

**MINUTES** of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 1.30 pm on 14 November 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:**

In attendance =\*

Tim Oliver (Chairman)\*  
Denise Turner-Stewart (Vice-Chairman)\*  
Eber Kington\*  
Mark Nuti\*  
Clare Curran\*  
Will Forster

**40/22 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]**

Apologies were received from Will Forster.

**41/22 MINUTES OF THE PREVIOUS MEETING - 5 SEPTEMBER 2022 [Item 2]**

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

**42/22 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**43/22 QUESTIONS AND PETITIONS [Item 4]**

There were none.

**44/22 ACTION REVIEW [Item 5]**

**Key points from the discussion:**

1. The Chairman noted that there were no updates to the action tracker.

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

None.

**RESOLVED:**

The Committee noted the action tracker.

#### **45/22 FORWARD WORK PROGRAMME [Item 6]**

##### **Key points from the discussion:**

1. The Chairman noted that there were no updates to the forward work programme.

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

None.

##### **RESOLVED:**

The Committee noted the forward work programme.

#### **46/22 COST OF LIVING - SUPPORT FOR STAFF [Item 7]**

##### **Witnesses:**

Paul Smith, Interim Project Manager Pay & Reward

##### **Key points raised during the discussion:**

1. The Interim Project Manager Pay & Reward introduced the report and provided a brief update to the Committee on progress to date on support for council employees during the current cost of living challenges. Full details could be found from page 13 of the agenda.
2. A Member congratulated the officer for their report and the steps taken to raise awareness of the support provided by the council. It was a difficult time for many people. The Member further stated that it would be valuable to reach out to those in their early careers, particularly younger people, as they may not be aware of the support available and not fully aware of the internal forms of communication. The officer thanked the Member for her comments and said that they would be taken away for consideration. The officer added that it could also be helpful to build the information into the staff induction process.
3. A Member asked for more detail on how the Chief Executive and Leader of the Council Roadshows were conducted. The Chairman explained that they would take place in council buildings, or online, and was an opportunity for staff to ask questions and receive answers. The Leader further added that the sessions were a good opportunity to test the 'temperature' of the organisation. In regards to money, topics raised at the last session were related to 45p per mile travel claim and the cost of heating and lighting for those that worked from home. The Chairman went on to say that the response from staff was broadly positive at the last session.
4. A Member said that the support available was an opportunity to address the issues that affect residents internally within Surrey County Council and strengthen its culture and inclusion issues. It was said that Yammer had been successful in the fire service by creating a staff forum to aid interaction and allow feedback to be given.
5. The Chairman stated that the directory of support had been delivered to 512,000 households across Surrey, and in addition 30,000 copies had been distributed to food banks, warm hubs, libraries and more.

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

None.

**RESOLVED:**

The Committee noted the report.

**47/22 SURREY COUNTY COUNCIL OFFICERS CODE OF CONDUCT [Item 8]**

**Witnesses:**

Bella Smith, Head of Insight, Programmes and Governance

**Key points raised during the discussion:**

1. The Head of Insight, Programmes and Governance provided a brief summary of the report which provided Members with an update and sought approval of the updated Officers Code of Conduct. Officers noted that the updates included within the document were related to GDPR regulations, declaring personal interests, the press and media, political neutrality, Equality, Diversity and Inclusion, gifts and hospitality, property and resources, intellectual property and a glossary of policies. The Officer added that the document was not significantly changed and was more an update to the 2017 version.
2. A Member raised concern with the phrase 'whole self' and said that the phrase did not make sense as staff would not be expected to bring their private and intimate self to work. The Member proposed that the phrase was deleted from the document. The Chairman said that he was also uncomfortable with undefined phrases and would support the use of alternative wording. The officer said that the phrase 'whole self' had been used broadly across the organisation and was recognised language that people associated with being themselves at work.
3. In regard to the phrase 'whole self', a Member said that they understood the meaning of the phrase but suggested that context could be given within the document to provide clarity.
4. A Member restated that they felt that it was not appropriate for the council to ask staff to bring their full self to work
5. A Member said that, as LGBTQI champion at the council, they would disagree with the removal of the term as it was an accepted terminology and reflected that people could be whoever they are in a place of work and that it was accepted.
6. Following discussion, the Chairman added that it was important to use defined wording within a policy document to avoid challenge.
7. In terms of working with elected Members, a Member raised an issue with officers forwarding a Member's confidential emails to other Members without approval. The Chairman said that he had asked the Monitoring Officer to review the Member Officer Protocol and that he would ask the officer to pick up the point on Member emails during the review.
8. The committee agreed the amendments to the Officers' Code of Conduct Policy, subject to an amendment to the section which included the phrase 'whole self' which would be discussed and approved outside the meeting.

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

None.

**RESOLVED:**

It is recommended that the Committee agree the amendments of the Officers' Code of Conduct.

**48/22 DATE OF NEXT MEETING [Item 9]**

The Committee noted that its next meeting would be held on 27 February 2023.

Meeting ended at: 2.05 pm

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**Chairman**