

Notice of Meeting

People, Performance and Development Committee



SURREY
COUNTY COUNCIL

Date & time
Wednesday, 10
February 2021
at 1.00 pm

Place
Remote

Contact
Joss Butler
joss.butler@surreycc.gov.uk

Chief Executive
Joanna Killian



We're on Twitter:
@SCCdemocracy

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 [10 DECEMBER 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 (4 February 2021).
2. The deadline for public questions is seven days before the meeting (3 February 2021).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 ACTION REVIEW

(Pages 7
- 10)

To note the actions tracker.

6 FORWARD WORK PROGRAMME

(Pages
11 - 14)

To note the Committee's Forward Work Programme.

7 STAFFING MATTERS IN RESPONSE TO COVID-19

(Pages
15 - 30)

To provide the Committee with an update on staffing matters in relation to Covid-19 in response to this latest phase of the pandemic.

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 CENTRALLY EMPLOYED TEACHERS 2020/2021 PAY SETTLEMENT

(Pages
31 - 40)

This report is being brought to the People, Performance and Development Committee in order to seek approval for a number of key changes to Centrally Employed Teachers (CET) pay and policies with effect from 1 September 2020

This report is being brought to the 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 for 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 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.

11 DATE OF NEXT MEETING

The next meeting of People, Performance and Development Committee will be on 31 March 2021.

**Joanna Killian
Chief Executive**

Published: Tuesday, 2 February 2021

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MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 3.00 pm on 10 December 2020 at Remote.

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

Elected Members:

*= in attendance
Mr Tim Oliver (Chairman)*
Ms Denise Turner-Stewart*
Mr Ken Gulati*
Mr Chris Botten*
Mr Colin Kemp
Mr Eber Kington

72/20 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Colin Kemp and Eber Kington.

Mary Lewis acted as a substitute for Colin Kemp. Ernest Mallett acted as a substitute for Eber Kington.

73/20 MINUTES OF THE PREVIOUS MEETING [Item 2]

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

74/20 DECLARATIONS OF INTEREST [Item 3]

There were none.

75/20 QUESTIONS AND PETITIONS [Item 4]

There were none.

76/20 ACTION REVIEW [Item 5]

Declarations of interest:

None

Witnesses:

Jackie Foglietta, Director of HR&OD

Key points from the discussion:

1. In regards to action A23/20, Members noted an update on staff wellbeing during COVID-19 from the Director of HR&OD. The Committee were informed that a note was being circulated on a weekly basis which included hints and tips on support and important information that had a focus on resilience. Members further noted that

a recent mental health summit was held and was said to be very helpful.

2. A Member of the Committee stated it was important that school head teachers were also included in any mental health circulations. Officers noted the comment and also highlighted that information was available on the schools portal.
3. Members noted that A24/20 was completed.

Actions/ further information to be provided:

None.

RESOLVED:

The Committee noted the actions tracker.

77/20 TERMINATION OF A MEMBER REPRESENTATIVE AND FURTHER APPOINTMENT OF A MEMBER REPRESENTATIVE OF THE LOCAL PENSION BOARD [Item 6]

Declarations of interest:

None.

Witnesses:

Ayaz Malik, Pension Finance Specialist

Key points raised during the discussion:

1. The Pension Finance Specialist introduced the report and provided a brief summary.

Actions/ further information to be provided:

None.

RESOLVED:

It was agreed that the proposed termination and appointment for a member representative position of the Local Pension Board is approved, as outlined in Annex 1 of the report.

78/20 VERBAL ITEM - SUBMISSION OF AN APPLICATION FOR THE ROLE OF CHAIR OF ST MUNGO'S, A CHARITY SUPPORTING ROUGH SLEEPERS. [Item 6a]

Declarations of interest:

None.

Witnesses:

None.

Key points raised during the discussion:

1. The Committee noted that this item would be considered as an additional urgent item at the discretion of the chairman.
2. The Chairman introduced the item and informed Members that the Chief Executive had asked for the Council's agreement for her to apply for the role of Chair of St Mungo's, a charity supporting rough sleepers. Members noted that the role was unpaid and would not interfere with her role as Chief Executive and would commence in September 2021. It was further noted that there was no obvious conflict with her Council role as St Mungo's provide services in London and parts of the south and west of the country. They don't provide any contracted or commissioned services through the council or the council's Districts and Boroughs.
3. Members stated that the Chief Executive was worthy of the role and that they were happy to endorse the proposal.
4. Members felt it was important the Chief Executive used the opportunity to make good connections for the Health and Wellbeing Board.

Actions/ further information to be provided:

None.

RESOLVED:

The People, Performance and Development Committee provided their agreement for the Chief Executive to apply for the role of Chairman of St Mungo's Homeless Charity.

79/20 EXCLUSION OF THE PUBLIC [Item 7]

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.

80/20 SURREY COUNTY COUNCIL PAY AND TERMS & CONDITIONS OF SERVICE [Item 8]

Witnesses:

Jackie 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:

See exempt minute [E-23-20]

81/20 SOULBURY COMMITTEE TERMS & CONDITIONS - SURREY COUNTY COUNCIL SPA POLICY [Item 9]

Witnesses:

Emma Lucas, Head Of Business Partnering & Employment Practice

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:

See exempt minute [E-24-20]

82/20 ADULT SOCIAL CARE & CHILDREN'S RESIDENTIAL CARE SERVICE RECOGNITION PAYMENT [Item 10]

Witnesses:

Jackie 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:

See exempt minute [E-25-20]

83/20 VERBAL UPDATE ON THE AGILE WORKING PROGRAMME [Item 11]

Witnesses:

Jackie Foglietta, Director – HR&OD

Key points raised during the discussion:

1. The update was introduced by officers. The Committee asked a number of questions which were responded to by the officers.

Actions/ further information to be provided:

None.

84/20 PUBLICITY OF PART 2 ITEMS [Item 12]

85/20 DATE OF NEXT MEETING [Item 13]

The Committee noted that its next meeting would be held on 10 February 2021

Meeting ended at: Time Not Specified

Chairman



People, Performance and Development Committee
10 February 2021

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.

Report contact: Joss Butler, Committee Manager

Contact details: joss.butler@surreycc.gov.uk

Annexes:

Annex 1 – People, Performance and Development Committee Actions Tracker

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People, Performance & Development Committee – ACTION TRACKING

February 2021

ONGOING ACTIONS

| Number | Meeting Date | Item | Action | Action by whom | Action update |
|--------|-------------------------|--|---|--|---|
| A15/19 | 23 September 2019 | Workforce Performance Indicators | That workforce performance RAG rating be brought to the committee for discussion before the next Tableau item in February 2020. | Director of HR / Members of the People, Performance and Development Committee | Item to be included within future 'in person' meeting agenda. |

People, Performance & Development Committee – ACTION TRACKING**February 2021****COMPLETED ACTIONS**

| Number | Meeting Date | Item | Recommendation / Action | Action by whom | Action completed |
|---------------|---------------------|----------------------------|--|-----------------------|---|
| A23/20 | 22 Nov 2020 | Covid-19 - Staff Wellbeing | Members requested to receive a 'COVID – 19 STAFF WELLBEING' update report at the next meeting. | Director of HR | Verbal provided at December 2020 meeting. |



People, Performance and Development Committee
10 February 2021

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: Joss Butler, Committee Manager

Contact details: joss.butler@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 2021**31 March 2021**

6

| | |
|----------------------|---|
| Item title | SCC Pay 2021/22 |
| Report author | Jackie Foglietta - Director of HR & OD |
| Item Summary | To seek Committee approval to the SCC Pay 2021/22 Collective Agreement. |

Senior Officer Appointments will be scheduled as and when required.

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People, Performance and Development Committee
10 February 2021

7

Staffing Matters in response to Covid-19

Purpose of the report:

To provide the Committee with an update on staffing matters in relation to Covid-19 in response to this latest phase of the pandemic.

1. Recommendations

- 1.1 It is recommended that the Committee note the contents of this report.

2. Introduction

- 2.1 Along with organisations across all sectors, the council's management of staffing related matters has rapidly shifted focus in response to this latest phase of the Covid-19 pandemic.
- 2.2 The presentation attached to this report provides an overview of activity underway, specifically in the areas of Resource Mobilisation, Workforce Insight and Wellbeing.

3. Conclusions:

3.1 Financial and value for money implications

As highlighted in previous reports presented to this Committee, workforce costs in response to Covid-19 will be met from within service staffing budgets where existing resources are redirected to Covid activities. Costs in addition to budgeted staffing costs that are newly incurred as a result of the pandemic will be funded from the council's allocation of the Covid-19 Emergency Funding Grant or specific grants provided by Government, as appropriate.

3.2 Equalities Implications

Due to the fast moving nature of the Covid-19 situation an Equality Impact Assessment has not been undertaken; the focus of work being to respond rapidly to known and emerging staffing related priorities. Support has been put in place for all groups of staff, with additional targeted support for those most in need.

3.3 Risk Management Implications

There is a risk that the council will be unable to deliver critical services as a result of staff shortages; mitigation is in place as outlined in the presentation attached to this report.

3.4 Implications for the Council's Priorities or Community Strategy

N/A.

Report contact: Jackie Foglietta, Director of HR&OD

Contact details: Mobile: 07976 112409
Email: jackie.foglietta@surreycc.gov.uk

Sources/background papers:

- Staffing Matters in response to Covid-19 – PPDC 29 April 2020
- Staffing Matters in response to Covid-19 – PPDC 11 June 2020
- Covid Staff Wellbeing – PPDC 22 September 2020

Covid-19 Staffing Matters

February 2020



SURREY

Resource Mobilisation

SCC gold strategy

The following strategy is being deployed by officers in supporting the SCC and countywide response:

- ▶ Keep staff safe by
 - ▶ Ensuring those staff that can work from home, do
 - ▶ Ensuring that where staff do have to work away from home, they are as safe as possible - procedurally and in the buildings/spaces we provide
 - ▶ Ensuring as ready access as possible to testing and vaccination as possible
- ▶ Keep critical services running by
 - ▶ Reprioritisation of services where necessary
 - ▶ Redeployment of capacity into critical services where necessary
- ▶ Keep communities safe
 - ▶ Supporting the multi-agency response effort where necessary

Response: SCC priorities

SCC will prioritise delivery of its critical services as well as those statutory functions required by the Government's lockdown guidelines (e.g. those that other sectors are dependent on), and the response - both SCC and LRF. **These will be the focus for any Council redeployment capacity.**

SCC critical services, running of the Council and statutory functions otherwise deemed critical by lockdown measures

1. Critical SCC services - supporting vulnerable residents
2. Critical SCC services providing safety-critical infrastructure - all residents (e.g. infrastructure services, etc)
3. Statutory Council management (core support functions like dem services; payroll; etc)
4. Statutory services required by the Government lockdown priorities (e.g. those supporting the economy - planning and highways licensing, etc)

Response

5. Management of the SCC response (including comms, HR, etc)
6. SCG response

SCC Mobilisation

- ▶ Mobilisation team set up in December to work with services to match redeployees to Covid-related resourcing requests from within the Council.
- ▶ 53 redeployees have registered to be part of the pool. This is significantly less than during the first pandemic peak as the majority of services are running as normal.
- ▶ To date 67 roles have been requested by SCC and 70% of these have been filled through the redeployee pool, including roles for Test and Trace.
- ▶ 7 roles have also been filled for the LRF.

Targeted Community Testing Sites

- ▶ The Recruitment and Mobilisation teams are part of the project to stand up and resource up to 12 Surrey Targeted Community Testing sites (first 3 locations will be set up in Woking, Epsom and Staines from 1st February).
- ▶ The workforce for the sites will be a mix of resource from SCC redeployees, agency site operatives and volunteers (via Surrey CVS).
- ▶ A total number of 400 is required to resource the planned 12 sites. To date the team are on target to have recruited the required numbers for the first 3 sites.
- ▶ Further work is underway to recruit to the remaining sites.

Workforce Insight

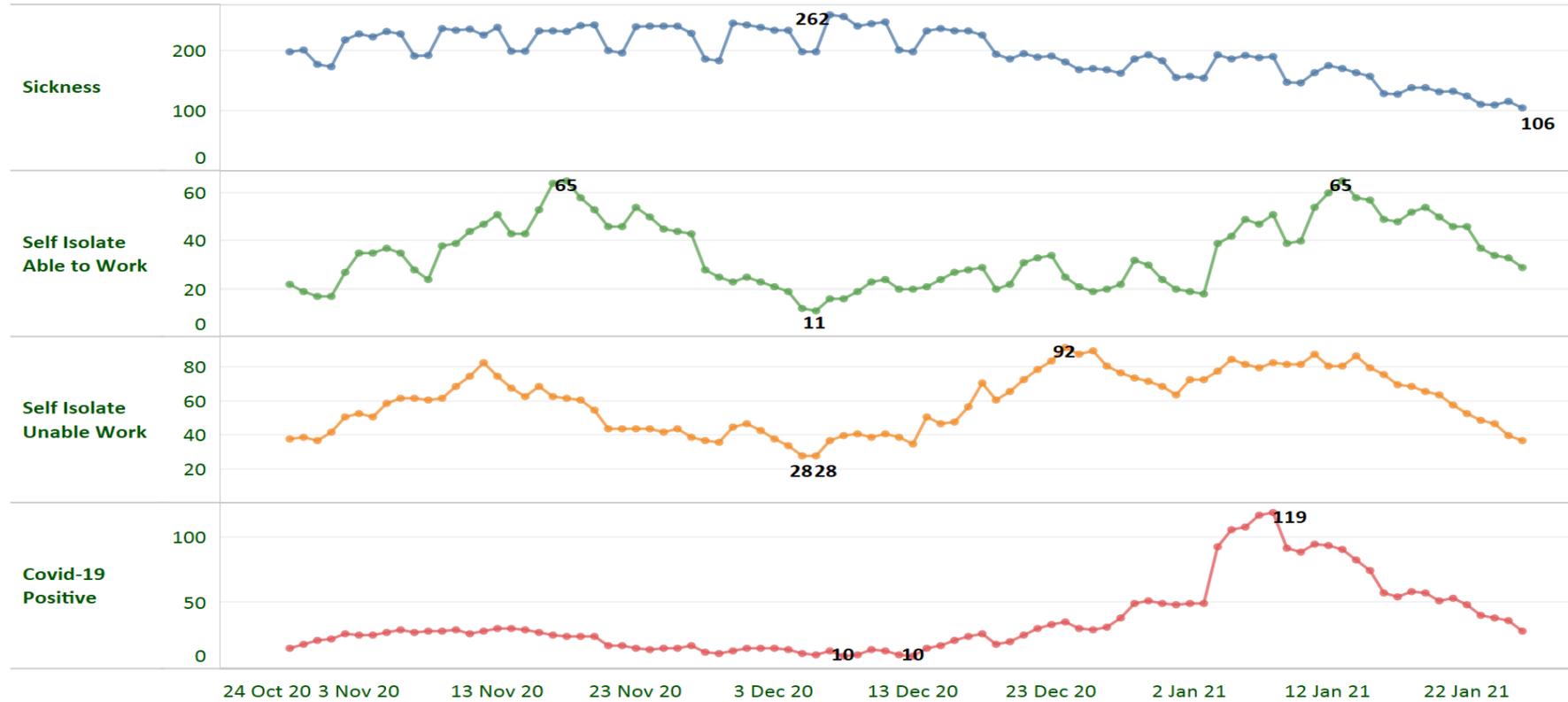
Daily Absence report

- ▶ Real-time absence data is reported via an automated Absence Dashboard, which presents a rolling three month record of sickness absence and Covid-related absence.
- ▶ The interactive dashboard allows the user to ‘hover over’ the statistics to see the breakdown of the different categories of absence.
- ▶ The past 3 months’ worth of data is shown and services can drill down to view absences on any given day.

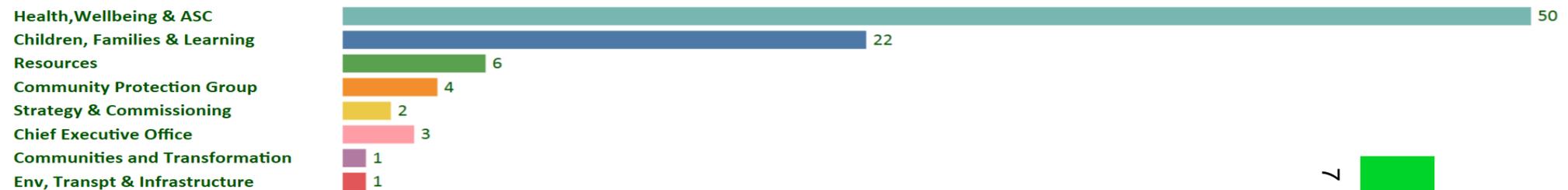
Directorate All

Service All

Absence over time (Hover over any data point to see detail by Directorate)



Number of employees recording sickness or Covid related incidents in the last 7 days. (Hover for Service/Type breakdown)



Covid vaccination reporting

- ▶ All front line staff are being prioritised as per Cohort 2 instructions to receive the first dose of the Covid vaccine. This includes c.22,000 SCC and partner provider staff in both Adults and Children's social care.
- ▶ Additional frontline staff, (c.1,800), are also being identified as priorities for Cohort 2 vaccinations, e.g. Mortuary, Death Management and Crematoria staff and volunteers.
- ▶ Staff vaccinations are recorded on the council's SAP portal and reports will go live w/c 1 February, which will enable reporting on number of vaccinations logged.
- ▶ Business Support teams are able to log vaccinations on behalf of remote teams who don't have access to the portal, e.g. care home staff.



Wellbeing

Current activity

- ▶ **'Let's keep talking' Campaign** - proactively encouraging staff and managers to have regular and meaningful 121 conversations.
- ▶ **Surrey Resilience Hub** - working with regional partners to develop a system wide hub for all staff to access online and bespoke wellbeing support.
- ▶ **Staff Networks** - proactive collaboration with SCC staff networks to identify and support specific wellbeing needs arising from Covid for particular groups of staff (e.g. BAME).
- ▶ **Home schooling** - support for the Parents and Carers Network to address the challenges faced by working parents.
- ▶ **'Hot spot' areas** - bespoke support for teams under pressure (e.g. coroners service and care homes).
- ▶ **Surrey schools** - sharing resources and information to support teaching staff.
- ▶ **Webinars and self assessments** - 'Personal Resilience' and 'Staying Energised' webinars (for up to 4500 staff) facilitated by specialist providers, along with personal i-resilience self-assessments.
- ▶ **Mindful Employers Charter** - Demonstrates that the council is an employer which is positive about mental health.
- ▶ **buddyboost** - an app-based activity challenge for SCC staff to support each other to stay active throughout February.

In progress

- ▶ Working in collaboration with partners to develop **mental health support for local businesses** across Surrey.
- ▶ Work with our Occupational Health provider to monitor the evidence on the impact of *Long COVID*.
- ▶ Provision of **Physical Health Checks** (with Public Health) when restrictions allow for this to be done safely.
- ▶ **First Aid for Mental Health** training provided in partnership with Public Health with a ‘train the trainer’ programme to take place to develop a faculty of internal trainers.
- ▶ Evaluating quarterly **Pulse staff** survey data and **sickness absence** data to identify areas of concern for intervention on a dynamic basis.

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

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