

Notice of Meeting

People, Performance and Development Committee



SURREY
COUNTY COUNCIL

Date & time
Thursday, 10
December 2020
at 3.00 pm

Place
Remote

Contact
Joss Butler
Room 122, County Hall
Tel 020 8541 9702

Chief Executive
Joanna Killian

joss.butler@surreycc.gov.uk



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

(Pages 1
- 10)

To agree the minutes of the Appointment Sub Committee on 2 October 2020 and 19 November 2020, and People, Performance and Development Committee on 4 November 2020 as a true record of the meetings.

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 Dec 2020*).
2. The deadline for public questions is seven days before the meeting (*3 Dec 2020*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 ACTION REVIEW

(Pages
11 - 14)

To note the Committee's action tracker.

6 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.

7 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

8 SURREY COUNTY COUNCIL PAY AND TERMS & CONDITIONS OF SERVICE (Pages 21 - 24)

To seek the Committee's approval to a revised approach to staff pay with effect from 1 April 2021, following the outcomes of the Government's Spending Review announced on 25 November 2020. These revised proposals are subject to consultation with staff and negotiation with recognised Trades Unions.

This report is being brought to People, Performance and Development 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 of 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.

9 SOULBURY COMMITTEE TERMS & CONDITIONS - SURREY COUNTY COUNCIL SPA POLICY (Pages 25 - 34)

To seek the Committee's approval of the Structured Professional Assessment (SPA) Point Policy for Educational Psychologists.

This report is being brought to People, Performance and Development 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 of 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 ADULT SOCIAL CARE & CHILDREN'S RESIDENTIAL CARE SERVICE RECOGNITION PAYMENT** (Pages 35 - 40)

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 VERBAL UPDATE ON THE AGILE WORKING PROGRAMME**

To receive a verbal update on the Agile Working Programme.

Confidential: Not for publication under Paragraph 1

Information relating to any individual.

- 12 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 1

Information relating to any individual.

- 13 DATE OF NEXT MEETING**

The next meeting of People, Performance and Development Committee will be on 10 February 2020.

**Joanna Killian
Chief Executive**

Published: Wednesday, 2 December 2020

1.

MINUTES of the meeting of the **APPOINTMENTS SUB-COMMITTEE** held at 11.00 am on 2 October 2020 at Remote.

These minutes are subject to confirmation by the Committee at its meeting on Thursday, 19 November 2020.

Elected Members:

- * Mr Tim Oliver
- * Mr Eber A Kington
- * Mr Chris Botten
- * Mrs Sinead Mooney

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

None received.

2/19 DECLARATIONS OF INTEREST [Item 2]

None received.

3/19 EXCLUSION OF THE PUBLIC [Item 3]

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 paragraph 1 of Schedule 12A of the Act.

4/19 SENIOR APPOINTMENT OF AREA DIRECTOR (MID SURREY) - ADULT SOCIAL CARE [Item 4]

Witnesses:

Simon White, Executive Director – Adult Social Care
Hannah Dwight, HR Representative

Key points raised during the discussion:

1. The interviews were conducted by a Sub-Committee of the People, Performance and Development Committee Appointment Sub-Committee for the position of Area Director (Mid Surrey) - Adult Social Care. During the interviews, Members asked a series of set questions.
2. Following the end of the interview, Members agreed that Paul Richards demonstrated the skills and experience necessary to be Area Director (Mid Surrey) - Adult Social Care.

Actions/ further information to be provided:

None

RESOLVED:

The People, Performance and Development Committee agreed to appoint Paul Richards to the role of Area Director (Mid Surrey) - Adult Social Care.

Meeting ended at: 1.00 pm

Chairman

MINUTES of the meeting of the **APPOINTMENTS SUB-COMMITTEE** held at 2.45 pm on 19 November 2020 at Remote.

These minutes are subject to confirmation by the Committee at its meeting on Date Not Specified.

Elected Members:

- * Mr Tim Oliver
- * Mr Eber A Kington
- * Mr Chris Botten
- * Mrs Julie Iles OBE

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

None received.

2/19 DECLARATIONS OF INTEREST [Item 2]

None received.

3/19 EXCLUSION OF THE PUBLIC [Item 3]

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 paragraph 1 of Schedule 12A of the Act.

4/19 SENIOR APPOINTMENT OF HEALTH INTEGRATION POLICY LEAD [Item 4]

Witnesses:

Rachel Crossley, Executive Director – Strategy and Commissioning
Chloe Stokes, HR Representative

Key points raised during the discussion:

1. The interviews were conducted by a Sub-Committee of the People, Performance and Development Committee for the position of Health Integration Policy Lead. During the interviews, Members asked a series of set questions.
2. Following the end of the interview, Members discussed the performance of the candidates in detail and agreed that Louise Inman demonstrated the skills and experience necessary to be Health Integration Policy Lead.

Actions/ further information to be provided:

None

RESOLVED:

The People, Performance and Development Committee agreed to appoint Louise Inman to the role of Health Integration Policy Lead.

Meeting ended at: 4.45 pm

Chairman

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MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 1.00 pm on 4 November 2020 at Remote.

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

Elected Members:

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

Apologies:

Mr Colin Kemp

Due to issues with the webcasting of the meeting, the Chairman agreed to reorganise the agenda.

60/20 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Colin Kemp.

Mary Lewis acted as substitute.

61/20 DECLARATIONS OF INTEREST [Item 3]

There were none.

62/20 QUESTIONS AND PETITIONS [Item 4]

There were none.

63/20 EXCLUSION OF THE PUBLIC [Item 8]

Exclusion of Public

It is moved under Section 100(A) of the Local Government Act 1972, that the public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part1 and Part 3 of Schedule 12A of the Act.

64/20 AGILE ORGANISATION PROGRAMME [Item 9]

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:

The Committee noted the report.

65/20 SURREY PAY PROPOSALS 2021/22 - UNSOCIAL HOURS PAYMENT [Item 10]

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-21-20]

66/20 PUBLICITY OF PART 2 ITEMS [Item 11]

67/20 MINUTES OF THE PREVIOUS MEETING - 22 SEPTEMBER 2020 [Item 2]

This item was deferred to the next meeting.

68/20 ACTION REVIEW [Item 5]

This item was deferred to the next meeting.

69/20 FORWARD WORK PROGRAMME [Item 6]

This item was deferred to the next meeting.

70/20 TERMINATION OF A MEMBER REPRESENTATIVE AND FURTHER APPOINTMENT OF A MEMBER REPRESENTATIVE OF THE LOCAL PENSION BOARD [Item 7]

This item was deferred to the next meeting.

71/20 DATE OF NEXT MEETING [Item 12]

The Committee noted that its next meeting would be held on 10 December 2020.

Meeting ended at: 1.45 pm

Chairman

**People, Performance and Development Committee**

10 December 2020

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

Dec 2020

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.
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 early December 2020 meeting.

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action completed
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People, Performance & Development Committee – ACTION TRACKING

Dec 2020

A24/20	22 Nov 2020	"Our Conversation" Staff Engagement	The Committee requested data from the staff engagement that was divided between directorates to allow for comparisons. Officers agreed to circulate this outside the meeting following its circulation to the Corporate Leadership Team.	Director of HR	Information circulated.
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People, Performance and Development Committee
10 December 2020

**Termination of a member representative and further
appointment of a member representative of the Local Pension
Board**

Purpose of the report:

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.

Recommendations:

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

Introduction:

1. Under the provisions of section 5 of the Public Service Pensions Act 2013 (“the 2013 Act”) and regulation 106 of the Local Government Pension Scheme (LGPS) Regulations 2013 (as amended) (“the Regulations”) each LGPS Administering Authority must establish a new Local Pension Board for the purposes of assisting the Administering Authority in all aspects of governance and administration of the LGPS, including funding and investments.
2. The Local Pension Board is constituted separately to the Surrey Pension Fund Committee which has delegated authority to carry out pensions functions for the Council as the Administering Authority.

3. On 17 March 2015, the Council established the Local Pension Board, and delegated the appointment of members of the Local Pension Board to the People, Performance and Development Committee (PPDC). An appointment panel of officers and Members was established to oversee the recruitment process and produce recommendations for the PPDC.
4. On 17 July 2015 the PPDC appointed the required eight employer and member representatives of the Local Pension Board. One member of the Local Pension Board has now resigned, leaving a vacancy.
5. This report sets out the recommendation of the appointment panel, terminating an individual membership and making a subsequent appointment to fill the vacancy, and asks the PPDC to approve both the proposed termination and appointment to the Local Pension Board.
6. The role of the Local Pension Board, the constitution of its membership and the roles and responsibilities of the Board members are set out in the Local Pension Board terms of reference. It is expected that each Local Pension Board member so appointed will serve for the life of the current Surrey County Council, which will continue until spring 2021. Appointments can be extended for further periods subject to re-nomination.

Financial and value for money implications

7. The cost of provision of democratic support to the Board will be contained within existing resources, and therefore will not be an additional cost to the Council. Any additional expenses will be borne by the administration cost centre of the Pension Fund and must be approved by the Director of Finance.

Equalities and Diversity Implications

8. The establishment of the Board is a statutory requirement. There are no specific equality implications arising from these appointments.

Risk Management Implications

9. All risk related issues related to the appointment of Board members are managed within the Board's terms of reference, as agreed by Council on 17 March 2015 and amended by the Pension Fund Committee on 18 September 2015.

Next steps:

The next public meeting of the Local Pension Board is scheduled for 12 November 2020, following the appointment of the new Board member.

Report contact: Ayaz Malik, Pensions Finance Specialist

Contact details: T: 020 8541 9705 E: ayaz.malik@surreycc.gov.uk

Sources/background papers:

Public Service Pensions Act, 2013

Local Government Pension Scheme (LGPS) Regulations, 2013

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THE SURREY LOCAL PENSION BOARD

RECOMMENDATION TO THE PEOPLE, PERFORMANCE & DEVELOPMENT COMMITTEE FOR THE APPOINTMENT OF A MEMBER REPRESENTATIVE OF THE LOCAL PENSION BOARD



1. **Appointment of Local Pension Board members**

- 1.1 Appointment of Local Pension Board members is carried out by the People, Performance and Development Committee following recommendations from the Appointment/Termination panel.
- 1.2 The Appointment/Termination panel overseeing the process consist of the following representatives of the Administering Authority:
- The Chairman of the Pension Fund Committee;
 - The Director of Finance (or her nominee);
 - The Strategic Finance Manager – Pension fund and treasury;
 - The Director of Legal & Democratic Services (or her nominee).
- 1.3 The requirement is to appoint employer representatives as follows:
- 2 x Surrey County Councillors;
 - 2 x representatives to come from nominations from other employers (e.g. District, Borough and Parish Councils, Academies, Police and other scheduled, designated or admitted body employers in the Surrey Pension Fund).
- 1.4 The requirement is to appoint member representatives as follows:
- 1 x GMB nominated representative;
 - 1 x Unison nominated representative;
 - 2 x other member representatives.
- 1.5 Any independent representatives will be directly appointed by the Appointment Panel through an open and transparent process.
- #### 2. **Appointment of the Chairman and Vice Chairman of the Local Pension Board**
- 2.1 Appointment of the Chairman and Vice Chairman of the Local Pension Board is be carried out by the People, Performance and Development Committee on the recommendation of the Appointment/Termination panel.

3. The Constitution of the current Local Pension Board

3.1 The current Employer representatives are:

- 2 x Surrey County Councillors:
 - Cllr Nick Harrison
 - Cllr Graham Ellwood
- 2 x representatives to come from nominations from other employers (e.g. District, Borough and Parish Councils, Academies, Police and other scheduled, designated or admitted body employers in the Surrey Pension Fund):
 - Paul Bundy (Surrey Police)
 - Katy Meakin (Waverly Borough Council)

3.2 The current member representatives of the Local Pension Board are:

- 1 x GMB nominated representative:
 - Rohit Dara
- 1 x Unison nominated representative:
 - Siobhan Kennedy
- 2 x other member representatives:
 - David Stewart
 - Trevor Willington

3.3 The requirement for independent representatives of the Local Pension Board is regularly reviewed by the newly formed Local Pension Board. There are no appointments at this stage.

3.4 The current Chairman of the Local Pension Board is:

- Cllr Nick Harrison

3.5 The current Vice Chairman of the Local Pension Board is:

- Cllr Graham Ellwood

3.6 The Appointment panel recommends:

- That Katy Meakin membership of the Local Pension Board is terminated for the following reasons:
 - That she has left active employment and is no longer an active member. In view of this, she is no longer able to attend meetings.

3.7 The appointment panel further recommends for the vacant member representative of the Local Pension Board to the People, Performance and Development Committee:

- 1 x employer nominated representative:
 - Fiona Skene
- Fiona is an excellent candidate with 25 years of HR experience whose application was unanimously approved by the Appointments Panel.

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

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