

MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 3.30 pm on 11 February 2019 at Members' Conference Room, County Hall, Kingston upon Thames, 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)
Mr Ken Gulati
Mr Eber A Kington
Ms Denise Turner-Stewart
Mr Chris Botten

Apologies:

Mrs Fiona White (Mr Chris Botten attended as substitute)

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

Apologies were received from Fiona White and Chris Botten attended as a substitute.

2/19 MINUTES OF PREVIOUS MEETINGS [Item 2]

An error was identified in the minutes from the Appointments Sub-Committee that took place on 6 December. Subject to this being corrected, the minutes were agreed as a true record of the People Performance and Development meeting held on 7 November, and the Appointments Sub-Committees held on 14, 15, 26 and 28 November and 5, 6 and 10 December 2019.

3/19 DECLARATIONS OF INTEREST [Item 3]

There were none.

4/19 PROCEDURAL MATTERS [Item 4]

There were none.

5/19 ACTION REVIEW [Item 5]

Declarations of interest:

None

Witnesses:

Vicky Hibbert, Senior Manager – Governance
Jackie Foglietta, Director of HR

Key points from the discussion:

1. It was noted that there had been a lot of Appointment Sub-Committees held in November and December 2018 with some of these resulting in no appointment being made. Members of the Committee requested that they receive up to date structure charts for tier 3 of the organisation along with a list of the current outstanding appointments. It was also requested that following a sub-committee meeting an email is sent to Members of PPDC confirming who has been appointed to a position.
2. The Director of HR confirmed that this information would be provided alongside details of when future appointments are likely to take place in each directorate.
3. Members reviewed the action tracker and queried the latest update on the Member / Officer Protocol. It was confirmed that this would be presented to the Committee at its meeting in April 2019.

Actions/ further information to be provided:

1. The Director of HR to provide Members of the People, Performance and Development Committee with up to date Tier 3 structure charts alongside a list of outstanding appointments and information on when future appointments are likely to be made (A1/19).
2. The Director of HR to write to Members of the People, Performance and Development Committee following an Appointments Sub-Committee to confirm who has been appointed to each role considered (A2/19).

RESOLVED:

That the Committee reviewed and monitored progress on the implementation of actions from previous meetings.

6/19 FORWARD WORK PROGRAMME [Item 6]

Declarations of interest:

None

Witnesses:

Jackie Foglietta, Director of HR

Key points raised during the discussion:

1. It was noted that the Forward Work Programme referred to the Interim Director HR and this was incorrect. It was agreed that this would be rectified for the next committee meeting.
2. Members of the Committee noted that there would be further Appointment Sub-Committees taking place over the next few months.

Actions/ further information to be provided:

That the Forward Work Programme contains the correct job titles (A3/19).

RESOLVED:

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

It was agreed by the Chairman that items 8 and 9 would be considered before item 7.

7/19 EXCLUSION OF THE PUBLIC [Item 8]

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.

8/19 SURREY PAY 2019/20 [Item 9]

Declarations of interest:

None

Witnesses:

Jackie Foglietta, Director of HR
Paul Smith, Interim HR Consultant

Key points raised during the discussion:

1. Members of the Committee were informed that following the November meeting of the People, Performance and Development Committee negotiations took place with the Trade Unions on changes to Surrey Pay for 2019/20 alongside consultation with staff and through the Schools Forum for school based staff.
2. Trade Unions balloted in January 2019 and it was confirmed that the proposed pay offer was the best deal that could be hoped for in the circumstances and as a result the pay offer was accepted by collective agreement.
3. Members noted that there would be changes to professional subscriptions and that travel expenses and relocation would be looked at again in line with the proposed move of County Hall.
4. A discussion around the number of full time equivalent staff employed by the Council was held and it was agreed that further information on this would be provided to Members of the Committee.
5. Members queried the situation with pay for schools staff and noted that this would now be aligned with non-schools pay.
6. The Committee were pleased to note that the proposals had been agreed with the Trade Unions as this had not been the case in the past.

Actions/ further information to be provided:

The Director of HR to provide further information on the number of full time equivalents employed by the Council to Members of the People, Performance and Development Committee (A4/19).

RESOLVED:

It was agreed that the following changes be effective from 1 April 2019:

- i. the pay points be implemented within existing pay grades as set out in the submitted report;
- ii. that staff progress through the pay points until the maximum is reached with the option of withholding pay progression in cases where a manager is dealing with issues concerning an employee's performance;
- iii. that staff are assimilated from their current pay to the nearest pay point with an increase in pay for all staff;
- iv. that Leadership pay be frozen until 1 April 2020;
- v. the changes to local pay and terms and conditions elements as set out in the submitted report;
- vi. that the above changes be effected by a collective agreement with the Trade Unions.

Following the conclusion of this item the Chairman moved the meeting back into public to consider item 6.

9/19 SURREY COUNTY COUNCIL PAY POLICY STATEMENT [Item 7]

Declarations of interest:

None

Witnesses:

Jackie Foglietta, Director of HR
Paul Smith, Interim HR Consultant

Key points raised during the discussion:

1. Members of the Committee were informed that this was a statutory report that had to be considered by County Council on an annual basis or if any changes are made to pay.
2. Attention was drawn to the median pay ratio which was 8.1:1 which was the lowest since reporting began and it was noted that the national guidance on best practice is around 10:1. It was requested that this information be included in the final report to County Council.
3. Members expressed their thanks to officers for an excellent piece of work that had resulted in a collective agreement being made with the Trade Unions.

Actions/ further information to be provided:

The Director of HR make reference to the median pay ratio being lower than the government limit of 10:1 within the final Pay Policy Statement report to County Council (A5/19).

RESOLVED:

That the People, Performance and Development Committee recommend the adoption/publication of the Pay Policy Statement to the next Surrey County Council County Council meeting on 19 March 2019.

10/19 PUBLICITY OF PART 2 ITEMS [Item 10]

That following agreement by the Committee, information relating to Surrey Pay 2019/20 be made available.

11/19 DATE OF NEXT MEETING [Item 11]

The Committee noted that its next meeting would be held on 25 April 2019.

Meeting ended at: 4.03pm

Chairman