

## Notice of Meeting

# People, Performance and Development Committee



### Date and Time

Monday, 17 July  
2023  
10.30 am

### Place

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


### Contact

Joss Butler  
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### **Committee Members:**

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

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This meeting will be held in public at the venue mentioned above. A live webcast of the meeting can also be accessed via the Council's website. If you would like to attend and you have any **special requirements**, please email Joss Butler on [joss.butler@surreycc.gov.uk](mailto:joss.butler@surreycc.gov.uk).

Please note that public **seating is limited** and will be allocated on a first come first served basis.

## 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 (*11 July 2023*).
2. The deadline for public questions is seven days before the meeting (*10 July 2023*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

### 5 ACTION REVIEW

(Pages  
5 - 8)

The Committee to note the Action Tracker.

### 6 FORWARD WORK PROGRAMME

(Pages  
9 - 12)

The Committee to note the Forward Work Programme.

## **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 13 - 32)

To seek the Committee’s approval for a pay increase for staff who are subject to Surrey Pay terms and conditions.

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.”

## **9 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.

## **10 DATE OF NEXT MEETING**

The next meeting of People, Performance and Development Committee will be on 11 September 2023.

**Joanna Killian**  
**Chief Executive**  
Published: 7 July 2023

## **MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE**

Members of the public and the press may use social media or mobile devices in silent mode during meetings. Public Wi-Fi is available. Please ask a member of Democratic Services for details.

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

The 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 any Council equipment or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

If you are not using your mobile device for any of the activities outlined above, it must be switched off or placed on silent mode during the meeting to prevent interruptions and interference with Council systems.

Thank you for your co-operation.

## **QUESTIONS AND PETITIONS**

Cabinet and most committees will consider questions by elected Surrey County Council Members and questions and petitions from members of the public who are electors in the Surrey County Council area.

### **Please note the following regarding questions from the public:**

1. Members of the public can submit one written question to a meeting. Questions should relate to general policy and not to detail. Questions are asked and answered in public and cannot relate to “confidential” or “exempt” matters (for example, personal or financial details of an individual); for further advice please contact the committee manager listed on the front page of an agenda.
2. The number of public questions which can be asked at a meeting may not exceed six. Questions which are received after the first six will be held over to the following meeting or dealt with in writing at the Chairman’s discretion.
3. Questions will be taken in the order in which they are received.
4. Questions will be asked and answered without discussion. The Chairman or Cabinet members may decline to answer a question, provide a written reply or nominate another Member to answer the question.
5. Following the initial reply, one supplementary question may be asked by the questioner. The Chairman or Cabinet members may decline to answer a supplementary question.

**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**



**People, Performance and Development Committee**

17 July 2023

**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.

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**Report contact:** Joss Butler, Committee Manager

**Contact details:** [joss.butler@surreycc.gov.uk](mailto: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 July 2023

### ONGOING ACTIONS

Number	Meeting Date	Item	Action	Action by whom	Action update
A1/23	27/02/23	Surrey County Council Special Severance Policy	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.	Head of Business Partnering and Employment Practice	Completed.
A2/23	27/02/23	Surrey County Council Special Severance Policy	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.	Head of Business Partnering and Employment Practice	Verbal update to be provided within the meeting

**People, Performance & Development Committee – ACTION TRACKING July 2023**

A3/23	27/02/23	Surrey County Council Ending Bullying and Harassment Policy	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.	Head of Business Partnering and Employment Practice	Completed.
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**People, Performance and Development Committee**  
17 July 2023

**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).

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**Report contact:** Joss Butler, Committee Manager

**Contact details:** [joss.butler@surreycc.gov.uk](mailto: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**
**11 September 2023**

<b>Item title</b>	Pay Policy Statement 2023/24
<b>Report author</b>	Sheila Smith, Director of People and Change
<b>Item Summary</b>	Members to receive a report on the Pay Policy Statement 2023/24

<b>Item title</b>	Carers Leave Policy
<b>Report author</b>	Sheila Smith, Director of People and Change
<b>Item Summary</b>	Members to receive a report on the Carers Leave Policy

<b>Item title</b>	Relocation Policy
<b>Report author</b>	Sheila Smith, Director of People and Change
<b>Item Summary</b>	Members to receive a report on the Relocation Policy

**2 November 2023**

<b>Item title</b>	Surrey pay award for 2024 (Part 2 report)
<b>Report author</b>	Sheila Smith, Director of People and Change
<b>Item Summary</b>	Members to receive a report on the Surrey pay award for 2024

**Senior Officer Appointments will be scheduled as and when required.**

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