

## Appendix A

### PROTOCOL FOR ANNUAL LOCAL PAY AND CONDITIONS NEGOTIATIONS 2021/2022

	ACTION	TIMEFRAME	COMMENT
1.	Head of HR Services & Head of Finance Strategy updates trade unions on the budget and financial situation.	27/10/2020	
2.	Head of HR Services on behalf of the Assistant Director–Transformation will invite the trade unions to submit their claim on pay and conditions of service effective from the following 1 <sup>st</sup> April. The trade unions will be provided with an analysis of the Council's financial position.		
3.	The trade unions (Unison and GMB) will submit their joint claim to the Assistant Director – Transformation.	No later than 31/10/2019	
4.	The Chief Executive, the Assistant Director – Transformation and the Head of HR Services will meet the trade unions to discuss and respond to the claim(s).		Expected to be December 2020
5.	Further meetings will take place as necessary during November/December, including a Corporate Consultative Committee (CCC), Joint Consultative Committee (JCC) and Employment Matters Committee (EMC).		
6.	a) Subject to 7 below, if agreement is reached, approval to recommend the agreement to full Council will be sought from the first EMC before the annual budget setting meeting of full Council.	01/2021	JCC/EMC meeting scheduled for 26 <sup>th</sup> January 2021
	b) If agreement cannot be reached, the matter will be referred to JCC at which officers will outline the negotiations and the trade unions can respond.	01/2021	JCC/EMC meeting scheduled for 26 <sup>th</sup> January 2021
	c) Recommendation(s) from the JCC will be reported to the EMC where a decision will be made for recommendation to full Council.	01/2020	JCC/EMC meeting scheduled for 29 <sup>th</sup> January 2020
	d)		
7.	Decision made and budget approved by full Council.	02/2020	Full Council meeting on 18 <sup>th</sup> February 2021
8.	Any agreed pay award and/or changes to any terms and conditions implemented	04/2020	