

## Notice of Meeting

# People, Performance and Development Committee



**Date & time**  
**Tuesday, 9 May**  
**2023**  
**at 2.00 pm**

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

**Contact**  
Joss Butler  
[joss.butler@surreycc.gov.uk](mailto:joss.butler@surreycc.gov.uk)

**Chief Executive**  
Joanna Killian



**We're on Twitter:**  
**@SCCdemocracy**

### **Members**

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

## **AGENDA**

### **1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

### **2 MINUTES OF THE PREVIOUS MEETING - 27 FEBRUARY 2023**

(Pages 1  
- 4)

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 (2 May 2023)
2. The deadline for public questions is seven days before the meeting (2 May 2023).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

### **5 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**

### **6 COLLECTIVE DISPUTE - SURREY PAY AWARD 2023/24**

(Pages 5  
- 44)

To present the Committee with the background documents and procedure in order for it to consider the collective dispute on the Surrey Pay award for 2023/24.

This report is being brought to People, Performance and Development Committee under its delegated powers in accordance with Section 2, para 6.13 (g) of the Constitution:

“consider and seek to resolve collective disputes between the Council and recognised Trade Unions where this has not been possible at earlier stages of procedures”

Please note that Appendix F (GMB Statement of Case) is **to follow**.

#### **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.

### **7 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 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.

### **8 DATE OF NEXT MEETING**

The next meeting of People, Performance and Development Committee will be on 17 July 2023.

**Joanna Killian**  
**Chief Executive**  
Published: 27 April 2023

### **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 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

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**Chairman**



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

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