Notice of Meeting

People, Performance and Development Committee

Date & time
Monday, 11 February 2019
at **3.30 pm**

Place
Members' Conference Room, County Hall, Kingston upon Thames, KT1 2DN

Contact
Vicky Hibbert
Room 122, County Hall
Tel 020 8541 7609

vicky.hibbert@surreycc.gov.uk

Chief Executive
Joanna Killian

We're on Twitter: @SCCdemocracy

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This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Vicky Hibbert on 020 8541 9229.

Members

Mr Tim Oliver (Chairman), Mr Colin Kemp (Deputy Chairman), Mr Ken Gulati, Mr Eber A Kington, Mrs Fiona White and Ms Denise Turner-Stewart

AGENDA

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

2 MINUTES OF PREVIOUS MEETINGS (Pages 1 - 34)

To agree the minutes of the People Performance and Development Committee which took place on 7 November 2018 and the Appointments Sub-Committees which took place on 14, 15, 26 and 28 November as well as the 5, 6 and 10 December as a true record of those meetings.

3 DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

(i) Any disclosable pecuniary interests and / or
(ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

NOTES:

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

4 PROCEDURAL MATTERS

a. Members' Questions

The deadline for Member's questions is 12.00pm four working days before the meeting *(Tuesday 5 February)*.

b. Public Questions
The deadline for public questions is seven days before the meeting *(Monday 4 February).*

c. Petitions
The deadline for petitions was 14 days before the meeting, and no petitions have been received.

d. Representations received on reports to be considered in private

To consider any representations received in relation to why a part of the meeting relating to a report circulated in Part 2 of the agenda should be open to the public.

5 ACTION REVIEW (Pages 35 - 38)

For Members to consider and comment on the Committee's Actions Tracker.

6 FORWARD WORK PROGRAMME (Pages 39 - 42)

For Members to review and comment on upcoming items due for consideration by the People, Performance and Development Committee.

7 SURREY COUNTY COUNCIL PAY POLICY STATEMENT (Pages 43 - 60)

To present the People, Performance and Development Committee with Surrey County Council's 2019/20 Pay Policy Statement for onward recommendation to Full Council for adoption and publication on the Council's website.

8 EXCLUSION OF THE PUBLIC

Recommendation: 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.

PART TWO – IN PRIVATE

9 SURREY PAY 2019/20 (Pages 61 - 72)

To seek the Committee's approval to a number of key changes to Surrey staff pay with effect from 1 April 2019.

This report is being brought to People, Performance and Development Committee under its delegated powers in accordance with Section 2, para 6.13 (a) of the Constitution:

"determine policy on pay, terms and conditions of employment of all staff".

Confidential: Not for publication under Paragraph 4
Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.

10 PUBLICITY OF PART 2 ITEMS

To consider whether the item considered under Part 2 of the agenda should be made available to the press and public.

Confidential: Not for publication under Paragraph 1
Information relating to any individual.

11 DATE OF NEXT MEETING

The next meeting of People, Performance and Development Committee will be on 25 April 2019.

Joanna Killian
Chief Executive
Published: Friday, 1 February 2019

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

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It is requested that if you are not using your mobile device for any of the activities outlined above, it be switched off or placed in silent mode during the meeting to prevent interruptions and interference with PA and Induction Loop systems.

Thank you for your co-operation

MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 2.00 pm on 7 November 2018 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 David Hodge CBE (Chairman)
Mr John Furey (Vice-Chairman)
Mr Ken Gulati
Mr Eber A Kington
Mr Tim Oliver
Mrs Fiona White

In Attendance
Angela Guest, Democratic Services Officer
Dave Hill, Executive Director CF&L
Michael Coughlin, Executive Director CD&T
Paul Smith, Interim HR Consultant
Jackie Foglietta, Interim Head of HR & OD
Stuart Brown, Data Operations Manager
Julie Smyth, Manager, Reward & Policy

108/18 EXCLUSION OF THE PUBLIC [Item 10]

Due to the availability of necessary officers it was agreed that Part 2 items be dealt with first and the agenda re-ordered.

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.

108/18 EXCLUSION OF THE PUBLIC [Item 10]

RESOLVED:

1. That due to the availability of necessary officers that Part 2 items be dealt with first and the agenda reordered.
2. 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.

109/18 SURREY PAY 2019/20 [Item 11]

Declarations of interest:

None

Witnesses:

Michael Coughlin, Executive Director CD&T
Paul Smith, Interim HR Consultant
Jackie Foglietta, Interim Head of HR & OD

Key points raised during the discussion:

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.

Actions/ further information to be provided:

None.

RESOLVED:

The Committee approved the recommendations as set out in the Part 2 minute.

110/18 CHILDREN'S SERVICES STAFFING STRUCTURE [Item 12]

Declarations of interest:

None

Witnesses:

Dave Hill, Executive Director CF&L

Key points raised during the discussion:

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.

Actions/ further information to be provided:

None.

RESOLVED:

The Committee approved the recommendations as set out in the Part 2 minute.

111/18 PUBLICITY OF PART 2 ITEMS [Item 13]

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

The meeting was opened to the public.

112/18 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

There were none.

113/18 MINUTES OF THE PREVIOUS MEETING: 24 SEPTEMBER 2018 [Item 2]

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

114/18 DECLARATIONS OF INTEREST [Item 3]

There were none.

115/18 PROCEDURAL MATTERS [Item 4]

There were none.

116/18 ACTION REVIEW [Item 5]

Declarations of interest:

None

Witnesses:

Jackie Foglietta, Interim Head of HR & OD

Key points from the discussion:

A Member requested that a timeline in relation to retention of staff. Officers advised the Committee that this would form part of the strategic workplan.

Actions/ further information to be provided:

1. To accurately record the updated date on tracker item A12/18.
2. That a timeline for the retention of staff (tracker item A14/18) be included on the strategic workplan.

RESOLVED:

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

117/18 FORWARD WORK PROGRAMME [Item 6]

Declarations of interest:

None

Witnesses:

None

Key points raised during the discussion:

Members noted the items to come forward for future meetings and requested that details around the strategic workplan be added to the April 2019 agenda.

Actions/ further information to be provided:

The strategic workplan to be added to the April 2019 agenda.

RESOLVED:

To note the forward work programme.

118/18 PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE TERMS OF REFERENCE [Item 7]

Declarations of interest:

None

Witnesses:

Jackie Foglietta, Interim Head of HR & OD

Key points raised during the discussion:

1. There was some discussion around whether it was appropriate for the Terms of Reference to include the ability of Committee to request financial information of recruitment and salaries, for example costs of redundancy agreements and appointment of senior officers. Concerns were raised by Members that they were not seeing the financial result of decisions made regarding the recruitment and remuneration of senior officers. It was also argued that whilst the Members should be aware of the financial details of decisions it was not for the Committee to assume responsibility for it as that was the role of Corporate Overview Select Committee.

2. It was also pointed out that this item was not on the November Council agenda.

Actions/ further information to be provided:

To forward this item to the December Council meeting.

RESOLVED:

To **RECOMMEND** that Council approve the revised Terms of Reference at its meeting on 11 December 2018.

119/18 'OUR PEOPLE 2021' STRATEGY [Item 8]

Declarations of interest:

None

Witnesses:

Jackie Foglietta, Interim Head of HR & OD
Stuart Brown, Data Operations Manager

Key points raised during the discussion:

1. Members declined the proposed interactive presentation of the half yearly workforce performance indicators which support measuring success in delivery of the Our People 2021 Strategy as they wished to see information before the meeting itself in order to digest the information. Officers described how the Tableau tool worked and how one could interact with the information and also explaining that it was difficult to put information in a static form. Members requested that officers arrange to meet Members individually to take them through the interactive presentation.
2. One Member pointed out the use of language in paragraph 8 of the report which was written as a statement of fact and compared it to the language of paragraph 4 of the report.
3. Officers confirmed that the success measures of the Our People 2021 Strategy would be presented to this Committee.

Actions/ further information to be provided:

That officers arrange to meet Members individually to take them through the interactive presentation of the half yearly workforce performance indicators.

RESOLVED:

1. That the Our People 2021 Strategy which has been developed with input from the People, Performance and Development Committee following endorsement of the draft 'Plan on a page' of the People Strategy 2018-2020 be noted.
2. That the Our People 2021 Strategy will be presented to Full Council on 11 December as one of a suite of documents, alongside the new Organisational Strategy, Preliminary Financial Strategy and Transformation Programme be noted.

120/18 CENTRALLY EMPLOYED TEACHERS' PAY [Item 9]

Declarations of interest:

None

Witnesses:

Paul Smith, Interim HR Consultant

Key points raised during the discussion:

1. Clarification was sought on whether the same arrangement would apply to academies. Officers reported that if a school was made an academy before 2011 they would be bound by the pay arrangements and if made an academy after that date they could set their own arrangements. However, it had been customary for academies to adopt the regulated pay arrangements.

2. Concern was expressed by some Members on the costs and the increase in costs.

Actions/ further information to be provided:

None.

RESOLVED:

That the following pay progression increases for centrally employed teachers to take effect from 1 September 2018 be agreed:

- a 1% pay increase, subject to a successful appraisal rating or
- a 2% pay increase, subject to an exceptional appraisal rating; and, additionally;
- a 1% increase to the pay range in line with the nationally agreed pay increases.

121/18 DATE OF NEXT MEETING [Item 14]

The Committee noted that its next meeting would be held in February 2019.

Meeting ended at: 3.30 pm

Chairman

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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MINUTES of the meeting of the **APPOINTMENTS SUB-COMMITTEE** held at 3.00 pm on 14 November 2018 at Room G44, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting on Thursday, 11 February 2019.

Elected Members:

* Mr David Hodge CBE (Chairman)
* Mr Eber A Kington
* Mrs Fiona White
* Ms Denise Turner-Stewart

In attendance

Andrew

12/18 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

There were none.

13/18 DECLARATIONS OF INTEREST [Item 2]

There were none.

14/18 EXCLUSION OF THE PUBLIC [Item 3]

15/18 APPOINTMENT OF DIRECTOR OF ENGAGEMENT [Item 4]

Declarations of interest:

None

Witnesses:

Andrew Baird, Democratic Service Officer
Michael Coughlin, Executive Director of Customer, Digital and Transformation
Jackie Foglietta, Interim Head of HR & OD
Joanna Killian, Chief Executive

Key points raised during the discussion:

1. An Interview was conducted by a Sub-Committee of the People, Performance and Development Committee for the position of Director of Engagement for Surrey County Council. During the interview, the candidate delivered a presentation to the Committee after which Members asked a series of questions on the presentation. The candidate then responded to a number of set questions asked by the Committee.

2. Following the end of the interview, Members discussed the performance of the candidate in detail and concluded that they hadn't

demonstrated the skills and experience necessary to be Director of Engagement at Surrey County Council.

Actions/ further information to be provided:

None

RESOLVED:

The People, Performance and Development Committee did not appoint the candidate to the role Director of Engagement and agreed to restart the process of recruiting a new Director of Engagement for Surrey County Council.

16/18 **PUBLICITY FOR PART TWO ITEMS [Item 5]**

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

Meeting ended at: 4.35 pm

Chairman

MINUTES of the meeting of the **APPOINTMENTS SUB-COMMITTEE** held at 2.00 pm on 15 November 2018 at Room G44, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting on Thursday, 22 November 2018.

(*= in attendance)

Elected Members:

* Mr David Hodge CBE (Chairman)
* Mrs Fiona White
* Mr Mel Few
* Mr Ernest Mallett MBE

Advisory Members

* Cllr David Elkin, East Sussex County Council
Cllr Andrew Wealls, Brighton and Hove City Council

In attendance

Andrew Baird, Democratic Services Officer
Tracie Evans, Executive Director Economy, Growth and Commercial
Jackie Foglietta, Interim Head of HR & OD

17/18 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Cllr Andrew Wealls, Brighton and Hove City Council.

18/18 DECLARATIONS OF INTEREST [Item 2]

There were none.

19/18 EXCLUSION OF THE PUBLIC [Item 3]

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.

20/18 SENIOR APPOINTMENT OF DIRECTOR OF PROCUREMENT [Item 4]

Declarations of interest:

None

Witnesses:

Andrew Baird, Democratic Service Officer
Jackie Foglietta, Interim Head of HR & OD
Tracie Evans, Executive Director Economy, Growth and Commercial

2

Key points raised during the discussion:

1. Interviews were conducted by a Sub-Committee of the People, Performance and Development Committee for the position of Director of Procurement for the Orbis Partnership. During the interview, the candidates delivered a presentation to the Committee after which Members asked a series of questions on the presentation. The candidates then responded to a number of set questions asked by the Committee.

2. Following the end of the interview, Members discussed the performance of the candidates in detail and agreed that Elizabeth Stavreski clearly demonstrated the skills and experience necessary to be Director of Procurement for the Orbis Partnership.

Actions/ further information to be provided:

None

RESOLVED:

The People, Performance and Development Committee agreed to appoint Elizabeth Stavreski to the role of Director for Procurement for the Orbis Partnership.

21/18 PUBLICITY FOR PART TWO ITEMS [Item 5]

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

Meeting ended at: 4.35 pm

Chairman

MINUTES of the meeting of the **APPOINTMENTS SUB-COMMITTEE** held at 10.00 am on 22 November 2018 at Room G44, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting on 11 February 2019.

Elected Members:

* Mr David Hodge CBE (Chairman)
* Mr Eber A Kington
Mr Tim Oliver
* Mrs Fiona White

Substitute Members:

Mel Few

In attendance

Andrew Baird, Democratic Services Officer
Michael Coughlin, Executive Director of Customer, Digital and Transformation
Jackie Foglietta, Interim Head of HR & OD

22/18 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Mr Tim Oliver

Mr Mel Few acted as a substitute for Tim Oliver.

23/18 DECLARATIONS OF INTEREST [Item 2]

There were none.

24/18 EXCLUSION OF THE PUBLIC [Item 3]

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.

25/18 SENIOR APPOINTMENT OF DIRECTOR OF INTELLIGENCE, INSIGHTS AND ANALYTICS [Item 4]

The decision on this item was deferred until 28 November 2018.

26/18 PUBLICITY FOR PART TWO ITEMS [Item 5]

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

Meeting ended at: 12:32pm

Chairman

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MINUTES of the meeting of the **APPOINTMENTS SUB-COMMITTEE** held at 1.30 pm on 26 November 2018 at Room G44, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting on Wednesday, 11 February 2019.

Elected Members:

* Mr David Hodge CBE (Chairman)
* Mr Eber A Kington
* Mr Tim Oliver
* Mrs Fiona White

In attendance

Andrew Baird, Democratic Services Officer
Tracie Evans, Executive Director of Economy, Growth and Commercial
Jackie Foglietta, Interim Head of HR & OD

27/18 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

There were none.

28/18 DECLARATIONS OF INTEREST [Item 2]

There were none.

29/18 EXCLUSION OF THE PUBLIC [Item 3]

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 paragraph 1 of Schedule 12A of the Act.

30/18 SENIOR APPOINTMENT OF DIRECTOR OF LAW AND GOVERNANCE [Item 4]

Declarations of interest:

None

Witnesses:

Andrew Baird, Democratic Service Officer
Jackie Foglietta, Interim Head of HR & OD
Tracie Evans, Executive Director Economy, Growth and Commercial

Key points raised during the discussion:

1. An interview was conducted by a Sub-Committee of the People, Performance and Development Committee for the position of Director of Law and Governance for Surrey County Council. During the interview, the candidate delivered a presentation to the Committee

after which Members asked a series of questions on the presentation. The candidate then responded to a number of set questions asked by the Committee.

2. Following the end of the interview, Members discussed the performance of the candidates in detail and agreed that John Scarborough clearly demonstrated the skills and experience necessary to be Director of Law and Governance for Surrey County Council.

Actions/ further information to be provided:

None

RESOLVED:

The People, Performance and Development Committee agreed to appoint John Scarboorugh to the role of Director for Law and Governance for Surrey County Council.

31/18 PUBLICITY FOR PART TWO ITEMS [Item 5]

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

Meeting ended at: 3.05 pm

Chairman

MINUTES of the meeting of the **APPOINTMENTS SUB-COMMITTEE** held at 1.00 pm on 28 November 2018 at Room G44, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting on Wednesday, 11 February 2019.

Elected Members:

* Mr David Hodge CBE (Chairman)
* Mr Eber A Kington
* Mrs Fiona White
  Ms Charlotte Morley

Substitute Members:

Mr Mel Few

In attendance

Andrew Baird, Democratic Service Officer
Jackie Foglietta, Interim Head of HR & OD
Michael Coughlin, Executive Director Customer, Digital and Transformation

32/18 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Ms Charlotte Morley.

Mr Mel Few acted as a substitute for Ms Charlotte Morley.

33/18 DECLARATIONS OF INTEREST [Item 2]

There were none.

34/18 EXCLUSION OF THE PUBLIC [Item 3]

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 paragraph 1 of Schedule 12A of the Act.

35/18 SENIOR APPOINTMENT OF DIRECTOR OF TRANSFORMATION [Item 4]

Declarations of interest:

None

Witnesses:

Andrew Baird, Democratic Service Officer
Jackie Foglietta, Interim Head of HR & OD
Michael Coughlin, Executive Director Customer, Digital and Transformation

Key points raised during the discussion:

1. Interviews were conducted by a Sub-Committee of the People, Performance and Development Committee for the position of Director of Transformation for Surrey County Council. During the interviews, the candidates delivered a presentation to the Committee after which Members asked a series of questions on the presentation. The candidates then responded to a number of set questions asked by the Committee.

2. Following the end of the interview, Members discussed the performance of the candidates in detail and agreed that Marie Snelling clearly demonstrated the skills and experience necessary to be Director of Transformation for Surrey County Council.

Actions/ further information to be provided:

None

RESOLVED:

The People, Performance and Development Committee agreed to appoint Marie Snelling to the role of Director for Transformation for Surrey County Council.

36/18 URGENT ITEM - APPOINTMENT OF DIRECTOR OF INTELLIGENCE, ANALYTICS AND INSIGHT [Item 6]

Declarations of Interest:

None

Witnesses:

Andrew Baird, Democratic Service Officer
Michael Coughlin, Executive Director Customer, Digital and Transformation
Jackie Foglietta, Interim Head of HR & OD

Key points raised during the discussion:

1. Members discussed the candidates they had interviewed on 22 November 2018 for the position of Director of Intelligence, Analytics and Insight following agreement at the Appointments Sub-Committee meeting on 22 November to defer this decision. Members discussed the performance of the candidates in detail and agreed that Nicola Kilvington clearly demonstrated the skills and experience necessary to be Director of Intelligence, Analytics and Insight for Surrey County Council.

Actions/ further information to be provided:

None

RESOLVED:

The People, Performance and Development Committee agreed to appoint Nicola Kilvington to the role of Director of Intelligence, Analytics and Insight for Surrey County Council.

37/18 PUBLICITY FOR PART TWO ITEMS [Item 5]

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

Meeting ended at: 3.35 pm

Chairman

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MINUTES of the meeting of the **APPOINTMENTS SUB-COMMITTEE** held at 2.00 pm on 5 December 2018 at Room G44, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting on Wednesday, 10 February 2019.

Elected Members:

* Mr David Hodge CBE (Chairman)
* Mr Eber A Kington
* Mrs Fiona White
* Mrs Mary Lewis

* = In attendance

In attendance

Andrew Baird, Democratic Service Officer
Dave Hill, Executive Director Children, Families and Learning
Tina Ohagwa, Interim HR Business Partner

37/18 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

There were none.

38/18 DECLARATIONS OF INTEREST [Item 2]

There were none.

39/18 EXCLUSION OF THE PUBLIC [Item 3]

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 paragraph 1 of Schedule 12A of the Act.

40/18 SENIOR APPOINTMENT OF DIRECTOR OF CORPORATE PARENTING [Item 4]

Declarations of interest:

None

Witnesses:

Andrew Baird, Democratic Service Officer
Dave Hill, Executive Director Children, Families and Learning
Tina Ohagwa, Interim HR Business Partner

Key points raised during the discussion:

1. An interview was conducted by a Sub-Committee of the People, Performance and Development Committee for the position of Director of Corporate Parenting for Surrey County Council. During the interview, the candidate delivered a presentation to the Committee after which Members asked a series of questions on the presentation. The candidates then responded to a number of set questions asked by the Committee.

2. Following the end of the interview, Members discussed the performance of the candidate in detail and agreed that Tina Benjamin clearly demonstrated the skills and experience necessary to be Director of Corporate Parenting for Surrey County Council.

Actions/ further information to be provided:

None

RESOLVED:

The People, Performance and Development Committee agreed to appoint Tina Benjamin to the role of Director for Corporate Parenting for Surrey County Council.

41/18 PUBLICITY FOR PART TWO ITEMS [Item 5]

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

Meeting ended at: 3.30 pm

Chairman

MINUTES of the meeting of the **APPOINTMENTS SUB-COMMITTEE** held at 3.30 pm on 5 December 2018 at Room G44, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting on Thursday, 11 February 2019.

Elected Members:

* Mr David Hodge CBE (Chairman)
* Mr Eber A Kington
* Mrs Fiona White
* Mrs Mary Lewis

* = In attendance

In attendance

Andrew Baird, Democratic Services Officer
Dave Hill, Executive Director Children, Families and Learning
Tina Ohagwa, Interim HR Business Partner

42/18 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

There were none

43/18 DECLARATIONS OF INTEREST [Item 2]

There were none.

44/18 EXCLUSION OF THE PUBLIC [Item 3]

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 paragraph 1 of Schedule 12A of the Act.

45/18 SENIOR APPOINTMENT OF DIRECTOR OF COMMISSIONING [Item 4]

Declarations of interest:

None

Witnesses:

Andrew Baird, Democratic Service Officer
Dave Hill, Executive Director Children, Families and Learning
Tina Ohagwa, Interim HR Business Partner

Key points raised during the discussion:

1. An Interview was conducted by a Sub-Committee of the People, Performance and Development Committee for the position of Director of Commissioning within the Children, Families and Learning Directorate for Surrey County Council. During the interview, the

candidate delivered a presentation to the Committee after which Members asked a series of questions on the presentation. The candidate then responded to a number of set questions asked by the Committee.

2. Following the end of the interview, Members discussed the performance of the candidate in detail and concluded that they hadn't demonstrated the skills and experience necessary to be Director of Commissioning within the Children, Families and Learning Directorate at Surrey County Council.

Actions/ further information to be provided:

None

RESOLVED:

The People, Performance and Development Committee did not appoint the candidate to the role Director of Commissioning and agreed to restart the process of recruiting a new Director of Commissioning for Surrey County Council.

46/18 PUBLICITY FOR PART TWO ITEMS [Item 5]

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

Meeting ended at: 4.55 pm

Chairman

MINUTES of the meeting of the **APPOINTMENTS SUB-COMMITTEE** held at 12.00 pm on 6 December 2018 at Room G44, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting on Thursday, 11 February 2019.

Elected Members:

* Mr David Hodge CBE (Chairman)
* Mr Eber A Kington
* Mr Tim Oliver
* Mrs Fiona White

* = In attendance

In attendance

Andrew Baird, Democratic Service Officer
Michael Coughlin, Executive Director Customer, Digital and Transformation
Tina Ohagwa, Interim HR Business Partner

47/18 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

There were none.

48/18 DECLARATIONS OF INTEREST [Item 2]

There were none.

49/18 EXCLUSION OF THE PUBLIC [Item 3]

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 paragraph 1 of Schedule 12A of the Act.

50/18 SENIOR APPOINTMENT OF DIRECTOR OF ENGAGEMENT [Item 4]

Declarations of interest:

None

Witnesses:

Andrew Baird, Democratic Service Officer
Michael Coughlin, Executive Director Customer, Digital and Transformation
Tina Ohagwa, Interim HR Business Partner

Key points raised during the discussion:

1. An Interview was conducted by a Sub-Committee of the People, Performance and Development Committee for the position of Director

of Engagement within for Surrey County Council. During the interview, the candidate responded to a number of set questions asked by the Sub-Committee.

2. Following the end of the interview, Members discussed the performance of the candidate in detail and concluded that they hadn't demonstrated the skills and experience necessary to be Director of Engagement for Surrey County Council.

Actions/ further information to be provided:

None

RESOLVED:

The People, Performance and Development Committee did not appoint the candidate to the role Director of Engagement and agreed to restart the process of recruiting a new Director of Engagement for Surrey County Council.

51/18 PUBLICITY FOR PART TWO ITEMS [Item 5]

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

Meeting ended at: 12.50 pm

Chairman

MINUTES of the meeting of the **APPOINTMENTS SUB-COMMITTEE** held at 1.30 pm on 6 December 2018 at Room G44, County Hall, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting on Monday, 11 February 2019.

Elected Members:

* Mr David Hodge CBE (Chairman)
* Mr Eber A Kington
* Mrs Fiona White
* Ms Charlotte Morley

* = In attendance

In attendance

Andrew Baird, Democratic Service Officer
Michael Coughlin, Executive Director Customer, Digital and Growth
Tina Ohagwa, Interim HR Business Partner

52/18 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

There are none.

53/18 DECLARATIONS OF INTEREST [Item 2]

There are none.

54/18 EXCLUSION OF THE PUBLIC [Item 3]

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 paragraph 1 of Schedule 12A of the Act.

55/18 SENIOR APPOINTMENT OF DIRECTOR OF HR [Item 4]

Declarations of interest:

None

Witnesses:

Andrew Baird, Democratic Service Officer
Michael Coughlin, Executive Director Customer, Digital and Growth
Tina Ohagwa, Interim HR Business Partner

Key points raised during the discussion:

1. An interview was conducted by a Sub-Committee of the People, Performance and Development Committee for the position of Director of HR. During the interview, the candidate responded to a number of set questions asked by the Committee.

2. Following the end of the interview, Members discussed the performance of the candidate in detail and agreed that Jackie Foglietta clearly demonstrated the skills and experience necessary to be Director of HR for Surrey County Council.

Actions/ further information to be provided:

None

RESOLVED:

The People, Performance and Development Committee agreed to appoint Tina Benjamin to the role of Director for HR for Surrey County Council.

56/18 PUBLICITY FOR PART TWO ITEMS [Item 5]

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

Meeting ended at: 2.35 pm

Chairman

MINUTES of the meeting of the **APPOINTMENTS SUB-COMMITTEE** held at 12.00 pm on 10 December 2018 at Room G44, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting on Monday, 10 December 20189.

Elected Members:

* Mr David Hodge CBE (Chairman)
* Mr Chris Townsend
* Mrs Fiona White
  Mrs Clare Curran

* = in attendance

Substitute Members:

Mrs Mary Lewis

In attendance

Andrew Baird, Democratic Services Officer
Dave Hill, Executive Director Children, Families and Learning
Tina Ohagwa, Interim HR Business Partner

57/18 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Clare Curran.

Mary Lewis acted as a substitute for Clare Curran.

58/18 DECLARATIONS OF INTEREST [Item 2]

There were none.

59/18 EXCLUSION OF THE PUBLIC [Item 3]

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 paragraph 1 of Schedule 12A of the Act.

60/18 SENIOR APPOINTMENT OF DIRECTOR OF QUALITY ASSURANCE (CHILDREN, FAMILIES AND LEARNING) [Item 4]

Declarations of interest:

None

Witnesses:

Andrew Baird, Democratic Service Officer

Dave Hill, Executive Director Children, Families and Learning
Tina Ohagwa, Interim HR Business Partner

Key points raised during the discussion:

1. Interviews were conducted by a Sub-Committee of the People, Performance and Development Committee for the position of Director of Quality Assurance within the Children, Families and Learning Directorate at Surrey County Council. During the interview, the candidates delivered a presentation to the Committee after which Members asked a series of questions on their presentation. The candidates then responded to a number of set questions asked by the Committee.

2. Following the end of the interviews, Members discussed the performance of the candidates in detail and agreed that Patricia Denney clearly demonstrated the skills and experience necessary to be Director of Quality Assurance for Surrey County Council.

Actions/ further information to be provided:

None

RESOLVED:

The People, Performance and Development Committee agreed to appoint Patricia Denney to the role of Director for Quality Assurance for Surrey County Council.

61/18 PUBLICITY FOR PART TWO ITEMS [Item 5]

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

Meeting ended at: 2.15 pm

Chairman

MINUTES of the meeting of the **APPOINTMENTS SUB-COMMITTEE** held at 3.00 pm on 10 December 2018 at Room G44, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting on Date Not Specified.

Elected Members:

* Mr David Hodge CBE (Chairman)
* Mrs Fiona White
* Mr Chris Townsend
  Mrs Clare Curran

* = In attendance

Substitute Members:

Mrs Mary Lewis

In attendance

Andrew Baird, Democratic Service Officer
Dave Hill, Executive Director Children, Families and Learning
Tina Ohagwa, Interim HR Business Partner

62/18 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Clare Curran.

Mary Lewis acted as a substitute for Clare Curran.

63/18 DECLARATIONS OF INTEREST [Item 2]

There are none.

64/18 EXCLUSION OF THE PUBLIC [Item 3]

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 paragraph 1 of Schedule 12A of the Act.

65/18 SENIOR APPOINTMENT OF DIRECTOR OF FAMILY AND SAFEGUARDING RESILIENCE (CHILDREN, SCHOOLS AND FAMILIES) [Item 4]

Declarations of interest:

None

Witnesses:

Andrew Baird, Democratic Service Officer
Dave Hill, Executive Director Children, Families and Learning

Tina Ohagwa, Interim HR Business Partner

Key points raised during the discussion:

1. An interview was conducted by a Sub-Committee of the People, Performance and Development Committee for the position of Director of Safeguarding and Family Resilience for Surrey County Council. During the interview, the candidate delivered a presentation to the Committee after which Members asked a series of questions on the presentation. The candidate then responded to a number of set questions asked by the Committee.

2. Following the end of the interview, Members discussed the performance of the candidate in detail and agreed that Jacquie Burke clearly demonstrated the skills and experience necessary to be Director of Safeguarding and Family Resilience for Surrey County Council.

Actions/ further information to be provided:

None

RESOLVED:

The People, Performance and Development Committee agreed to appoint Jacquie Burke to the role of Director for Safeguarding and Family Resilience for Surrey County Council.

66/18 PUBLICITY FOR PART TWO ITEMS [Item 5]

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

Meeting ended at: 4.15 pm

Chairman

SURREY
COUNTY COUNCIL

People, Performance and Development Committee
11 February 2019

Action Review

Purpose of the report:

For Members to consider and comment on the Committee's actions tracker.

Introduction:

An actions tracker recording actions and recommendations from previous meetings is attached as **Annex 1**, and the Committee is asked to review progress on the items listed.

Recommendations:

The Committee is asked to monitor progress on the implementation of actions from previous meetings (Annex 1).

Report contact: Andrew Baird, Democratic Services Officer

Contact details: 020 8541 7609, andrew.baird@surreycc.gov.uk

Annexes:

Annex 1 – People, Performance and Development Committee Actions Tracker

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People, Performance & Development Committee – ACTION TRACKING February 2019

ONGOING ACTIONS

Number	Meeting Date	Item	Action	Action by whom	Action update
A1/18	29 January 2018	Apprenticeship Levy & Public Sector Target Update	The next update to PPDC on the Apprenticeship Levy should include further detail on valuable apprenticeships as well as outlining steps being taken by SCC to attract young people to take on an apprenticeship	Learning & Development Service Manager	This request has been forwarded to officers for inclusion within the next update on the Apprenticeship Levy received by the Committee at its meeting in April 2019 **(Updated: 18 January 2019)**
A12/18	14 June 2018	Member/Officer Working Relationships	The Member Development Steering Group to be asked to conduct a review into the standards expected of Members in respect of their attendance at meetings, the outcomes of which should be reported back to the Committee.	Democratic Services Lead Manager	An item is being considered by the Member Development Steering Group at its meeting on 19 September to agree the scope of the review into the standards expected of Members. The Committee requested that the Member Development Steering Group expedite its review of the Protocol to allow PPDC to consider it before April 2019. The Member Development Steering Group have agreed to expedite this work and a revised Member/Officer Protocol will be brought to the People, Performance and Development Committee meeting in February 2019. The Member Development Steering Group will be considering the first draft of the revised protocol at its meeting on 26 February following which the protocol will be forwarded onto Members of PPDC for consideration and comment. **(Updated: 11 January 2019)**

Annex 1

People, Performance & Development Committee – ACTION TRACKING February 2019

COMPLETED ACTIONS

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A13/18	24 September 2018	People, Performance and Development Committee Terms of Reference	A revised version of the Terms of Reference to be brought to the Committee's meeting on 7 November 2018	Democratic Services Officer	A revised Terms of Reference for the People, Performance and Development Committee was agreed by County Council at its meeting on 11 December 2018 **(Updated: 18 January 2019)**
A14/18	24 September 2018	People Strategy 2018-2020	Plans to improve retention of staff to be brought to a future meeting of the People, Performance and Development Committee	Interim Head of HR & OD	This will be considered by the Committee as part of its responsibility to review workforce performance indicators. **(Updated: 18 January 2019)**
A15/18	24 September 2018	Forward Work Programme	An item on the Surrey Pay Model Review to be added to the Committee's Forward Work Programme.	Interim Head of HR & OD	This is being considered by the Committee at its meeting in February 2019 **(Updated: 18 January 2019)**

SURREY
COUNTY COUNCIL

People, Performance and Development Committee
11 February 2019

Forward Work Programme

Purpose of the report:

For Members to review and comment on upcoming items due for consideration by the People, Performance and Development Committee.

Introduction:

A Forward Plan recording agenda items for consideration at future People, Performance and Development Committee meetings is attached as **Annex 1**, and Members are asked to review the items listed on the Forward Plan.

Recommendations:

That the People, Performance and Development Committee review items that it is due to consider at future meetings (Annex 1).

Report contact: Andrew Baird, Democratic Services Officer

Contact details: 020 8541 7609, andrew.baird@surreycc.gov.uk

Annexes:

Annex 1 – People, Performance and Development Committee Forward Work Programme

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People Performance and Development Committee Forward Work Programme – February 2019

25 April 2019

Item title	Apprenticeship Strategic Plan
Report author	Joy Hurman, Lead Consultant Career Development
Item Summary	For PPDC to note progress with delivery of the Council's Apprenticeship Strategy.

13 June 2019

Item title	Workforce Performance Indicators – half yearly report
Report author	Jackie Foglietta, Interim Head of HR & OD
Item Summary	For PPDC to review workforce performance indicators.

Senior Officer Appointments will be scheduled as and when required.

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SURREY
COUNTY COUNCIL

People, Performance and Development Committee
11 February 2019

Pay Policy Statement 2019-2020

Purpose of the report:

To present the People, Performance and Development Committee with Surrey County Council's 2019/20 Pay Policy Statement for onward recommendation to Full Council for adoption and publication on the Council's website.

Recommendations:

The People, Performance and Development Committee is asked to recommend adoption/publication of the Pay Policy Statement (Annex 1) to the next Surrey County Council Full Council meeting on 19 March 2019.

Introduction:

1. To comply with Section 38(1) of the Localism Act 2011 and related guidance under Section 40 provided by the Secretary of State, all local authorities are required to publish a Pay Policy Statement, approved through decision by Full Council effective from 1 April each year.

2. The main points that must be covered include:-

   - the remuneration of Chief Officers;
   - the responsibilities of Surrey County Council's (SCC) remuneration committee (the People, Performance and Development Committee) for determining the terms on which Chief Officers are employed; and
   - the Council's current policies on equal pay, redundancy and severance.

3. Please note that this Statement has been updated following the Surrey Pay review for 2019/2020 and has been written as though it has already been agreed by Full Council.

Publication of the Pay Policy Statement

4. The Statement has been drafted to reflect the requirements of the Local Government Transparency Code 2014 as well as guidance published by the Department for Communities and Local Government on Openness and Accountability in Local Pay 2012, to comply with Section 40 of the Localism Act 2011. Account has also been taken of the final report and the recommendations made in the Hutton Review of Fair Pay in the Public Sector 2011.

5. The Pay Policy Statement should be updated and published in April each year.

6. It is proposed that the Statement will include hyperlinks to:

   (i) Documents already published on the Council's website:

   - Councillors and Committees (which sets out the role of PPDC as the Council's remuneration committee); and
   - Statement of Accounts.

   (ii) Additional documents available on the Council's website including:

   - Equal Pay Statement;
   - Early Retirement and Severance Policy
   - Gender Pay Gap report; and
   - Surrey Pay rates

7. Once approved by Full Council, this Pay Policy Statement will be published on Surrey County Council's website.

Report contact: Jackie Foglietta, Director of HR & Organisational Development

Contact details: 020 8213 2619

Annexes:

Annex 1 – Surrey County Council Pay Policy Statement
Annex 2 – Surrey Pay Bands 2019/20

Sources/background papers:

None

SURREY COUNTY COUNCIL

SURREY COUNTY COUNCIL

PAY POLICY STATEMENT 2019-2020

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1. Introduction

This Pay Policy Statement was approved by a meeting of the full County Council on 19 March 2019 and is effective from 1 April 2019. It is published to comply with the requirements of Section 38(1) of the Localism Act, 2011 and related guidance under Section 40 provided by the Secretary of State.

This Statement includes information relating to the terms and conditions that are determined locally by the council and are referred to as 'Surrey Pay'. The Council's reward strategy is based on the local negotiation of Surrey Pay terms and conditions of service. Pay, including terms and conditions, are reviewed annually with any changes agreed by the People, Performance and Development Committee, (PPDC). The Council recognises two Trade Unions, the GMB and UNISON, for the purposes of negotiating Surrey Pay and collective bargaining.

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In addition there are a number of National Agreements produced through collective bargaining arrangements for different groups of local government staff. The main negotiating bodies relevant to the council's workforce and their scope are listed below. Surrey County Council operates these national conditions as amended by local agreements.

Terms and conditions determined on a national basis by independent organisations or arrangements include:

- Fire fighters; whose pay and conditions are determined by National Joint Committee for Local Authorities Fire and Rescue Service.
- Teachers; whose terms and conditions are determined by the Department for Education and governing bodies.
- Educational psychologists; whose terms and conditions are determined by the Soulbury Committee.
- Youth and community workers whose terms and conditions are determined by the Joint Negotiating Committee (JNC).

This Statement does not include details of the terms and conditions of Council employees that have retained terms and conditions following a transfer under Transfer of Undertakings and Protection of Employment Regulations.

This Pay Policy Statement will be updated as soon as possible following any pay changes and at least annually.

2. Further Details

Specific details may be accessed via the links indicated below. Full details of 2019/20 pay bands can be found in Annex 1, attached.

The council publishes details of staff earnings in accordance with legal requirements on transparency. Further information is contained in the Annual Report and Accounts in accordance with the Audit of Accounts legislation.

3. Governance

The People, Performance and Development Committee (PPDC) acts as the County Council's Remuneration Committee under delegated powers in accordance with the Constitution of the County Council. All Surrey Pay and terms and conditions are determined by PPDC including the remuneration of Chief Officers and Deputy Chief Officers.

4. Definitions

For the purpose of this Pay Policy Statement the following definitions will apply:

i **Lowest paid employees**
Surrey County Council defines its lowest paid employees as those who are paid on the lowest Surrey Pay grade, PS 1/2. As at 1 April 2019 this equates to £16,894 per annum for full time staff.

ii Full time

A full time post is based on a 36 hour working week.

iii Chief Officers

The majority of statutory and non-statutory Chief Officers of the County Council report directly to the Chief Executive as the Head of the Authority's paid service. In addition for the purposes of this pay policy statement, this group also includes the majority of posts who report to a Chief Officer, (Deputy Chief Officers).

iv Surrey Pay salary ratios

The publication of the pay multiple as a determinant of the relationship between the pay of Chief Officers and that of the rest of the workforce was recommended by the Hutton report on Fair pay. This is a calculation in the form of a ratio between the median earnings across the organisation and the highest paid employee. The pay multiple is published separately on the County Council website and monitored annually.

5. Surrey Pay Salary Ratios April 2019

The minimum Surrey Pay salary is the bottom of grade PS1/2: £16,894 per annum, which equates to £9.00 per hour, compared to the statutory National Living Wage of £8.21 per hour for those aged 25 years and over (April 2019) and the "UK Living Wage", of £9.00 per hour for those living outside London, which is advocated by the Living Wage Foundation (November 2018).

Based on salaries paid with effect from 1 April 2019 it is estimated that the Council will have the following ratios between the median earnings across the organisation and the highest paid employee.

Surrey Pay Salary Ratios April 2019 – March 2020		
Salary	Amount per annum	Ratio to the highest salary
Highest Basic Salary	£220, 000	n/a
Median Basic Salary	£27,099	8.1:1

Notes:

(i) The ratios have been calculated in accordance with guidance published in The Code of Recommended Practice for Local Authorities on Data Transparency 2011 and in light of recommendations contained in the Hutton Review of Fair Pay in the Public Sector 2011.

(ii) The median is defined as the mid-point of the total number of staff employed.

6. Salary Transparency

Surrey County Council is committed to openness and transparency in order to demonstrate to its residents and local taxpayers that it delivers value for money. As part of the national and local government transparency agenda it publishes information on its website detailing Surrey Pay ranges, expenditure over £500 and contracts with a value of £50,000 or more.

To continue this commitment, and in line with the Local Government Transparency Code 2014, the Council has published details of salaries paid to senior staff on its website since 31 March 2016. This information is updated on an annual basis and covers senior positions with annual salaries of £50,000 and above.

7. Equal Pay

The Council is committed to ensuring that its employment policies and practices comply with the requirements of the Equal Pay Act 1970. This includes the application of a robust job evaluation process to ensure that all staff receive equal pay for work of equal value.

i **Grading Structure**
The allocation of Surrey Pay grades to jobs is determined by (HAY) job evaluation or in accordance with a job family underpinned by (HAY) job evaluation. The Surrey Pay grading structure covers all jobs from the lowest grade to Chief Officers, including the Chief Executive, on the highest grades.

Newly appointed or promoted staff are normally appointed to the minimum salary on a grade unless there is clear business reason to appoint at a higher salary within the grade range.

ii **Supplements**
Managers may make a business case for an additional supplement to be paid above the maximum for the particular grade under specific circumstances or if it proves exceptionally difficult to recruit at the rate advertised. Such supplements must be supported by a business case, approved by the Director of HR & Organisational Development in conjunction with the Chair of the PPD Committee in the case of Chief Officers, or by the Director of HR & Organisational Development under delegated powers.

8. Remuneration for Chief Officers

Chief Officers are appointed within the leadership pay model at a spot salary within the appropriate pay band range.

Annual salary reviews for Chief Officers will take into account any generally agreed adjustments to senior management pay rates (if any) as determined by PPDC. For 2019-20 there is no salary increase for those in the leadership pay model.

Details of the remuneration paid to all members of the Council's Leadership Team are available in the Council's Annual Statement of Accounts.

9. Remuneration for employees who are not Chief Officers

i. Surrey Pay staff

Surrey Pay comprises pay bands PS1/2 to PS14 and pay bands for senior managers PS15 to Chief Executive.

Surrey Pay roles are aligned to a defined pay model as follows:

- Spot Salary Pay model
- Job Family Pay Model
- Career Pay Model
- Leadership Pay Model

Surrey Pay is reviewed annually to come into effect from 1 April each year.

From 1 April 2019 revised fixed pay points have been introduced within existing grades and staff will progress through the fixed pay points for their grade until the maximum of the grade is reached.

From 1 April 2020 onwards any increases to the Surrey Pay points as part of the annual pay review will take into account the NJC pay award for local government for Surrey Pay grades 1/2 to 14 and the JNC pay award for Chief Officers pay for local authorities for Surrey Pay grades 15 and above.

Individual pay progression will be subject to:

- Staff being in post at their current grade level on 1 October (or the first working day of the week) in the previous year.

- Performance in the role, and

- Scope being available within the individual pay grade until the top of the grade is reached.

ii. Apprentices

The Council has a standalone apprenticeship grade that is separate from Surrey Pay main grades. This enables consistent apprenticeship pay grades to be applied across all services including those that have differing pay structures.

iii. Commercial Services Education Catering

PPDC has approved entry salary levels for Commercial Services staff above the grade minimum.

iv. Regional Surrey Pay bands

In February 2013 (as a result of the creation of the then South East Shared Services), PPDC agreed that a Regional Surrey Pay band should be established for Surrey County Council staff based in East Sussex. The pay arrangements reflect the local wage market at that time and provided for a performance related progression (PRP) arrangement. For 2019/20 the pay bands have been uplifted by 2.5%. The value of the PRP payment is 2% across the pay band and a 2% non-consolidated payment (NCP) for exceptional performance.

7

v. Former Buckinghamshire County Council Trading Standards staff

On 1 April 2015, staff from Buckinghamshire County Council's Trading Standards Service were transferred into the employment of Surrey County Council under the Transfer of Undertakings Protection of Employment Regulations.

There is no adjustment made to the pay bands for 2019/2020. A 2.5% performance-related pay progression will be applied to staff employed on Buckinghamshire County Council terms and conditions with effect from 1 July 2019, subject to successful performance and available headroom with the pay range.

In addition, in accordance with their terms and conditions:

- For an "exceeding" performance rating a contribution based pay increase applies, based on 35% of the difference between the top two pay points; and

- For an "outstanding" performance rating a contribution based pay increase applies, based on 70% of the difference between the top two pay points.

vi. Tutors - Surrey Arts and Community Learning & Skills

Tutors within Surrey Arts and Community Learning & Skills are paid a spot salary. There is no pay progression within this pay model. Salary may increase following a market review as part of the annual review of Surrey Pay. Pay changes are implemented from 1 September each year.

- For the pay year commencing 1 September 2018, there was no pay increase for Community Learning and Skills Tutors.

- For the pay year commencing 1 September 2018, there was no pay increase for Surrey Arts Tutors.

vii. Political Assistants

SCC employs Political Assistants on Surrey Pay contracts to support political groups. These Assistants work directly for the political groups rather than as mainstream officers within the officer structure of the Council. These are unique posts and have a set maximum salary determined by The Local Government (Assistants for Political Groups) (Remuneration) (England) Order 2006. This is currently set at £34,986 per annum.

viii. Centrally Employed Teachers - Unattached Teachers

Remuneration for centrally employed teachers is determined in accordance with the Department for Education School Teachers Pay and Conditions Document which sets out the national framework and any legal changes or changes to the staff structure which have an impact on local discretionary pay decisions for teachers.
Where the remuneration of an unattached teacher (other than a teacher in charge of a pupil referral unit) is determined in accordance with the provisions applicable to a member of the leadership group, the teacher's conditions of employment that relate to professional duties and working time is agreed between the teacher and the County Council.

The following pay ranges apply with effect from 1 September 2018:

Agreed nationally:

- An uplift of 3.5% to the minimum and maximum of the unqualified pay range and main pay range.
- An uplift of 2% to the minimum and maximum of the upper pay range, leading practitioner pay range and all allowances.
- An uplift of 1.5% to the minimum and maximum of the leadership pay ranges.

Agreed locally:
Except for those on the minimum of their respective pay ranges, the PPD Committee agreed:

- All teachers receive a 1% increase in their salary with effect from 1 September 2018.

In addition to the above and as agreed locally, teachers are eligible for pay progression, subject to performance and scope within their pay range, as follows:

- A 1% increase, subject to a 'successful' appraisal rating, or
- A 2% pay increase, subject to an 'exceptional' appraisal rating

Local decisions on pay are reviewed annually and take into account affordability and decisions in relation to local discretion are determined by the PPD Committee.

10. Other elements of remuneration

i Employee Benefits

The Council does not provide any grade related benefits in kind, such as annual leave, private medical insurance or lease cars. Chief Officers receive the same allowances as other members of staff and have access to the same voluntary benefits scheme.

ii Additional Payments

In order to ensure sufficient flexibility to reward staff who are undertaking additional responsibilities the Council's reward policy provides for acting-up payments or a one-off honorarium payment to be made in specific circumstances.

In addition, a non-consolidated payment (NCP) is available to recognise exceptional performance.

iii Travel and Expenses

Where authorised to do so, employees are entitled to be reimbursed for additional mileage they incur whilst discharging their official duties. The rate of reimbursement will depend on the mileage incurred. Employees who have to use public transport to travel for business travel are entitled to reclaim the additional costs of the transport under the council's expenses policy. Any expenditure on business travel is reimbursed at the same rates for all grades.

Out of pocket expenses incurred during the course of employment will be met by the

County Council provided that the expenses are directly related to employment and are approved as reasonable.

11. Remuneration - Contract for Services

The Council encourages the direct employment of staff and pays them via the payroll system. In circumstances where it is more appropriate to engage people on a contract for services the Council follows HMRC guidelines to ensure that the correct employment status is identified.

When a need arises for an 'interim' appointment, recruitment is normally secured via the Council's temporary staffing agency frameworks. Individuals contracted via an agency will in most instances be paid at a rate consistent with the pay of directly employed staff performing a comparable role. The Council will consider any relevant market factors to support payment of a premium rate necessary to secure appropriate levels of skills and expertise.

12. Early Retirement and Severance

The Council's terms for granting redundancy or severance, including access to benefits under the Local Government and Teachers' Pension Schemes, are the same for all staff on Surrey Pay contracts including Chief Officers, as well as for teachers working in maintained schools across Surrey.

In cases of redundancy, an employee will not be entitled to a redundancy payment or a severance payment if, before leaving the Council, they accept an offer of employment with another local authority or associated employer contained in the Redundancy Payments (Modification) Order 1999 and commence the new employment within four weeks of their last day of service as the employment would be deemed to be continuous.

13. Termination of employment of Chief Officers

Any compensation payments made to Chief Officers on ceasing to hold office or to be employed by the authority will be made on the same basis as any other employee in line with the County Council's Early Retirement and Severance Policy.

In the event of an employee being made redundant or applying for voluntary severance, the County Council's managing change policy contains details of the circumstances in which a redundancy payment is payable. The Local Government Pension Scheme regulations provide for access to pension benefits without reduction from the age of 55 in the event of an employee being made redundant.

SURREY

Surrey Pay Bands 2019/2020

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Surrey Pay

Applies to all schools and non-schools based Surrey Pay staff.

Table 1 - Job Family Pay Bands – effective from 1 April 2019

Job Family	Pay Model	Grade Name	Minimum Point	Point	Point	Point	Point	Maximum Point
			1	2	3	4	5	6
● Business Functions ●Public Engagement ●Regulation & Technical ●Operational Services ●Personal Care & Support ●Children Learning & Educational Support (CLES)	Job Family Pay Model	PS1/2	£16,894					
		PS3	£17,316	£17,779	£18,242			
		PS4	£18,698	£19,072	£19,453	£19,843	£20,239	£20,653
		PS5	£21,169	£21,593	£22,025	£22,465	£22,914	£23,367
		PS6	£23,951	£24,430	£24,919	£25,417	£25,926	£26,438
		PS7	£27,099	£27,641	£28,194	£28,758	£29,333	£29,912
		PS8	£30,660	£31,273	£31,898	£32,536	£33,187	£33,842
		PS9	£34,688	£35,382	£36,089	£36,811	£37,547	£38,476
		PS10	£39,438	£40,227	£41,031	£41,852	£42,689	£43,744
		PS11	£44,838	£45,959	£47,108	£48,285	£49,492	£50,711
		PS12	£51,979	£53,278	£54,610	£55,975	£57,375	£58,788
		PS13	£60,258	£61,764	£63,308	£64,891	£66,513	£68,151
		PS14	£69,855	£71,601	£73,391	£75,226	£77,107	£79,006
Leadership Job Family	Leadership Pay Model	PS15	£79,389					£90,469
		PS16	£90,470					£112,161
		PS17	£112,162					£134,594
		PS18	£134,595					£161,514
		CEX	£209,984					£232,683

Career pay bands

Table 2: Social Wellbeing* – effective from 1 April 2019

Job Family	Pay Model	Grade Name	Pay Point	Salary
Social Wellbeing	Career Pay Model	PS8SC		£32,251
		PS9SC	Point 1	£34,688
			Point 2	£35,951
			Point 3	£37,213
			Point 4	£38,476
		PS10SC	Point 1	£39,438
			Point 2	£40,873
			Point 3	£42,309
			Point 4	£43,744
		PS11SC	Point 1	£44,838
			Point 2	£46,796
			Point 3	£48,754
			Point 4	£50,711
		PS12SC	Point 1	£51,979
			Point 2	£53,432
			Point 3	£55,702
			Point 4	£58,788

*Applies to all Social Workers and Occupational Therapists.

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Career pay bands

Table 3: Highways, Transport & Environment – effective from 1 April 2019

Scheme 1: PS5HT - PS7*

Job Family	Pay Model	Grade	Point	Salary
Regulation and Technical	HT&E Career Pay Model	**PS5HT**	Point 1	£21,169
			Point 2	£22,268
		PS6HT	Point 1	£23,951
			Point 2	£23,195
	Job Family Pay Model	**PS7**	Point 1	£27,099
			Point 2	£27,641
			Point 3	£28,194
			Point 4	£28,758
			Point 5	£29,333
			Point 6	£29,912

Scheme 2: PS6HT – PS8*

Job Family	Pay Model	Grade	Point	Salary
Regulation and Technical	HT&E Career Pay Model	**PS6HT**	Point 1	£23,951
			Point 2	£23,195
		PS7HT	Point 1	£27,099
			Point 2	£28,506
	Job Family Pay Model	**PS8**	Point 1	£30,660
			Point 2	£31,273
			Point 3	£31,898
			Point 4	£32,536
			Point 5	£33,187
			Point 6	£33,842

Scheme 3 PS7HT - PS9*

Job Family	Pay Model	Grade	Point	Salary
Regulation and Technical	HT&E Career Pay Model	**PS7HT**	Point 1	£27,099
			Point 2	£28,506
		PS8HT	Point 1	£30,660
			Point 2	£32,251
	Job Family Pay Model	**PS9**	Point 1	£34,688
			Point 2	£35,382
			Point 3	£36,089
			Point 4	£36,811
			Point 5	£37,547
			Point 6	£38,476

*applies to staff on the HT&E Professional Development Programme (PDP)

Table 4: Commercial Services Education Catering - effective from 1 April 2019

Position	Grade	Pay Point	Starting Salary
Catering / Servery Assistant	PS 1/2	N/A	£16,894
Cook - Primary / Secondary & Smart			
Caterer - Primary Small	PS 3	Point 1	£17,316
Caterer - Primary Medium	PS 3	Point 2	£17,779
Deputy Caterer - Primary / Secondary Large			
Caterer - Primary Large	PS 3	Point 3	£18,242
Caterer (Secondary Small)	PS 4	Point 2	£19,072
Caterer Primary - Very Complex	PS 4	Point 3	£19,453

Table 5: South East Shared Services (SESS) regional Surrey Pay bands effective from 1 April 2019

Grade	Title	Minimum	Midpoint	Maximum
5	Pension Administrator Level 1	£17,174	N/A	£19,219
6	Pension Administrator Level 2	£19,220		£21,781
5/6	Administrator	£17,174	£18,706	£21,781
7	Senior Administrator	£19,731	£22,806	£25,881
8	Hub Leader	£23,831	£26,906	£29,981
9,10	Team Leader or Manager	£27,931	£31,006	£34,081
11	Manager	£32,031	£35,106	£38,181
12,13	Senior Manager	£37,156	£40,231	£43,306

Table 6: Political Assistants

Grade	Salary
PS9(PA)	£34,986

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Table 7: Community Learning & Skills Tutors - 1 September 2018

Role Level	Surrey Pay Grade	Basic Hourly Rates	Total incl. hourly rate & preparation allowance*	Total incl. 14% AL
Adult Learning Standard (ALS) Community courses which are non-qualification based.	PS7	£14.44	£20.43	£23.29
Adult Learning Higher (ALH) Accredited courses which are qualification based	PS8	£17.33	£24.52	£27.95
Adult Learning Top (ALT) Highly specialist subject areas (N.B this is a new role)	PS9	£18.77	£26.56	£30.28

**Preparation allowance of 41.5%*
***Annual leave calculated on basic hourly rate plus preparation allowance, 41.5%.*

Table 8: Surrey Arts Tutors - 1 September 2018

Role Level	Surrey Pay Grade	Pay point	Basic Hourly Rates	Basic hourly rate plus preparation & travel allowance *	Total incl. 14% AL
Unqualified Instrumental Music Teacher (Job profile being finalised)	PS7	1	£14.36	£20.97	£23.81
Qualified Instrumental Music Teacher	PS8	2	£15.11	£22.06	£25.06
Assistant Teacher for the whole class		3	£15.80	£23.07	£26.20
Curriculum Lead		4	£16.74	£24.44	£27.75
Group Ensemble Conductor	PS9	5	£17.86	£26.07	£29.61
Lead Teacher for whole class		6	£19.74	£28.82	£32.72

**Travel allowance of 4.5% applied to basic hourly rate.*
***Annual leave calculated on basic hourly rate plus preparation allowance, 41.5%.*

Local (Non-Surrey) Pay Terms & Conditions

Table 9: Apprenticeship and internship pay rates – effective from 1 April 2019

Apprenticeship	Level	Annual Salary
Intermediate and Advanced	Level 2 and Level 3 (Year 1)	£11,117.60
	Level 2 and Level 3 (Year 2)[1]	£12,670.65
Higher	Level 4	£14,443.00
	Level 5	£15,522.69
	Level 6	£16,311.50
Internship		£16,311.50

[1]£15,412 per annum for apprentices aged 25 years payable from their 25th birthday.

Table 10: Former Buckinghamshire County Council trading standards pay settlement effective from 1 July 2019

Grade	Entry Point	Competent Point	Advanced Point
R4 CBP	£ 22,853	£24,110	£25,367
R6 CBP	£ 28,468	£30,034	£31,599
R8 CBP	£ 37,151	£39,194	£41,237

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