

## Appendix 1

### PROTOCOL FOR ANNUAL LOCAL PAY AND CONDITIONS NEGOTIATIONS 2023/2024

ACTION	TIMEFRAME	COMMENT
1. Chief Organisational Culture Officer & Chief Finance Officer updates trade unions on the budget and financial situation.	13/09/2023	Completed
2. The Chief Organisational Officer 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.	13/09/2023	Completed
3. The trade unions (Unison and GMB) will submit their joint claim to the Head of HR.	No later than WC 16/10/2023	Received 11/10/2023
4. The Chief Executive and the Chief Organisational Culture Officer will meet the trade unions to discuss and respond to the claim(s).	20/11/2023	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).	12/2022	JCC/EMC Meeting scheduled for the 6/12 CCC meeting scheduled for the 6/12
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.	01/2024	JCC/EMC meeting scheduled for 30/01/2024
b) If agreement cannot be reached, the matter will be discussed at JCC at which officers will outline the negotiations and the trade unions can respond.	01/2024	JCC/EMC meeting scheduled for 30/01/2024
c) Recommendation(s) from the JCC will be reported to the EMC where a decision will be made for recommendation to full Council.	01/2024	JCC/EMC meeting scheduled for 30/01/2024

7.	Decision made and budget approved by full Council.	02/2024	Full Council meeting on 29/02/2024
8.	Any agreed pay award and/or changes to any terms and conditions implemented	04/2024	