

**Appendix 1**  
**EMC**

**PROTOCOL FOR ANNUAL LOCAL PAY AND CONDITIONS NEGOTIATIONS**  
**2022/2023**

ACTION	TIMEFRAME	COMMENT
1. Head of HR & Head of Finance Strategy updates trade unions on the budget and financial situation.	7/09/2021	Completed
2. The Head of HR on behalf of the CEO – 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.	7/09/2021	Completed
3. The trade unions (Unison and GMB) will submit their joint claim to the Head of HR.	No later than 22/10/2021	Received 25/10/2021 GMB agreed 27/10/2021
4. The Chief Executive and the Head of HR will meet the trade unions to discuss and respond to the claim(s).	16/11/2021	Completed
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).	12/2021	JCC/EMC Meeting scheduled for the 30/11 CCC meeting scheduled for the 14/12
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.	01/2022	JCC/EMC meeting scheduled for 02/02/2022
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.	01/2022	JCC/EMC meeting scheduled for 02/02/2022
c) Recommendation(s) from the JCC will be reported to the EMC where a decision will be made for recommendation to full Council.	01/2022	JCC/EMC meeting scheduled for 02/02/2022
7. Decision made and budget approved by full Council.	02/2022	Full Council meeting on 24/02/2022
8. Any agreed pay award and/or changes to any terms and conditions implemented	04/2022	