

MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 1.30 pm on 27 February 2023 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 (Vice-Chairman)
Eber Kington
Clare Curran

Apologies:

Mark Nuti
Will Forster (attended virtually)

1/23 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Mark Nuti and Will Forster. Will Forster joined the meeting virtually so could take part in the discussion but could not vote.

2/23 MINUTES OF THE PREVIOUS MEETING: 14 NOVEMBER 2022 [Item 2]

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

3/23 DECLARATIONS OF INTEREST [Item 3]

There were none.

4/23 QUESTIONS AND PETITIONS [Item 4]

There were none.

5/23 ACTION REVIEW [Item 5]

Key points from the discussion:

1. The Chairman noted that there were no items on the action tracker.

Actions/ further information to be provided:

None.

RESOLVED:

The Committee noted the action tracker.

6/23 FORWARD WORK PROGRAMME [Item 6]

Key points from the discussion:

1. The Chairman asked that officers include items within the committee's forward work programme for consideration at the next meeting.

Actions/ further information to be provided:

None.

RESOLVED:

The Committee noted the forward work programme.

7/23 SURREY COUNTY COUNCIL SPECIAL SEVERANCE POLICY [Item 7]

Witnesses:

Emma Lucas: Head of Business Partnering and Employment Practice

Key points raised during the discussion:

1. The Head of Business Partnering and Employment Practice introduced the report and provided Members with a brief outline.
2. In regard to paragraph 6b of the report, which stated that payments of £20,000 and above, but below £100,000, must be personally approved and signed off by the Chief Executive, in consultation with the chair of PPDC (Council Leader), the committee agreed to including additional wording which specified that, following consultation, if the Chairman of the People, Performance and Development Committee was unsatisfied with the proposal then the proposal may be referred to the committee for consideration.
3. In regard to paragraph 6c of the report, which stated that payments below £20,000 must be approved by the Head of Business Partnering & Employment Practice and relevant Head of Service & People Consultancy Lead, Strategic Finance Business Partner supporting the service funding the application (on behalf of the S151 Officer), Members stated that it would be useful for the People, Performance and Development Committee to be notified of the number of payments below £20,000 for information. It was further agreed that this information could be provided to the committee as part of an annual report, along with other useful information, to be used as a 'temperature check' of key details for Members to note.

Actions/ further information to be provided:

A1/12 - In regard to paragraph 6b of the report, which stated that payments of £20,000 and above, but below £100,000, must be personally approved and signed off by the Chief Executive, in consultation with the chair of PPDC (Council Leader), the committee agreed to including additional wording which specified that, following consultation, if the Chairman of the People, Performance and Development Committee was unsatisfied with the proposal then the proposal may be referred to the committee for consideration.

A2/23 - For Members to be provided with an annual report which includes detail on the number of special severance payments below £20,000, along with other useful information, to be used as a 'temperature check' of key details for Members to note.

RESOLVED:

The Committee agreed with the overview provided on the development of an approvals process for special severance payments as required by the statutory guidance.

8/23 SURREY COUNTY COUNCIL ENDING BULLYING AND HARASSMENT POLICY [Item 8]

Witnesses:

Emma Lucas: Head of Business Partnering and Employment Practice

Key points raised during the discussion:

1. Officers introduced the report and provided a brief summary.
2. In regard to paragraph 2 of the report, under Equality Impact Statement, Members discussed and agreed to amend the wording to make clearer whether the 'employee' referenced within the sentence "to enable an employee to fully engage with a process" referred to the victim, or the accused.
3. A Member of the committee highlighted a mistake within paragraph 2, under Victimisation, and said that it should state 'any' rather than 'and'.

Actions/ further information to be provided:

A3/23 - In regard to paragraph 2 of the report, under Equality Impact Statement, Members agreed to amend the wording to make clearer whether the 'employee' referenced within the sentence "to enable an employee to fully engage with a process" referred to the victim, or the accused.

RESOLVED:

The Committee agreed the publication of the newly created Ending Bullying and Harassment Policy.

9/23 EXCLUSION OF THE PUBLIC [Item 9]

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.

10/23 SURREY COUNTY COUNCIL PAY AND REWARD [Item 10]

Witnesses:

Paul Smith, HR consultant

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.

11/23 DATE OF NEXT MEETING [Item 11]

The Committee noted the date of the next meeting.

Meeting ended at: 2.10 pm

Chairman