

**MINUTES** of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 3.15 pm on 12 February 2020 at County Hall, Kingston upon Thames, KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting.

**Elected Members:**

\*= in attendance

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

**1/20 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]**

None received.

**2/20 MINUTES OF THE PREVIOUS MEETINGS [Item 2]**

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

In regards to the Appointment Sub-Committee minutes dated 20 January 2020, the candidate declined the offer of employment therefore the Appointment Sub-Committee agreed to offer Dawn Redpath the role of Director of Economic Development and Growth for Surrey County Council as the next appointable candidate.

**3/20 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**4/20 QUESTIONS AND PETITIONS [Item 4]**

There were none.

**5/20 ACTION REVIEW [Item 5]**

**Declarations of interest:**

None

**Witnesses:**

Joss Butler, Committee Manager

**Key points from the discussion:**

1. Members of the Committee noted that there were currently no outstanding actions.

**RESOLVED:**

The People, Performance and Development Committee noted the Actions Tracker.

**6/20 FORWARD WORK PROGRAMME [Item 6]**

**Declarations of interest:**

None

**Witnesses:**

Joss Butler, Committee Manager  
Jacqueline Foglietta, Director - HR & OD

**Key points from the discussion:**

1. Members of the Committee noted the Committee's forward plan.
2. Officers highlighted that the usual standing item titled 'Moving Closer to Residents' considered by the Committee as a separate item as well as at the following meeting. Members highlighted the need for a specific committee to consider the details of the Council's County Hall move to Woking, Surrey.

**RESOLVED:**

The People, Performance and Development Committee noted the Forward Work Programme.

**7/20 OUR PEOPLE 2025 WORKFORCE STRATEGY [Item 7]**

**Declarations of interest:**

None

**Witnesses:**

Jacqueline Foglietta, Director - HR & OD

**Key points raised during the discussion:**

1. Officers introduced the report and presented the slides included as Annex 1 of the report.
2. In regards to Slide 1, the Committee noted that there were ongoing challenges in schools meet the Government's apprenticeship targets. Members stated that it was positive there were opportunities, especially for young people, to take up apprenticeships in Surrey schools.
3. When discussing workforce data, Members noted that work was being conducted by the Local Government Authority (LGA) and a pilot group of London Councils and South East Employees to collect benchmarking data and workforce statistics. Officers agreed to circulate this information once available.

4. In regards to Slide 2, Officers explained that a 'dial up' area was an area the organisation agreed needed to be focused on in the short to medium term.
5. Members had a discussion on the importance of the organisation having a diverse workforce. Officers highlighted that #Diversity sessions had taken place and that feedback was being incorporated into the new approach. Members further noted that there were a number of new diverse networks for staff across the Council.

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

None.

**RESOLVED:**

The People, Performance and Development Committee noted the content of the report.

**8/20 APPRENTICESHIP GROWTH STRATEGY [Item 8]**

**Declarations of interest:**

None

**Witnesses:**

Jacqueline Foglietta, Director - HR & OD

**Key points raised during the discussion:**

1. Officers introduced the report and presented the slides included as Annex 1 of the report. Members noted that the apprenticeship target of 2.3% of staff on the programme per financial year was based on staff head count rather than Full Time Equivalent (FTE).
2. Members discussed the need for providers to provide the right apprenticeship programmes that cover a variety of employment areas.
3. Members noted that the Council was unable to retain funds left in the apprenticeship levy after it had expired. Members suggested to investigate options for the County Council to become an accredited training advisor to train apprentices rather than relying on external providers.
4. Members asked whether there was a penalty to the Council when an apprentice chose not to remain at the Council following the end of the programme. Officers confirmed that there was no penalty however there were challenges when an apprenticeship ended early due to restructure within a service.
5. Members noted that the Council would need to evidence that there were at least 12 dedicated apprenticeship placements for care leavers or looked after children to sign up to the Care Leavers Covenant.

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

None.

**RESOLVED:**

The People, Performance and Development Committee noted the contents of the report.

**9/20 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.

**10/20 MOVING CLOSER TO OUR RESIDENTS PROGRAMME STAFFING IMPLICATIONS [Item 10]**

**Declarations of interest:**

None

**Witnesses:**

Jacqueline Foglietta, Director - HR & OD

**Key points raised during the discussion:**

1. Officers introduced the report and provided a brief summary. Members noted that the focus of the programme had changed since confirmation that the Council's new civic heart would be in Working. Members further noted that a number of workshops had been launched to support agile leadership ways of working.
2. The Leader of the Council highlighted that, along with the Chief Executive, he would be beginning a series of road shows to provide staff with information on the Moving Closer to Residents Programme and collate feedback.

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

None.

**RESOLVED:**

The People, Performance and Development Committee noted the contents of the report.

**11/20 SURREY PAY 2020/21 [Item 11]**

**Declarations of interest:**

None

**Witnesses:**

Jackie Foglietta, Director of HR&OD  
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 2020/21 and had come to a collective agreement.
2. A discussion was had around whether staff were able to sell annual leave back to the Council. Officers confirmed that staff were unable to sell annual leave but could buy five days annual leave per annum as well as carry over five days from the previous year. Members further noted that all annual leave requests were subject to management approval.

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

None.

**RESOLVED:**

The People, Performance and Development Committee approved that:

- i A minimum pay rate of £9.30 per hour be applied to Surrey Pay point PS1/2 in line with the UK Living Wage Foundation's recommended rate.
- ii Increases of 2% on all Surrey Pay points from point PS3 upwards within existing pay grades, as set out in Appendix A of the report.
- iii Increases to apprentice rates as set out in paragraphs 14 and 15 of the report, to take effect from 1 September 2019.
- iv Increases to annual leave entitlements as set out in paragraph 16 of the report.
- v Changes to the Workbase Relocation Grant (WBRG) as set out in Appendix B of the report.
- vi The above changes be effected by a Collective Agreement with the recognised Trades Unions.

**12/20 SURREY PAY POLICY STATEMENT 2020 - 2021 [Item 12]**

**Declarations of interest:**

None

**Witnesses:**

Jackie Foglietta, Director of HR&OD

Paul Smith, Interim HR Consultant

**Key points raised during the discussion:**

1. Officers introduced the item and provided a brief summary. Members noted that they were being asked to recommend the Pay Policy Statement to County Council which would take place on 17 March 2020.

2. Officers highlighted that the Annual Report and Accounts, referenced within paragraph 2 of Annex 1 of the report, only included information from the previous 12 months.

**RESOLVED:**

The People, Performance and Development Committee is asked to recommend publication of the Pay Policy Statement (Annex 1) to the next Surrey County Council Full Council meeting on 17 March 2020.

**13/20 EXCLUSION OF THE PUBLIC [Item 13]**

**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.

**14/20 PUBLICITY OF PART 2 ITEMS [Item 14]**

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

**15/20 DATE OF NEXT MEETING [Item 15]**

The Committee noted that its next meeting would be held on 29 April 2020.

Meeting ended at: 4:30pm

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**Chairman**