

Appendix 1

PROTOCOL FOR ANNUAL LOCAL PAY AND CONDITIONS NEGOTIATIONS 2024/2025

| | 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 st 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 | Completed |
| 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 | |

