

Notice of Meeting

People, Performance and Development Committee



Date and Time

Monday, 11
September 2023
10.30 am

Place

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


Contact

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Committee/Board Members:

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

If you would like a copy of this agenda or the attached papers in **another format**, e.g. large print or braille, or another language please email Joss Butler on joss.butler@surreycc.gov.uk.

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.

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 [17 JULY 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 (*5 September 2023*).
2. The deadline for public questions is seven days before the meeting (*4 September 2023*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 ACTION REVIEW

(Pages
5 - 8)

To note the committee's action tracker.

6 FORWARD WORK PROGRAMME

(Pages
9 - 12)

To note the committee's Forward Work Programme.

7 PAY POLICY STATEMENT 2023-2024

(Pages
13 - 34)

The People, Performance and Development Committee is invited to recommend the Pay Policy Statement for 2023/2024 to the next meeting of the full Council on the 10 October 2023 for publication on the council's external website.

8 CARERS LEAVE SCHEME

(Pages
35 - 38)

To seek the Committee's approval for the provision of up to five days paid leave in any 12 month period pro rata for part time employees) for employees who are carers.

9 DATE OF NEXT MEETING

The next meeting of People, Performance and Development Committee will be on 2 November 2023.

**Joanna Killian
Chief Executive**

Published: 1 September 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.