

**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 will invite the trade unions to submit their claim on pay and conditions of service effective from the following 1 st April. The trade unions will be provided with an analysis of the Council's financial position.	27/10/2020	
3.	The trade unions (Unison and GMB) will submit their joint claim to the Head of HR	No later than 31/10/2020	
4.	The Chief Executive and the Head of HR Services will meet the trade unions to discuss and respond to the claim(s).	9/12/2020	
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).	12/2020	JCC/EMC Meeting scheduled for the 2nd December 2020 CCC meeting scheduled for the 8th December 2020
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 26th 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 26th 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.	01/2021	JCC/EMC meeting scheduled for 26th January 2021
7.	Decision made and budget approved by full Council.	02/2021	Full Council meeting on 18 th February 2021
8	Any agreed pay award and/or changes to any terms and conditions implemented	04/2021	