

**MINUTES** of the informal meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 2.00 pm on 9 June 2021 via Microsoft Teams.

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

**Elected Members:**

Tim Oliver (Chairman)  
Denise Turner-Stewart  
Eber Kington  
Will Forster  
Mark Nuti  
Becky Rush (Vice-Chairman)

**30/21 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]**

None received.

**31/21 PULSE STAFF SURVEY: JANUARY 2021 [Item 2]**

**Witnesses:**

Jacqueline Skeel, Head Of Organisational Effectiveness & Development

**Key points raised during the discussion:**

1. Officers introduced the item and provided a brief summary. Members noted key details outlined within Annex 1 of the report which included:
  - a. Who was consulted
  - b. A snapshot of results and areas to address
  - c. Next steps which included how the results would be shared and future workshops.
2. Members asked for details on how staff had responded to remote working and whether anyone felt excluded from their team. Officers confirmed that a separate workstream would be in place to survey staff on ways of working which included remote and hybrid working. It was further stated that there would be regular engagement with staff to understand concerns and agree any solutions.
3. Officers confirmed that the gender percentage of those that completed the survey was equal to the workforce which was 22% men and 73% women. It was further noted that the data did not include school staff. Further data on age group, disability and ethnicity could be found on page 4 of the agenda.

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

None.

**RESOLVED:**

The Committee noted the report.

**32/21 WORKFORCE OF THE FUTURE [Item 3]**

**Witnesses:**

Emma Lucas, Head of Business Partnering & Employment Practice

**Key points raised during the discussion:**

1. Officers introduced the item and informed Members that the report was to update the Committee on the delivery of the council's workforce strategy. Members were provided with an overview of the following sections of the report:
  - a. Workforce Insight and Management
  - b. Strategic Workforce Planning
  - c. Work and Job Design
  - d. Resourcing
  - e. Employee Experience
2. Members stated that they would welcome an updated report before the end of the year.

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

None.

**RESOLVED:**

The Committee noted the report.

**33/21 WAYS OF WORKING POST COVID [Item 4]****Witnesses:**

Jacqueline Skeel, Head Of Organisational Effectiveness & Development

**Key points raised during the discussion:**

1. Members noted that the report provided the Committee with an overview of the council's ways of working as COVID regulations were gradually lifted. The report set out how teams were being supported to transition out of COVID, working towards being 'Agile' as defined and governed by the Agile Organisation Programme. Members noted that the intention was to have all workplaces open by mid-August however this was subject to the Government's roadmap. Members further noted details related to:
  - a. Greener travel
  - b. Guidance created on agile working
  - c. Bespoke support allocated to teams in need.
  - d. Workshops on hybrid meetings.
2. The Committee felt that there had been a significant shift into an outcomes based approach and that officers would need support as they transition into the next phase of agile working.
3. Members stated that the staff roadshows were a good temperature test to understand how staff were feeling.
4. A Member of the Committee felt that it was important for managers to remain in control of their staff's agile working plan to ensure the council's services were still being delivered.

5. A Member of the Committee stated that it was important that officers had an appropriate working environment when working from home. It was further stated that outcomes to residents should continue to be the focus.
6. In regards to greener travel, A Member felt Woodhatch Place was not a 'green' place to travel to. Further to this, Members noted that there was an expectation to have a travel plan for Woodhatch Place in place by September 2021 which would include details of traveling by walking, bike and minibus.
7. The Committee discussed the importance of ensuring staff had the appropriate equipment and guidance when working from home.

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

None.

**RESOLVED:**

To note the report.

**34/21 DATE OF NEXT MEETING [Item 5]**

The Committee noted that its next meeting would be held on 23 September 2021.

Meeting ended at: 3.00 pm

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**Chairman**