

## Pay Negotiation Process

### 1.0 Aims

- 1.1 This document aims to set out the annual process by which Cost of Living Allowance is agreed at the Council.
- 1.2 Staff Council are the staff representative body for staff and they would be directly involved in the process.

### 2.0 Process/Expectations

- 2.1 Staff Council are to formally lodge in writing the percentage they wish to be considered for the annual pay increase (Cost of living allowance) to the Managing Director. Following this, a meeting will be held as appropriate with a member of the Corporate Leadership Team (CLT) to discuss the pay award request.
- 2.2 The following is expected of Staff Council:
  - the percentage lodged by Staff Council is based on the views of staff at HDC and will be submitted in a timely manner.
  - the conversations will be led by a maximum of four staff council representatives in the meeting, who will bring forward evidence to support their claim.
  - all conversations will be professional and respectful and aim to find resolution.
  - Staff Council will actively participate in the negotiations but the final decision will rest with CLT/Members.
  - discussions will be confidential until a decision is reached.
- 2.3 The following is expected of Management:
  - a meeting will be set up promptly to discuss the award.
  - The conversation will be led by a mix of four management/member representatives maximum.
  - all conversations will be professional and respectful and aim to find resolution.
  - CLT/Members will listen to the views of Staff Council in the negotiations but will ultimately need to make the final decision
  - where there is no possibility of an award due to financial or other issues management are to inform Staff Council at the earliest opportunity.
  - confidentiality must be maintained until a decision is reached

- Once a decision is reached it is the responsibility of management to confirm the details with Staff Council at the earliest opportunity and then within two working days to communicate the agreement to all staff.

### 3.0 Timetable

3.1 The following timetable will be used for the negotiation process from 2019/20 onwards:

	When:	Purpose	Who is involved
Staff Council formally Lodge Percentage they wish to be considered for Cost of Living Award	March 2019	To commence the negotiation	Staff Council/Staff
Meeting to discuss the proposal	April 2019	To agree/disagree/offer alternative proposal	Management/and Staff Council (A member may also be involved)
Further meetings as appropriate	May 2019	To agree/disagree/offer alternative proposal	Management/and Staff Council (A member may also be involved)
Final date for agreement	End of June 2019		

**Agreed January 2019**