

MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 10.30 am on 29 April 2020 at Remote Meeting.

These minutes are subject to confirmation by the Committee at its meeting on 11 June 2020.

Elected Members:

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

Apologies:

Mr Chris Botten

16/19 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Chris Botten.

The Chairman noted that Cllr Botten was having technical issues and was therefore unable to join the virtual meeting.

17/19 MINUTES OF THE PREVIOUS MEETING - 12 FEBRUARY 2020 [Item 2]

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

In regards to minute 10/20, Cllr Kington noted that Surrey County Council would no longer be purchasing Midas House, Woking and asked that a report be brought to a future meeting to update the Committee. The Chairman highlighted that an item title 'Moving Closer to Residents Update' was on the Committee's forward work programme for the next meeting.

18/19 DECLARATIONS OF INTEREST [Item 3]

There were none.

19/19 QUESTIONS AND PETITIONS [Item 4]

There were none.

20/19 ACTION REVIEW [Item 5]

Declarations of interest:

None

Key points from the discussion:

1. The Chairman introduced the report and asked members to note an update to action A15/19.

Actions/ further information to be provided:

None.

RESOLVED:

The Committee noted the report.

21/19 FORWARD WORK PROGRAMME [Item 6]

Declarations of interest:

None

Witnesses:

Jacqueline Foglietta, Director – HR & OD

Key points from the discussion:

1. The Chairman introduced the report and asked members to note the items scheduled for the next Committee meeting.
2. In regards to the Staff Survey item, the Director – HR & OD stated that the intention was to request feedback from all Surrey staff on agile working which will feed into the council's future agile working programme going forward.
3. The Director HR & OD agreed to circulate details on the vacant and occupied positions subject to appointment by the Committee's Appointment Sub-Committee.
4. In regards to the Staffing Matter report, Members highlighted the importance of acknowledging staff members who had contributed during the COVID-19 pandemic.

Actions/ further information to be provided:

The Director HR & OD agreed to circulate details on the vacant and occupied positions subject to appointment by the Committee's Appointment Sub-Committee.

RESOLVED:

The Committee reviewed the items and noted the report.

22/19 TERMINATION OF A MEMBER REPRESENTATIVE AND FURTHER APPOINTMENT OF A MEMBER REPRESENTATIVE OF THE LOCAL PENSION BOARD [Item 7]

Declarations of interest:

None

Witnesses:

Ayaz Malik, Pensions Finance Specialist

Key points raised during the discussion:

1. The Pension Finance Specialist introduced the report and provided a brief summary. Members noted that the report recommended that the proposed termination and appointment for a member representative position of the Local Pension Board be approved.
2. Members noted that the previous member representative had retired for the position and requested that future reports present this information more clearly.
3. The Committee noted that there was a further vacancy on the Board which was not yet filled. Recruitment to this position was on hold due to the current pandemic.

Actions/ further information to be provided:

None.

RESOLVED:

The proposed termination and appointment for a Member representative position of the Local Pension Board is approved.

23/19 PROPOSED CHANGES TO HR POLICIES [Item 8]

Declarations of interest:

None

Witnesses:

Emma Lucas, Head of Business Partnering & Employment Practice

Key points raised during the discussion:

1. The Head of Business Partnering & Employment Practice introduced the report and provided Members with a brief summary. It was noted that the report proposed amendments to the End of Employment policy, Special Leave policy and the Annual Leave policy.
2. A Member of the Committee requested details on the definition of continuous employment. Officers confirmed that continuous employment would begin from the point of joining the Council but in some cases would also include time spent within an organisation recognised by the Local Government Modification Order before joining the council as long as there was not a break in continuity.
3. In regards to carrying forward annual leave, Members sought confirmation on whether there was capacity within services to allow for additional leave to be used in upcoming years. Officers confirmed that there was capacity within services.
4. Members discussed whether one day of paid leave was sufficient for people participating in local elections.

Actions/ further information to be provided:

None.

RESOLVED:

The Committee approved:

- i. amendments to the End of Employment policy as set out in annex 1 of the report;
- ii. amendments to the Special Leave policy as set out in annex 2 of the report; and
- iii. amendments to the Annual Leave policy, as set out in annex 3 of the report.

24/19 EXCLUSION OF THE PUBLIC [Item 9]

RESOLVED: That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

25/19 STAFFING MATTERS IN RESPONSE TO COVID-19 [Item 10]

Declarations of interest:

None

Witnesses:

Jacqueline Foglietta, Director HR&OD

Key points raised during the discussion:

1. The report was introduced by officers. The Committee asked a number of questions which were responded to by the officers present before moving to recommendations.

Actions/ further information to be provided:

None.

RESOLVED:

The Committee noted the report.

26/19 PUBLICITY OF PART 2 ITEMS [Item 11]

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

27/19 DATE OF NEXT MEETING [Item 12]

The Committee noted that its next meeting would be held on 11 June 2020.

Meeting ended at: 11.40 am

Chairman