email would be sent to all staff informing them of this achievement and thanking them for their input.

The Group commended Council staff for this achievement.