

## Notice of Meeting

# People, Performance and Development Committee



### Date and Time

Monday, 22 July  
2024  
3.00 pm

### 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)

**X:**  
@SCCdemocracy

### **Committee 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](mailto: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](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**

To receive any apologies for absence and substitutions.

### **2 MINUTES OF THE PREVIOUS MEETING - 9 APRIL 2024**

(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 (*16 July 2024*).
2. The deadline for public questions is seven days before the meeting (*15 July 2024*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

### **5 ACTION REVIEW**

(Pages  
5 - 8)

Members to note the committee's Action Tracker.

### **6 FORWARD WORK PROGRAMME**

(Pages  
9 - 12)

Members to note the committee's 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 update the Committee on the implementation of the pay award for 2024/25, to set out an indicative timescale for future negotiations and approvals and to provide an update on the job evaluation and pay review programme.

## **9 ANNUAL STATEMENT OF SETTLEMENT AGREEMENT COSTS** (Pages 33 - 36)

To report to the People, Performance and Development Committee the annual statement for employees of Surrey County Council (excluding schools) who have left the organisation through settlement agreements during the last complete financial year 1 April 2023 to 30 March 2024.

This report is being brought to the Committee in accordance with the Council's Scheme of Delegation.

## **10 REDUNDANCY AND PENSION PAYMENTS FOR A SURREY COUNTY COUNCIL EMPLOYEE** (Pages 37 - 44)

To report to the People Performance and Development Committee compulsory redundancy payments for one employee in the Applications Assurance Team in the Information Technology and Digital Service (IT&D), where the combined pension strain cost and redundancy payment exceeds £150,000.

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

## **11 PUBLICITY OF PART 2 ITEMS**

To consider whether the items considered under Part 2 of the agenda should be made available to the press and public.

## **12 DATE OF NEXT MEETING**

The next meeting of People, Performance and Development Committee will be on 9 September 2024.

**Michael Coughlin**  
**Interim Head of Paid Staff**  
Published: 12 July 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 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.

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**MINUTES** of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 11.30 am on 9 April 2024 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:**

Tim Oliver (Chairman)  
Denise Turner-Stewart (Vice-Chairman)  
Sinead Mooney  
Will Forster  
Mark Nuti  
Catherine Powell (as substitute)

**Apologies:**

Eber Kington

**1/24 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]**

Apologies were received from Eber Kington. Catherine Powell acted as substitute.

**2/24 MINUTES OF THE PREVIOUS MEETING [16 JANUARY 2024] [Item 2]**

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

**3/24 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**4/24 QUESTIONS AND PETITIONS [Item 4]**

There were none.

**5/24 ACTION REVIEW [Item 5]**

**Witnesses:**

Shella Smith, Director of People and Change

**Key points from the discussion:**

1. The director introduced the item and informed Members that an item on the LGA Equality Peer Review was due to be considered at the next formal meeting.

**Actions/ further information to be provided:**

None.

**RESOLVED:**

The Committee noted the action review.

**6/24 FORWARD WORK PROGRAMME [Item 6]****Witnesses:**

Shella Smith, Director of People and Change

**Key points from the discussion:**

1. The director introduced the item and informed Members that an update on settlement payments agreed would be considered at the next meeting.
2. The Chairman stated that it would be beneficial to receive a report on the number of interims employed or contracted, agency staff and consultants. The Chairman added that it would be helpful to also include data on the joint venture with Kent Commercial Services.

**Actions/ further information to be provided:**

None.

**RESOLVED:**

The Committee noted the Forward Work Programme.

**7/24 SURREY COUNTY COUNCIL OFFICERS CODE OF CONDUCT [Item 7]****Witnesses:**

Shella Smith, Director of People and Change

**Key points raised during the discussion:**

1. The Director introduced the report and provided a brief overview. It was noted that the Code has been updated to reflect Equalities and Inclusion and the Bullying and Harassment Policy.
2. The Chairman stated that he had held a discussion with the Monitoring Officer related to council officers conversing with elected representatives from other Authorities, particularly around highways issues, and that the protocol should be that all correspondence be through the divisional Member. The Chairman requested that consideration be put into this when reviewing the Code of Conduct or Member / Officer Protocol which was agreed.
3. Members highlighted that there had been discussion within groups related to the Equalities, Diversity and Inclusion (EDI) Policy and some desire for it to be considered by Members at the Resources and Performance Select Committee. Following discussion, it was agreed that the People, Performance and Development Committee invite the Chairman and Vice Chairman of the Resources and Performance Select Committee to a Part 2 item (or private session) of the committee when it considers an update on EDI.
4. A Member asked for clarification on whether the Code of Conduct policy applied to only permanent employees of the council. Officers confirmed that the policy applied to all staff including agency workers.



**Actions/ further information to be provided:**

None.

**RESOLVED:**

The Committee agreed the amendments of the Officers' Code of Conduct and recommend approval by Full Council at the Annual General Meeting on 21 May 2024.

**8/24 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.

**9/24 UPDATE ON SURREY PAY 2024/25 [Item 9]****Witnesses:**

Paul Smith, HR Consultant - Reward Reform Programme

**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-08-24

**10/24 DATE OF NEXT MEETING [Item 10]**

The Committee noted the date of the next meeting.

Meeting ended at: 12.30 pm

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**Chairman**



**People, Performance and Development Committee**  
22 July 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.

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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 TRACKER 22 July 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	The item has been rolled back to the September meeting.
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	The EDI report is due to be considered in September 2024.

### COMPLETED ACTIONS

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**People, Performance and Development Committee**  
22 July 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).

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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

### September

<b>Item title</b>	Pay Policy Statement
<b>Report author</b>	Sheila Smith, Director of People and Change
<b>Item Summary</b>	To review the Pay Policy Statement

<b>Item title</b>	Agency and Interim Spend for 23/24 and Quarter 1 of 24/25
<b>Report author</b>	Sheila Smith, Director of People and Change
<b>Item Summary</b>	To receive an update report on the agency and interim spend for 23/24 and quarter 1 of 24/25

### November

<b>Item title</b>	Surrey Pay
<b>Report author</b>	Sheila Smith, Director of People and Change
<b>Item Summary</b>	To review the Trade Union pay claim and agree the timetable and principles for the offer for discussion with Corporate Leadership Team.

<b>Item title</b>	Surrey Arts Tutors Pay & Terms and Conditions (Part 2)
<b>Report author</b>	Sheila Smith, Director of People and Change
<b>Item Summary</b>	To receive a report on the Surrey Arts Tutors Pay & Terms and Conditions.

**January 2025**

<b>Item title</b>	Surrey Pay
<b>Report author</b>	Shella Smith, Director of People and Change
<b>Item Summary</b>	To agree the pay offer in principle in order for negotiations to commence

**March / April 2025**

<b>Item title</b>	Surrey Pay
<b>Report author</b>	Shella Smith, Director of People and Change
<b>Item Summary</b>	To approve the Surrey Pay Offer (timetable may vary depending).

<b>Item title</b>	Officer Code of Conduct
<b>Report author</b>	Shella Smith, Director of People and Change
<b>Item Summary</b>	To complete an annual review of the Officer Code of Conduct

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

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of the Local Government Act 1972.

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