

**MINUTES** of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 9.30 am on 6 November 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.

**Elected Members:**

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

**Apologies:**

Mr Chris Botten

**59/19 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]**

Apologies were received from Chris Botten.

**60/19 MINUTES OF THE PREVIOUS MEETINGS [Item 2]**

The minutes were agreed as a true record of the meeting.

**61/19 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**62/19 QUESTIONS AND PETITIONS [Item 4]**

There were none.

**63/19 ACTION REVIEW [Item 5]**

**Declarations of interest:**

None

**Witnesses:**

Jackie Foglietta – Director of HR&OD

**Key points from the discussion:**

1. A8/19 – Officers confirmed that an item to consider 'different ways to spend the apprenticeship levy' would be considered at the People, Performance and Development Committee in February 2019.
2. A15/19 - Members noted that the next Workforce Performance Indicators item would take place in April 2020.

**Actions/ further information to be provided:**

None.

**RESOLVED:**

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

**64/19 FORWARD WORK PROGRAMME [Item 6]**

**Declarations of interest:**

None

**Witnesses:**

Jackie Foglietta – Director of HR&OD

**Key points from the discussion:**

1. Officers further confirmed that an item to consider different ways to spend the apprenticeship levy would be considered at the People, Performance and Development Committee in February 2019.

**Actions/ further information to be provided:**

None.

**RESOLVED:**

That the Committee reviewed and noted items that it is due to consider at future meetings

**65/19 PERFORMANCE CONVERSATIONS - REVIEW OF PROGRESS [Item 7]**

**Declarations of interest:**

None

**Witnesses:**

Jackie Foglietta, Director for HR & OD

**Key points raised during the discussion:**

1. The Director for HR & OD introduced the report and highlighted that the item was being considered at the Committee's requested. Members noted that, although response numbers were low compared to the number of Council staff, feedback had been positive and that it was clear staff valued the performance conversations over previous processes.
2. Members noted that 192 staff Members had provided feedback and that responses were anonymous. Officers highlighted a chart within section 3.1 of the report which outlined the directorate that the responses had originated from. Members noted that that a significant number of responses had originated from Adults Social Care and Children, Families, Lifelong Learning and Culture as they were larger directorates.

3. Members noted that 50.5% of those who provided feedback had stated that they did not feel valued. Officers explained that this was something that needed to be explored to understand the context. Members further stated that, in future reviews, it would be beneficial to ask why a staff member did not feel valued.
4. Officers suggested that a further survey should be conducted in 6 months and that responses should aim to meet specific target percentages.
5. Members stated that the first survey question could have been phrased better as it was asking three different questions.

**Actions/ further information to be provided:**

None.

**RESOLVED:**

The Committee considered the key findings from the feedback and noted the progress made to date as well as next steps.

**66/19 RECRUITMENT TO JOINT SCC/SURREY HEARTLANDS POSTS [Item 8]**

**Declarations of interest:**

None

**Witnesses:**

Jackie Foglietta, Director for HR & OD

**Key points raised during the discussion:**

1. The Director for HR & OD introduced the report and provided Members with a brief summary. The Leader of the Council explained that there was significant benefit to the Council to improve integration between Health and Social Care. Members noted that the joint posts would move devolution forward and help delivery of Surrey's 10 year Health and Wellbeing Strategy.
2. Members of the Committee asked how funding for the posts would be split across the two organisations. Officers confirmed that funding would be split evenly initially but that it may change depending on the post's priorities. Officers further confirmed that the salary for each post would be between £90,000 and £122,000.
3. A Member highlighted that, following the upcoming General Election, either a County or Integrated Care System boundary change may cause issues with the joint posts.

**Actions/ further information to be provided:**

None.

**RESOLVED:**

The Committee noted the contents of the report.

**67/19 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.

**68/19 SURREY COUNTY COUNCIL PAY AND TERMS & CONDITIONS OF SERVICE [Item 10]**

**Declarations of interest:**

None

**Witnesses:**

Paul Smith, Interim HR Consultant

**Key points raised during the discussion:**

1. The report was introduced by officers. The Committee asked a number of questions which were responded to by the officers present before moving to recommendations.
2. Members highlighted that the Council's offer would need to be competitive compared to organisations in London to attract the best employees. Other than payment packages, officers highlighted that Surrey was able to offer flexible working which was attractive to potential employees.
3. Members highlighted that an improved offer to employees would enable staff members to serve residents better.

**Actions/ further information to be provided:**

None.

**RESOLVED:**

See exempt minute [E-16-19]

**69/19 CENTRALLY EMPLOYED TEACHERS 2019 - 2020 PAY SETTLEMENT [Item 11]**

**Declarations of interest:**

None

**Witnesses:**

Paul Smith, Interim HR Consultant

**Key points raised during the discussion:**

1. The item was introduced by the Interim HR Consultant who provided a brief summary of the report.

**Actions/ further information to be provided:**

None.

**RESOLVED:**

See exempt minute [E-17-19]

**70/19 MOVING CLOSER TO RESIDENTS - STAFFING IMPLICATIONS [Item 12]**

**Declarations of interest:**

None

**Witnesses:**

Jackie Foglietta, Director for HR & OD

**Key points raised during the discussion:**

1. The report was introduced by officers. The Committee asked a number of questions which were responded to by the officers present before moving to recommendations. Officers confirmed that all activities had been increased following the announcements that Midas House would be the Council's Civic Heart. Officers further stated that there was a focus on communications and engagement to ensure stakeholders were receiving correct information.
2. Members highlighted the importance of a strong digital infrastructure to support agile working.
3. A brief discussions was held on expected attrition rates.

**Actions/ further information to be provided:**

None.

**RESOLVED:**

The Committee noted the contents of the report.

**71/19 PUBLICITY OF PART 2 ITEMS [Item 13]**

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

**72/19 DATE OF NEXT MEETING [Item 14]**

The Committee noted that its next meeting would be held on 12 February 2020.

Meeting ended at: 10:45am

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**Chairman**