

MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 2.00 pm on 13 June 2019 at Committee Room C, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting on 23 September 2019.

Elected Members:

Mr Tim Oliver (Chairman)
Mr Colin Kemp (Deputy Chairman)
Mr Ken Gulati
Mr Eber A Kington
Mr Chris Botten
Ms Denise Turner-Stewart

In Attendance

Jackie Foglietta – Director of HR&OD
Vickie Neal – Democratic Services Assistant

27/19 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

There were none.

28/19 MINUTES OF THE PREVIOUS MEETINGS [Item 2]

The minutes were agreed as true records of the meetings of the Committee on 25 April and 8 May 2019, and of the meetings of the Appointments Sub-Committee which took place on 10 May and 14 May 2019.

29/19 DECLARATIONS OF INTEREST [Item 3]

There were none.

30/19 QUESTIONS AND PETITIONS [Item 4]

There were none.

31/19 ACTION REVIEW [Item 5]

Declarations of interest:

None

Witnesses:

Jackie Foglietta – Director of HR&OD
Vickie Neal – Democratic Services Assistant

Key points from the discussion:

1. Members asked when action A10/19 on Performance Management was due to be reported on given it was to be incorporated into a new item of Workforce Performance Indicators. Officers explained that the

item was due to be delivered at this meeting but due to unforeseen staff illness would be deferred until the meeting on 23 September 2019.

2. Members asked how frequently information relating to action A4/19 on Surrey Pay 2019/2020 would be made available to them. Officers informed the Committee that this could be picked up in the Workforce Performance Indicators items due at the September meeting.

Actions/ further information to be provided:

1. That the Director of HR continue to provide information on the full time equivalents employed by the Council as part of the item on Workforce Performance Indicators due at the meeting of PPDC on 23 September 2019.
2. That action A10/19 be updated to reflect the item being deferred.

RESOLVED:

That the Committee continues to monitor progress on the implementation of actions from previous meetings.

32/19 FORWARD WORK PROGRAMME [Item 6]

Declarations of interest:

None

Witnesses:

Jackie Foglietta – Director of HR&OD

Key points raised during the discussion:

1. Officers explained that the September meeting of the Committee would likely see concrete proposals regarding the Moving Closer to Residents Programme, if not permission for a mandate to speak to Trade Unions.
2. Officers explained the item summary of the item on Workforce Performance Indicators in greater detail and informed Members that it would include all factors that Members are interested in scrutinising.

Actions/ further information to be provided:

1. That Workforce Performance Indicators be added to the Forward Work Programme for 23 September 2019.
2. That the item on the Moving Closer to Residents Programme be added to the Forward Work Programme as a standing item until further notice.

RESOLVED:

That the People, Performance and Development Committee reviewed and noted items that it is due to consider at future meetings.

33/19 WORKFORCE PERFORMANCE INDICATORS [Item 7]

Due to unforeseen circumstances this item was removed from the agenda.

Actions/ further information to be provided:

To move item to meeting of the Committee on 23 September 2019.

34/19 MEMBER/OFFICER PROTOCOL [Item 8]

Declarations of interest:

None

Witnesses:

Jackie Foglietta – Director of HR&OD

Key points raised during the discussion:

1. Members questioned whether parts of the revised protocol encroached on constitutional issues and were therefore not appropriate to be politicised and voted on. Officers informed Members that the issues in the document related to the vision and values of the Council rather than of its constitution.
2. Members highlighted areas where the protocol would benefit from re-wording to better reflect the roles of Cabinet Members, Councillors and Officers, as well as areas which editing was needed to clarify meaning.
3. Members queried whether the point about Members not criticising individual Officers in the public domain could be extended in the interest of balance to say that Officers should not criticise individual Members publicly. This was accepted by Officers present. It was also asked whether this policy creates a culture of bullying if private criticism is allowed. Officers stated that the protocol is not an HR policy rather, it is guidance for Members to not scrutinise individual Officers.
4. There was discussion whether “local Members” should be referred to as “divisional Members” to avoid confusion. Officers suggested that from an Officer perspective “local” was more clear but that a definition section could help clarify exact meaning.
5. Members expressed concern that Officers could not be expected to inform all political groups of every conversation they have with other groups and that it would require definitions of the differences between meetings, briefings and conversations as well as that sharing information regarding policy initiatives could be inappropriate. It was decided by Members and Officers that this point could be removed from the protocol as a later point which states information and advice being available on request better reflects the meaning of the protocol.
6. Members requested that the section entitled “Member support to Officers” should have a caveat added to highlight that this excludes Political Assistants whose role contributes to the business of individual political parties.

7. It was requested by Members that a point be added to the protocol to say that Officer contact details be private unless consent was explicitly given to share them.
8. Members expressed concern over lack of protection for Officers, particularly at junior and mid-level, feeling unable to voice conflicting priorities to Members. It was decided by Members and Officers that continued discussions would take place on the exact wording that should be used to make clear that wherever possible a mutually convenient time should be found to suit both the Member and Officer involved.
9. It was suggested that a point be added to the protocol to make clear that Officers' contact information should not be disclosed to the public without the clear consent of the Officer.
10. Members thanked the report author for his hard work on revising the protocol.

Actions/ further information to be provided:

1. That the Senior Manager for Leadership and Member Support continue to work with Members and Officers to develop the Member/Officer Protocol before it is presented to full Council.

RESOLVED:

That amendments are made to the Member/Officer Protocol before it is recommended to County Council for approval.

35/19 EXCLUSION OF THE PUBLIC [Item 9]

RESOLVED: That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

36/19 STAFFING TERMS AND CONDITIONS ASSOCIATED WITH MOVING CLOSER TO RESIDENTS [Item 10]

Declarations of interest:

None

Witnesses:

Jackie Foglietta – Director of HR&OD

Key points raised during the discussion:

1. Officers informed Members that there were two major staffing implications of the Moving Closer to Residents (MCTR) Programme and noted that the Committee itself was responsible for contractual issues but that the cultural shift was also intertwined and had implications for the business of the Committee.

2. Officers stated that it was their intention to report on the MCTR Programme and cultural shift periodically at PPDC meetings.
3. The Leader noted that he and the Chief Executive were holding regular roadshows for staff and that while these produced largely positive feedback, IT had been questioned multiple times. He stated that IT training would be delivered to staff members.
4. Members discussed relocation and mobility related pay issues associated with the MCTR Programme. Officers stated that policies could not be taken as a blanket to cover all staff members and that subjectivity was required in assessing individual cases. Officers also stated a need to look more closely at the relocation grant and renegotiate with Trade Unions as the MCTR Programme progresses.
5. Members praised the cultural shift associated with the MCTR Programme as a move from presenteeism and towards being driven by outcomes. It was noted that a recent evacuation from County Hall showed where work needed to be done to ensure that IT was strong enough to cope with shift to agile working.

Actions/ further information to be provided:

1. That the MCTR Programme become a standing order for the Committee until further notice.

RESOLVED:

The Committee noted the contents of the report.

37/19 RESTRUCTURES UPDATE [Item 11]

Declarations of interest:

None

Witnesses:

Jackie Foglietta – Director of HR&OD

Key points raised during the discussion:

1. Officers informed Members that half of staff were either undergoing, or were about to undergo, a restructuring process and that even staffing areas which were not being formally restructured were thinking about how they can work best.
2. Members sought clarification on the figures provided on voluntary severance in the table provided as Appendix A. Officers explained that there were 431 requests for voluntary severance figures, of which 254 became formal applications for voluntary severance which resulted in 165 applications being granted. It was explained that the Appendix was an example and related to the Family Resilience Restructure and that of requests that were denied the majority were from social workers who had already been informed that their role was not going to be considered for voluntary severance.
3. Members congratulated the Director of HR&OD and her team for the low number of grievances reported.

Actions/ further information to be provided:

RESOLVED:

The Committee noted the contents of the report.

38/19 PUBLICITY OF PART 2 ITEMS [Item 12]

It was agreed that the information related to Part 2 items discussed at the meeting would remain exempt.

39/19 DATE OF NEXT MEETING [Item 13]

The Committee noted that its next meeting would be held on 23 September 2019.

Meeting ended at: 3:15pm

Chairman