

Notice of Meeting

People, Performance and Development Committee



Date and Time

Tuesday, 18
February 2025
11.00 am

Place

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

Contact

Joss Butler
joss.butler@surreycc.gov.uk

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@SCCdemocracy



Committee Members:

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

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 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 - 4 NOVEMBER 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 (*12 February 2025*).
2. The deadline for public questions is seven days before the meeting (*11 February 2025*).
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 review the Action Tracker.

6 FORWARD WORK PROGRAMME

(Pages
9 - 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 (Pages 15 - 24)

To seek approval from the Committee to formally approve the pay award in respect of Surrey Pay which involves mirroring the nationally negotiated pay awards in 2025/26 and then formally moving onto nationally negotiated pay and terms and conditions of employment from 2026/27 onwards.

This report is being brought to the 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 7 April 2025.

Terence Herbert
Chief Executive
Published: 10 February 2025

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 3.30 pm on 4 November 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.

Elected Members:

*= in attendance

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

36/24 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Fiona White.

37/24 MINUTES OF THE PREVIOUS MEETING [9 SEPTEMBER 2024] [Item 2]

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

In relation to Minute 30/24, which states “The Chairman proposed an additional recommendation to request regular updates on progress at future meetings” regarding Equality, Diversity, and Inclusion (EDI) at Surrey County Council, Cllr Kington proposed that an action be added to the action tracker. The Committee agreed, and it was noted that an item on EDI progress would be included in a future agenda for consideration.

38/24 DECLARATIONS OF INTEREST [Item 3]

There were none.

39/24 QUESTIONS AND PETITIONS [Item 4]

There were none.

40/24 ACTION REVIEW [Item 5]

Key points from the discussion:

1. The Committee noted that there were no open actions to consider.

Actions/ further information to be provided:

None.

RESOLVED:

The Committee noted the actions tracker.

41/24 FORWARD WORK PROGRAMME [Item 6]**Key points from the discussion:**

1. The Committee noted the three items included on the Forward Work Programme.

Actions/ further information to be provided:

None.

RESOLVED:

The Committee noted the Forward Work Programme.

42/24 EXCLUSION OF THE PUBLIC [Item 7]

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.

43/24 SURREY COUNTY COUNCIL PAY AND TERMS & CONDITIONS OF SERVICE [Item 8]**Witnesses:**

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-26-2024

44/24 VERBAL REPORT - SENIOR LEADERSHIP STRUCTURE [Item 9]**Witnesses:**

Terence Howard, Chief Executive
Shella Smith, Director – People and Change

Key points raised during the discussion:

1. Officers provided a verbal report on the senior leadership structure. The Committee raised several questions, which were addressed by the officers in attendance.

Actions / further information to be provided:

None.

Resolved:

The Committee noted the verbal report.

45/24 PUBLICITY OF PART 2 ITEMS [Item 10]

The Committee decided that none of the items considered under Part 2 of the agenda would be released to the Press and public.

46/24 DATE OF NEXT MEETING [Item 11]

The Committee noted that its next meeting would be held on 18 February 2025.

Meeting ended at: 4.45 pm

Chairman

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**People, Performance and Development Committee**

18 February 2025

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
18 February 2025**

ONGOING ACTIONS

Number	Meeting Date	Item	Action	Action by whom	Action update
A14/24	9 Sept 2024 / 4 Nov 2024	Update on Equality, Diversity, and Inclusion (EDI) at Surrey County Council / Minutes of the Previous meeting	That regular updates on the progress of Equality, Diversity, and Inclusion (EDI) initiatives at Surrey County Council be provided.	Shella Smith, Director – People and Change	Update Report Scheduled for 7 April 2025 on the Forward Work Programme.

COMPLETED ACTIONS

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People, Performance and Development Committee
18 February 2025

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

7 April 2025

Item title	Surrey Pay Policy
Report author	Paul Smith, Programme Manager (Pay & Reward)
Item Summary	To consider a report on the Pay Policy.

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

Item title	Carrer Development Update
Report author	Peter Little, Transformation Consultant
Item Summary	The Committee to receive an update report on career development at Surrey County Council.

Item title	Equality, Diversity, and Inclusion (EDI) Update
Report author	Sarah Richardson, Assistant Director - People Strategy & Organisational Development
Item Summary	The Committee to receive an update report on Equality, Diversity, and Inclusion (EDI) at Surrey County Council

14 July 2025

Item title	Annual Report on Tenure, Agency, and Interim Spend for the Previous Financial Year
Report author	Bella Smith, Head of Insights, Systems and Governance
Item Summary	The Committee to receive an annual tenure, agency and interim spend report for the previous financial year.

Item title	Annual Workforce Report
Report author	Bella Smith, Head of Insights, Systems and Governance
Item Summary	The Committee to receive the Annual Workforce report

Item title	Annual Report on Settlement Agreement Costs for the Previous Financial Year
Report author	Emma Lucas, Head of Business Partnering & Employment Practice
Item Summary	The Committee to receive an update report on the annual settlement agreement costs related to Equality, Diversity, and Inclusion (EDI) for the previous financial year at Surrey County Council.

8 September 2025

No items scheduled at present.

10 November 2025

Item title	Surrey Pay Structure Initial Agreement (including Pay Award)
Report author	Shella Smith, Director of People and Change
Item Summary	To Committee to consider a report on the Surrey pay structure initial agreement (including pay award)

23 February 2026

Item title	Final Pay Structure
Report author	Shella Smith, Director of People and Change
Item Summary	To Committee to approve the final pay structure.

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

13 April 2026

Item title	Surrey Pay Policy
Report author	Paul Smith, Programme Manager (Pay & Reward)
Item Summary	To consider a report on the Pay Policy.

Senior Officer Appointments will be scheduled as and when required.

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