

Notice of Meeting

People, Performance and Development Committee



SURREY
COUNTY COUNCIL

Date & time
Monday, 5
September 2022
at 2.45 pm

Place
Surrey County
Council, Woodhatch
Place, 11 Cockshot
Hill, Reigate, Surrey,
RH2 8EF

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

Chief Executive
Joanna Killian



We're on Twitter:
@SCCdemocracy

Members

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

AGENDA

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

2 MINUTES OF THE PREVIOUS MEETING

(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 (1 September 2022).
2. The deadline for public questions is seven days before the meeting (29 August 2022).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 ACTION REVIEW

(Pages 7
- 10)

The Committee to note the Action Review.

6 FORWARD WORK PROGRAMME

(Pages
11 - 14)

The Committee to note the Forward Work Programme.

7 REVIEW OF THE APPOINTMENT PROCESS FOR THE INDEPENDENT CHAIR AND EMPLOYER AND MEMBER REPRESENTATIVES OF THE LOCAL PENSION BOARD

(Pages
15 - 18)

This report sets out the proposed process for appointment of the Independent Chair and employer and member representatives of the Local Pension Board (the Board).

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 SURREY COUNTY COUNCIL PAY AND REWARD

(Pages
19 - 24)

To update the Committee on progress to date and the work programme in respect of pay and reward reform for SCC employees.

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)

10 APPOINTMENT OF THE CHIEF EXECUTIVE, JOANNA KILLIAN, TO COMMISSIONER OF LIVERPOOL CITY COUNCIL - UPDATE

(Pages
25 - 28)

To update Members on progress since the Chief Executive took up the role of Commissioner to Liverpool City Council and to ensure Members remain satisfied of the arrangements in place.

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 1

Information relating to any individual.

12 DATE OF NEXT MEETING

The next meeting of People, Performance and Development Committee will be on 24 October 2022.

Joanna Killian
Chief Executive
Published: 26 August 2022

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting.

Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that those attending the meeting can be made aware of any filming taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to the PA or Induction Loop systems, or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

It is requested that if you are not using your mobile device for any of the activities outlined above, it be switched off or placed in silent mode during the meeting to prevent interruptions and interference with PA and Induction Loop systems.

Thank you for your co-operation

MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 12.30 pm on 7 June 2022 at Surrey County Council, Woodhatch Place, 11 Cockshot Hill, Reigate, Surrey, RH2 8EF.

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)

11/22 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

None received.

12/22 MINUTES OF THE PREVIOUS MEETING - 01 MARCH 2022 [Item 2]

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

13/22 DECLARATIONS OF INTEREST [Item 3]

There were none.

14/22 QUESTIONS AND PETITIONS [Item 4]

There were none.

15/22 ACTION REVIEW [Item 5]

Officers:

None.

Key points raised during the discussion:

1. The Chairman introduced the item. The committee raised no comments.

Actions / further information to be provided:

None.

Resolved:

The action tracker was noted.

16/22 FORWARD WORK PROGRAMME [Item 6]**Officers:**

None.

Key points raised during the discussion:

1. The Chairman introduced the item. The committee raised no comments.

Actions / further information to be provided:

None.

Resolved:

The forward plan was noted.

17/22 TALENT STRATEGY [Item 7]**Officers:**

Anna Reed, Leadership & Talent Development Lead
Sarah Kershaw, Chief of Staff to Chief Executive & Interim Strategic Director of People and Change

Key points raised during the discussion:

1. Officers introduced the report and explained that 13% of the council's workforce were under 30 and 5% were under 25. In addition, data showed that those aged 20-24 were significantly less likely to be successful at recruitment. The Committee noted details of the Early Careers and Succession Planning projects in progress within the People and Change service as presented within the report.
2. The Chairman noted that there was ongoing work within the wider skills and apprenticeship landscape and that T Levels were expected to change the landscape considerably. Furthermore, the Chairman said that working to engage with young people to set out clear career opportunities that exist was key and that the council had an important role to play.
3. Members asked for detail on the council's work to retain employees and better understand reasons for moving to different employment. Officers explained that exit interviews were carried out to understand and learn from employees experiences' and also find out what attracted people to originally join the council. The information recorded would then be used to better understand how to make the organisation stand out to potential future employees.
4. Officers said that further detail on the financial and value for money implications would be provided at a future meeting.
5. Members noted that there had been challenges when using the apprenticeship levy. Further to this, the council was considering how to use the levy resources to represent underrepresented groups.
6. The Committee requested further information on how the council intended on resourcing the support needed to train inexperienced staff

through their career progression. Officers explained that support would be considered on a service-by-service basis to better understand their individual needs. Officers further stated that there was an intention to pilot the scheme in service areas of critical skills.

7. Members said that positions at the council were diverse and that young people in schools should be made aware of the different career paths available. Further to this, the committee noted the importance of offering work experience to potential future employees. Officers highlighted the work of the Early Careers Network which were considered the 'youth-voice' across the council. Further to this, officers informed the Committee that there was ongoing work to increase the council's engagement with the education sector to provide opportunities such as career fairs, open days and skills development days.
8. Members noted that Succession Planning was the process of identifying the critical positions the council required for business continuity then identifying employees who had the potential and aspiration to do those roles and implementing specific developmental action plans. Officers further explained that the goal was for all officers to have a personalised development plan through inclusive performance conversations with their manager.
9. During a discussion around the risk of officers leaving the council after receiving progression training, officers explained that it was a national challenge and that the council's goal was to create attractive career opportunities so that past employees felt that they could one day return to employment at Surrey County Council.
10. The Chairman thanked officers for their report and asked that an update was brought back to the committee at an appropriate time.

Actions / further information to be provided:

None.

Resolved:

- a. Members noted the different programmes of work being explored to stimulate Early Careers opportunities and routes into the council.
- b. Members were made aware of the subjects and timelines for implementation of Technical Level (T Level) placements, relevant to Surrey County Council.
- c. Members noted the Work Experience and virtual work experience offer under development to support and share locally.

18/22 EXCLUSION OF THE PUBLIC [Item 8]

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.

19/22 SURREY COUNTY COUNCIL PAY AND TERMS & CONDITIONS OF SERVICE [Item 9]**Officers:**

Paul Smith, HR

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-14-22

20/22 PAY POLICY STATEMENT 2022-2023 [Item 10]**Officers:**

Sarah Kershaw , Chief of Staff to Chief Executive & Interim Strategic Director of People and Change

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-15-22

21/22 EDUCATIONAL PSYCHOLOGY (EP) SERVICE PAY ARRANGEMENTS [Item 11]**Officers:**

Susan Harris, Principal Educational Psychologist and Autism Strategy Lead

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-16-22

22/22 PUBLICITY OF PART 2 ITEMS [Item 12]**23/22 DATE OF NEXT MEETING [Item 13]**

The Committee noted that its next meeting would be held on 5 September 2022.

Meeting ended at: 1.28 pm

Chairman

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**People, Performance and Development Committee**

5 September 2022

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 September 2022

ONGOING ACTIONS

Number	Meeting Date	Item	Action	Action by whom	Action update



People, Performance & Development Committee – ACTION TRACKING September 2022

COMPLETED ACTIONS

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action completed



People, Performance and Development Committee
5 September 2022

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



24 October 2022

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Item title	
Report author	
Item Summary	

Senior Officer Appointments will be scheduled as and when required.

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People, Performance and Development Committee
5 September 2022

Review of the appointment process for the Independent Chair and employer and member representatives of the Local Pension Board

Purpose of the report:

This report sets out the proposed process for appointment of the Independent Chair and employer and member representatives of the Local Pension Board (the Board).

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 to the PPDC that:

1. The term of the current Independent Chair of the Board, Tim Evans, is extended for a further year.
2. On expiring of this one-year extension the role of Independent Chair be appointed for a four-year term (2023-2027) through an open recruitment process.
3. Approval for future member and employer representatives of the Board be delegated to the Appointment Panel, in consultation with the Chair of the PPDC.

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 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 Board is constituted separately to the Surrey Pension Fund Committee which has delegated authority to carry out pension functions for the Council as the Administering Authority.
3. On 17 March 2015, the Council established the Board, and delegated the appointment of members of the 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 originally required eight employer and member representatives of the Board.

Detail

5. At its meeting of 19 July 2021, the PPDC approved the appointment of the Tim Evans as the Independent Chair of the Board for a term of one year.
6. It is recommended to the PPDC that this appointment be extended for a further one year.
7. The proposed extension of the appointment of the current Independent Chair of the Board recognises the significant work undertaken by the Board membership to develop knowledge and expertise in the areas covered by the Board's terms of reference. An extension will benefit the Administering Authority and Fund by ensuring a skilled and engaged Independent Chair continues to assist in all aspects of governance and administration of the LGPS.
8. It is further proposed that, on the expiry of this one-year term extension, an Independent Chair be appointed for a four-year term (2023-2027) through an open recruitment process. This will allow for continuity of independent leadership of the Board outside of the term of the County Council.
9. At its meeting of 17 June 2022, the Pension Fund Committee approved the recommendation for approval to the PPDC the extension of the appointment of the current Independent chairman of the Local Pension Board, Tim Evans, for a further one year term and on expiring of this one year term, the role of Independent Chair be appointed for a four year term (2023-2027) through an open recruitment process.
10. It is proposed that the recruitment process, remuneration for the role and appointment of the Independent Chair be delegated to the Appointment Panel, in consultation with the Chair of the PPDC.
11. To enable the Board to act in an agile way to fill future vacancies for member and employer representatives of the Board, if necessary, outside of the schedule of PPDC meetings, it is also recommended that

approval for future member and employer representatives of the Board be delegated to the Appointment Panel, in consultation with the Chair of the PPDC.

12. The Appointment Panel is comprised of the following:
- The Chairman of the Pension Fund Committee;
 - The Deputy Chief Executive and Executive Director of Resources (or his nominee);
 - The Assistant Director – LGPS Senior Officer;
 - The Director of Law and Governance (or his nominee).

Financial and value for money implications

13. Board expenses are borne by the Pension Fund and must be approved by the Director of Corporate Finance and Commercial. Retaining skills and expertise minimises the cost to the Pension Fund, and provides assurances with respect to good governance, and in the long term informs better decision making.

Equalities and Diversity Implications

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

Risk Management Implications

15. All risk related issues related to the termination and 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 and 12 March 2021.

Next steps:

The next public meeting of the Board is on 11 November 2022.

Report contact: Neil Mason, Assistant Director – LGPS Senior Officer

Contact details: Tel: 020 8541 9705 Email: neil.mason@surreycc.gov.uk

Annexes:

Sources/background papers:

Public Service Pensions Act, 2013

Local Government Pension Scheme (LGPS) Regulations, 2013

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of the Local Government Act 1972.

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