

**PROTOCOL FOR ANNUAL LOCAL PAY AND CONDITIONS NEGOTIATIONS  
2025/2026**

ACTION		TIMEFRAME	COMMENT
1.	Chief Organisational Culture Officer & Chief Finance Officer updates trade unions on the budget and financial situation.	25/09/2025	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.	25/09/2025	Completed
3.	The trade unions (Unison and GMB) will submit their joint claim to the Head of HR.	No later than WC 31/10/2025	Received 31/10/205
4.	The Chief Executive and the Chief Organisational Culture Officer will meet the trade unions to discuss and respond to the claim(s).	18/11/2025	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).	12/2025	JCC/EMC meeting scheduled for 03/12/25
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.	01/2025	JCC/EMC meeting scheduled for 28/01/2026
	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.	01/2025	JCC/EMC meeting scheduled for 28/01/2026
	c) Recommendation(s) from the JCC will be reported to the EMC where a decision will be made for recommendation to full Council.	01/2025	JCC/EMC meeting scheduled for 28/01/2026

7.	Decision made and budget approved by full Council.	02/2025	Full Council meeting on 26/04/2026
8.	Any agreed pay award and/or changes to any terms and conditions implemented.	04/2026	