

Notice of Meeting

People, Performance and Development Committee



Date and Time

Tuesday, 16 January
2024
10.00 am

Place

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

Contact

Joss Butler
joss.butler@surreycc.gov.uk

Web:

[Council and
democracy
Surreycc.gov.uk](https://www.surreycc.gov.uk/council-and-democracy)

Twitter:

@SCCdemocracy



Committee/Board 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 and may be webcast live. Generally the public seating areas are not filmed. However, by entering the meeting room and using the public seating area or attending online, you are consenting to being filmed and recorded, and to the possible use of those images and sound recordings for webcasting and/or training purposes. If webcast, a recording will be available on the Council's website post-meeting. The live webcast and recording can be accessed via the Council's website:

<https://surreycc.public-i.tv/core/portal/home>

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 [DATE]

(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 (*10 January 2024*).
2. The deadline for public questions is seven days before the meeting (*9 January 2024*).
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 consider the Actions Tracker.

6 FORWARD WORK PROGRAMME

(Pages
9 - 12)

The Committee to consider 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 PROCESS FOR APPOINTING A NEW CHIEF EXECUTIVE AND INTERIM ARRANGEMENTS (Pages 13 - 18)

This report details the process that will be followed to appoint a new Chief Executive following the announcement that Joanna Killian will leave the council on 17 March 2024. It also confirms the interim arrangements that will be put in place until a new Chief Executive joins the council.

This report is being brought to the Committee in accordance with the Council's Constitution (Officer Employment Procedure Rules), which confirms that the council will approve the appointment of the Chief Executive and Head of Paid Service following the recommendation of such an appointment by the People, Performance and Development (PPD) Committee.

9 MUTUALLY AGREED RESIGNATION SCHEME FOR EMPLOYEES (Pages 19 - 46)

To seek approval from the People, Performance and Development Committee for the introduction of a Mutually Agreed Resignation Scheme (MARS) policy for employees of Surrey County Council (excluding schools), as detailed in Appendix 1.

10 REDUNDANCY AND PENSION PAYMENTS FOR A SURREY COUNTY COUNCIL EMPLOYEE (Pages 47 - 50)

To report to the People, Performance and Development Committee compulsory redundancy payments for one employee in Adults, Wellbeing & Health Partnerships (AWHP), where the combined pension strain cost and redundancy payment exceed £150,000.

This report is being brought to the Committee in accordance with the Council's Scheme of Delegation which requires any severance payments totalling more than £150,000 to be approved by this Committee.

11 DATE OF NEXT MEETING

The next meeting of People, Performance and Development Committee will be on 8 April 2024.

Joanna Killian
Chief Executive

Published: 8 January 2024

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 the committee manager for details.

Anyone is permitted to film, record or take photographs at Council meetings. Please liaise with the committee manager 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.

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 by the deadline stated in the agenda. 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.

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MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 2.00 pm on 14 November 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.

Members:

(* = In attendance)

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

In Attendance

Julia McShane* (acted as substitute)

30/23 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Will Forster and Sinead Mooney.

Julia McShane acted as a substitute for Will Forster.

31/23 MINUTES OF THE PREVIOUS MEETING - 11 SEPTEMBER 2023 [Item 2]

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

32/23 DECLARATIONS OF INTEREST [Item 3]

There were none.

33/23 QUESTIONS AND PETITIONS [Item 4]

There were none.

34/23 ACTION REVIEW [Item 5]

Key points from the discussion:

1. The Chairman introduced the report. There were no outstanding actions to note.

Actions/ further information to be provided:

None.

RESOLVED:

The Committee noted the Actions Tracker.

35/23 FORWARD WORK PROGRAMME [Item 6]

Officers:

Paul Smith, Programme Manager (Pay & Reward)

Key points from the discussion:

1. The Programme Manager introduced the item and provided Members with a verbal update. Members noted that an item to consider details of the Surrey Pay Award was due to be considered at the next meeting in January 2024. Members further noted that an item to consider details on the Pay Reward Programme was due to be considered in March 2024.
2. In regard to senior appointments, a Member raised concern that senior appointments were not considered as part of the budget process for the council. The Member further added that he had previously raised a concern on this and was expecting a response in January 2024. The Chairman noted that the Chief Executive was the Head of Paid Service, therefore responsible for the appointment of senior officers, and that Members were included within the interview panel for senior appointments through either the Appointment Sub-Committee or the People, Performance and Development Committee. The Chairman added that details related to the Members concern had been provided to the Chairman of the Budget Working Group. Following further discussion, the Chairman asked officers to include relevant budget details related to senior appointments within the periodic report on agency workers which was due to be considered by the People, Performance and Development Committee.
3. A Member noted a recent peer review report from the Local Government Association (LGA) which provided suggestions and recommendations on services within the council. The Member asked that a report be considered by committee which provided an overview of any actions put in place to address the LGA recommendations relevant to staffing which was agreed.

Actions/ further information to be provided:

Officers to include relevant budget details related to senior appointments within the periodic report on agency workers which was due to be considered by the People, Performance and Development Committee.

Officers to submit a report to the committee which provides an overview of any actions put in place to address the LGA peer review recommendations relevant to staffing.

RESOLVED:

The Committee noted the Forward Work Programme.

36/23 PAY POLICY STATEMENT 2023-2024 [Item 7]**Officers:**

Emma Lucas, Head Of Business Partnering & Employment Practice
Paul Smith, Programme Manager (Pay & Reward)

Key points raised during the discussion:

1. Officers introduced the report and invited the Committee to recommend the Pay Policy Statement for 2023/2024 to the next meeting of Full Council in December 2023. Officers noted that the report was also considered at the previous committee meeting and noted that there were no pay changes following the Corporate Leadership Team review.

Actions/ further information to be provided:

None.

RESOLVED:

The People, Performance and Development Committee recommended the publication of the Pay Policy Statement (Annex 1 of the report) to the next Surrey County Council full Council meeting on 12 December 2023.

37/23 EXCLUSION OF THE PUBLIC [Item 8]

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.

38/23 SURREY COUNTY COUNCIL PAY AND TERMS & CONDITIONS OF SERVICE [Item 9]**Witnesses:**

Emma Lucas, Head Of Business Partnering & Employment Practice
Paul Smith, Programme Manager (Pay & Reward)

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 the recommendation.

Actions/ further information to be provided:

None.

RESOLVED:

The Committee noted the report.

39/23 REDUNDANCY BUSINESS CASE [Item 10]**Witnesses:**

Emma Lucas, Head Of Business Partnering & Employment Practice
Paul Smith, Programme Manager (Pay & Reward)

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:

See exempt minute - E-19-23

40/23 DATE OF NEXT MEETING [Item 11]

The Committee noted the date of the next meeting.

Meeting ended at: 3:00pm

Chairman

**People, Performance and Development Committee**

16 January 2024

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.

Report contact: Joss Butler, Committee Manager

Contact details: joss.butler@surreycc.gov.uk

Annexes:

Annex 1 – People, Performance and Development Committee Actions Tracker

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People, Performance & Development Committee – ACTION TRACKER January 2024

ONGOING ACTIONS

Number	Meeting Date	Item	Action	Action by whom	Action update
A6/23	14 November 2023	Forward Work Programme	Officers to include relevant budget details related to senior appointments within the periodic report on agency workers which is due to be considered by the People, Performance and Development Committee.	Director of People and Change	
A7/23	14 November 2023	Forward Work Programme	Officers to submit a report to the committee which provides an overview of any actions put in place to address the LGA peer review recommendations relevant to staffing.	Director of People and Change	

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People, Performance and Development Committee
16 January 2024

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).

Report contact: Joss Butler, Committee Manager

Contact details: 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**8 April 2024**

Item title	Pay Reward Programme
Report author	Shella Smith, Director of People and Change
Item Summary	Members to receive a report on the Pay Reward Programme.

Senior Officer Appointments will be scheduled as and when required.

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of the Local Government Act 1972.

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