



People, Performance and Development Committee
14 June 2018

**PEOPLE, PERFORMANCE & DEVELOPMENT COMMITTEE
REVIEW AND FORWARD WORK PROGRAMME**

Purpose of the report:

To approve proposed changes to the focus of the Committee, the frequency of meetings and to agree a revised Forward Work Programme.

Recommendations:

It is recommended that the Committee:

1. Approves the proposed changes to the focus of the Committee and its frequency of meetings;
2. Approves the revised Committee Forward Work Programme as at **Annex A**;
3. Notes that further work will be undertaken to review the Terms of Reference alongside the Pay Policy Statement and this will come back to the Committee for review in September 2018.

Introduction:

1. The People, Performance and Development Committee (PPDC) is a non-executive decision making committee that has been in existence since 2010. During this time, it has considered a number of HR and organisational development matters, as well as having responsibility for the appointment of senior officers.
2. The Council is embarking on a programme of fast-paced transformation key parts of which will be heavily dependent on HR support. In light of this and in order to prioritise resources towards supporting essential change, it is important that processes and decision making are clear, streamlined, outcome-focused, optimised and as efficient as possible.

3. It will be essential that officers focus on delivering improved outcomes for residents and organisational change, with effective and appropriate oversight and strategic support from Members.
4. In recent years the Committee has seen an increase in the number of items it has considered, some of which have not required a decision by Members as delegations to officers are already in place. This has placed additional pressure on the limited relevant resources/officers within HR and has also led to delays in implementing policies and taking action where required.

People, Performance and Development Committee review

5. It is proposed that a full review of the PPDC Terms of Reference is undertaken in order to focus Members on important strategic HR matters and to ensure that statutory functions are fulfilled.
6. The current Terms of Reference are linked to the Pay Policy Statement and therefore it is recommended that further work be undertaken, and a report presented to PPDC in September 2018, to ensure that both documents are aligned.
7. The Committee are asked to endorse the approach to this work and for the new Terms of Reference to be focussed around the four key policy/strategy areas listed below, alongside the statutory functions that it must undertake:
 - a) The Council's Pay and Reward Strategy
 - b) The Council's Workforce Strategy
 - c) The appointment of Senior Officers
 - d) Half yearly workforce performance indicators

Frequency of meetings

8. The Committee currently meets six to eight times per year to consider reports. A greater strategic focus, as suggested above, will lead to a reduction in the number of reports requiring consideration by PPDC and the number of meetings per year (estimated to be 4). Fewer items will also allow the committee to give more detailed consideration to priority policy/strategic issues and decisions.
9. It is proposed that future meetings should take place in April, June, September and November to align with the production of the above mentioned policies/strategies and other relevant Council meetings.

Revised Committee Forward Plan

10. To assist with realigning the Committee's focus the PPDC Forward Work Programme has been reviewed and revised using the proposed areas of focus set out above.
11. The revised Forward Work Programme can be found at **Annex A**.

Next steps:

- 12. Further work will be undertaken to review the Pay Policy Statement and PPDC Terms of Reference to ensure that these are fit for purpose and allow the Committee to focus on strategic matters and its statutory responsibilities. This work will be brought back to the Committee for review and approval in September 2018.

Report contact: Michael Coughlin, Interim Executive Director Customers, Digital and Transformation

Contact details: email: michael.coughlin@surreycc.gov.uk

Sources/background papers:

- Constitution of the Council – Scheme of Delegation
- PPDC Forward Plan

Annexes:

Annex A – Revised Forward Work Programme

This page is intentionally left blank