

## Notice of Meeting

# People, Performance and Development Committee



**Date & time**  
**Wednesday, 29**  
**April 2020**  
**at 10.30 am**

**Place**  
Remote Meeting

**Contact**  
Joss Butler, Committee  
Manager  
joss.butler@surreycc.gov.uk

**Chief Executive**  
Joanna Killian



**We're on Twitter:**  
**@SCCdemocracy**

Please note that due to the Covid-19 situation this meeting will take place remotely.

Please be aware that a link to view a live recording of the meeting will be available on the People, Performance and Development Committee page on the Surrey County Council website. This page can be accessed by following the link below:

<https://mycouncil.surreycc.gov.uk/mgCommitteeDetails.aspx?ID=169>

### **Members**

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

## AGENDA

### 1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

### 2 MINUTES OF THE PREVIOUS MEETING - 12 FEBRUARY 2020

(Pages 1  
- 6)

To agree the minutes as a true record of the meeting.

### 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 QUESTIONS AND PETITIONS

To receive any questions or petitions.

#### Notes:

1. The deadline for Member's questions is 12.00pm four working days before the meeting (*23 April 2020*).
2. The deadline for public questions is seven days before the meeting (*22 April 2020*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

### 5 ACTION REVIEW

(Pages 7  
- 10)

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

### 6 FORWARD WORK PROGRAMME

(Pages  
11 - 14)

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

**7 TERMINATION OF A MEMBER REPRESENTATIVE AND FURTHER APPOINTMENT OF A MEMBER REPRESENTATIVE OF THE LOCAL PENSION BOARD** (Pages 15 - 20)

This report sets out the proposed appointment of an individual member of the Local Pension Board for approval by the People, Performance and Development Committee.

The Local Pension Board is a requirement under section 5 of the Public Service Pensions Act 2013, and Regulation 106 of the Local Government Pension Scheme Regulations 2013.

**8 PROPOSED CHANGES TO HR POLICIES** (Pages 21 - 58)

Proposed amendments to HR policies are brought for consideration by the Committee on End of Employment policy, Special Leave and Annual Leave.

This report is being brought to People, Performance and Development Committee for decision in accordance with the Scheme of Delegation for determining council policy on the terms and conditions of all staff.

**9 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**

**10 STAFFING MATTERS IN RESPONSE TO COVID-19** (Pages 59 - 66)

To provide the Committee with an update on staffing matters in relation to the council's response to the Covid-19 pandemic.

**Confidential: Not for publication under Paragraph 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

**11 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 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

**12 DATE OF NEXT MEETING**

The next meeting of People, Performance and Development Committee will be on 11 June 2020

**Joanna Killian**  
**Chief Executive**  
Published: Tuesday, 21 April 2020