

Notice of Meeting

People, Performance and Development Committee



Date and Time

Monday, 4 November
2024
3.30 pm

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, Mark Nuti and Fiona White

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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:

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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 [9 SEPTEMBER 2024]

(Pages
1 - 6)

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 (*29 October 2024*).
2. The deadline for public questions is seven days before the meeting (*28 October 2024*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 ACTION REVIEW

(Pages
7 - 10)

The Committee to review the Action Tracker.

6 FORWARD WORK PROGRAMME

(Pages
11 - 14)

The Committee to review 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

Report to follow.

9 VERBAL REPORT - SENIOR LEADERSHIP STRUCTURE

The Committee to receive an update from the Chief Executive on the Senior Leadership Structure, presented in a verbal report.

10 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.

11 DATE OF NEXT MEETING

The next meeting of People, Performance and Development Committee will be on 24 February 2025.

Terence Herbert
Chief Executive
Published: 25 October 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.

MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 10.30 am on 9 September 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 meeting.

Members:

(in attendance = *)

Tim Oliver OBE (Chairman)*
Denise Turner-Stewart (Vice-Chairman)*
Eber Kington*
Sinead Mooney*
Mark Nuti*
Fiona White

23/24 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Fiona White.

24/24 MINUTES OF THE PREVIOUS MEETING - 22 JULY 2024 [Item 2]

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

25/24 DECLARATIONS OF INTEREST [Item 3]

There were none.

26/24 QUESTIONS AND PETITIONS [Item 4]

There were none.

27/24 ACTION REVIEW [Item 5]

Key points from the discussion:

1. The Chairman introduced the item and noted that there were no open actions to consider.

Actions/ further information to be provided:

None.

RESOLVED:

The Committee noted the Action Tracker.

28/24 FORWARD WORK PROGRAMME [Item 6]

Key points from the discussion:

1. The Chairman introduced the item and noted that there were two items on the Forward Work Programme for the November 2024 meeting.
2. Cllr Kington noted that he had previously requested a report on a potential restructure within Surrey County Council, and was informed that this matter would be considered by the People, Performance, and Development Committee in January 2024. He further reported that the Chief Executive subsequently left the authority. Cllr Kington requested that, after allowing the new Chief Executive time to assess the current structure, a report on a potential restructure be brought to the People, Performance, and Development Committee for consideration. The Chairman stated that there was ongoing work to restructure the council's Corporate Leadership Team and that he expected more information to be available for the November 2024 meeting of the People, Performance and Development Committee.

Actions/ further information to be provided:

None.

RESOLVED:

The Committee noted the Forward Work Programme.

29/24 PAY POLICY STATEMENT 2024-2025 [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 invited Members to recommend the Pay Policy Statement for 2024/2025 to the next meeting of full Council on 8 October 2024 for publication on the Council's external website.
2. Members noted that the inclusion of a Mutually Agreed Resignation Scheme (MARS) in Section 15 was a new addition to the Statement in 2024/2025, following its approval by PPDC in January 2024. Nine applications had been approved and the scheme was now paused.

Actions/ further information to be provided:

None.

RESOLVED:

The People, Performance and Development Committee (PPDC) recommend publication of the Pay Policy Statement (Annex 1) to the next Surrey County Council full Council meeting on 8 October 2024.

30/24 UPDATE ON EQUALITY, DIVERSITY AND INCLUSION (EDI) AT SURREY COUNTY COUNCIL [Item 8]

Witnesses:

Sarah Richardson, Assistant Director - People Strategy and Organisational Development

Key points raised during the discussion:

1. The Assistant Director - People Strategy and Organisational Development paper introduced the report and noted that it provided a progress report to Members on the Local Government Association (LGA) equality, diversity and inclusion (EDI) peer review and the three Surrey County Council (SCC) EDI Employee Experience Reviews which were commissioned in 2023. It also outlined the approach taken to incorporate recommendations into the 2024/25 EDI Action Plan and People Strategy Delivery Plan. The Assistant Director - People Strategy and Organisational Development provided Members with an overview and the full details were outlined within the published report.
2. In regard to the EDI Action Plan for 2024 / 2025, the Chairman asked for clarification on the agreed timelines. The Assistant Director explained that there were milestones for each piece of work within the Action Plan over the coming year which were monitored through the EDI Programme Board to ensure that the actions and milestones were achievable. Following discussion, it was stated that it may be appropriate to bring an update report to the committee following the end of the financial year. A Member of the Committee requested that the update report include an executive summary to make the main points of the report clear to Members.
3. A Member of the Committee stated that he wanted to acknowledge that the review was positive and that, although there was work to do, the authority was making progress and moving in the right direction.
4. Members noted that the Accessibility Officer role was a temporary post for 22 months. It was further noted that the post would work closely with the Accessibility Forum to provide expertise and maintain an overview of the work that needed to happen on a practical level.
5. Members noted that a review was being conducted to assess any potential over-representation of employees with protected characteristics in formal HR cases, such as disciplinary actions. It was noted that work had been undertaken to ensure a clear understanding of any disproportionality, with the aim of addressing and preventing unjust over-representation in such cases.
6. It was discussed that efforts were underway to ensure diverse recruitment panels, with a focus on fostering a workforce that reflects the communities served by the organisation. Officers highlighted the close collaboration with inclusive staff networks to enhance their engagement in recruitment processes and panel participation. Additionally, there was ongoing work to improve recruitment practices to be more inclusive. It was acknowledged that while ethnic diversity was important, representation may also involve colleagues with lived experience of other protected characteristics, ensuring broader inclusivity across the organisation.
7. A Member raised concerns regarding data collection, noting that staff may be reluctant to share personal information about their characteristics. Officers acknowledged this and clarified that the data collected would serve only as an indicative measure of statistical trends. It was further noted that the data would be used in conjunction with Key Performance Indicators (KPIs) to assess representation within the council.

8. The Chairman proposed an additional recommendation to request regular updates on progress at future meetings.

Actions/ further information to be provided:

None.

RESOLVED:

The Committee noted the progress made to respond to the recommendations from the EDI reviews.

That regular updates on progress be provided at future meetings.

31/24 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.

32/24 AGENCY & INTERIM SPEND 23/24 AND QUARTER 1 24/25 FINANCIAL YEARS [Item 10]

Witnesses:

Emma Lucas, Head of Business Partnering and Employment Practice

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-18-24

33/24 SURREY COUNTY COUNCIL REDUNDANCY AND PENSION PAYMENTS FOR AN SCC EMPLOYEE [Item 11]

Witnesses:

Emma Lucas, Head of Business Partnering and Employment Practice

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-19-24

34/24 PUBLICITY OF PART 2 ITEMS [Item 12]**35/24 DATE OF NEXT MEETING [Item 13]**

The Committee noted the date of the next meeting.

Meeting ended at: 11.40 am

Chairman

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People, Performance and Development Committee
4 November 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
4 November 2024

ONGOING ACTIONS

Number	Meeting Date	Item	Action	Action by whom	Action update

COMPLETED ACTIONS

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People, Performance and Development Committee
4 November 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
February 2025

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

April 2025

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

Item title	Officer Code of Conduct
Report author	Shella Smith, Director of People and Change
Item Summary	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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