

**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 st 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 another meeting with the Chief Executive and/or Corporate Consultative Committee (CCC), followed by Joint Consultative Committee (JCC) and Employment Matters Committee (EMC).	12/2021	Completed JCC/EMC Meeting 30/11 CCC meeting 14/12 CE/Head of HR 17/01
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	