

MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 12.00 pm on 14 June 2018 at G44 - County Hall.

These minutes are subject to confirmation by the Committee at its meeting on 24 September 2018.

Elected Members:

- *Mr David Hodge CBE (Chairman)
- *Mr John Furey (Vice-Chairman)
- *Mr Nick Harrison
- *Mr Colin Kemp
- *Mr Tim Oliver
- *Mrs Fiona White

*= In attendance

In Attendance

Andrew Baird, Democratic Services Officer
Rachel Basham, Senior Manager Cabinet and Member Support
Katie Booth, Democratic Services Lead Manager
Jo Donoghue, Strategic Business Partner
Jackie Foglietta, Acting Head of HR & OD
Anthony Hopkins, Penna
Joanna Killian, Chief Executive
Philip Trumble, Head of Surrey Arts

74/18 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Eber Kington and Ken Gulati.

Nick Harrison is acting as a substitute for Eber Kington.

Colin Kemp is acting as a substitute for Ken Gulati.

75/18 MINUTES OF THE PREVIOUS MEETING 9 APRIL 2018 AND 26 APRIL 2018 [Item 2]

The Committee asked officers to take steps to ensure that staff were aware of the flexible working options offered by the Council.

The minutes of the People, Performance and Development Committee meetings on 9 April 2018 and 26 April 2018 were agreed as a true record of the meeting.

76/18 DECLARATIONS OF INTEREST [Item 3]

There were none.

77/18 PROCEDURAL MATTERS [Item 4]

There were none.

78/18 ACTION REVIEW [Item 5]

Declarations of interest:

None

Witnesses:

Andrew Baird, Democratic Services Officer

Key points from the discussion:

None

Actions/ further information to be provided:

None

RESOLVED:

The People, Performance and Development Committee noted progress on the implementation of actions from previous meetings.

79/18 PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE REVIEW AND FORWARD WORK PROGRAMME [Item 6]

Declarations of interest:

None

Witnesses:

Andrew Baird, Democratic Services Officer

Key points raised during the discussion:

1. Members were informed that officers had undertaken a review of the People, Performance and Development Committee (PPDC) to consider its Terms of Reference and Forward Work Programme. The Committee had been in existence since 2010 and over that time has seen an increase in the number of items that it has considered not all of which are strictly within its Terms of Reference. Officers highlighted that it was timely to undertake a review of PPDC given the transformation programme being undertaken by Surrey County Council (the Council).
2. Member also heard that it was important to strike the right balance between the role of PPDC and the amount of time spent by officers compiling reports for the Committee. As such officers proposed

amending the Terms of Reference for PPDC to focus on four key areas:

- 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 including appraisal completion rates.
3. Members highlighted that the Committee had been effective in securing improvements in the Council's appraisal process and were keen to ensure that PPDC retained oversight of this. It was agreed that an update on delivery against the appraisal process would be brought to PPDC at its meeting on 24 September.
 4. The Committee further highlighted its role in respect of reviewing the results of the Council's Staff Survey and requested that PPDC continue to consider the outcomes of staff surveys following changes to its Terms of Reference. The Chief Executive confirmed that the Committee would continue to review the results of any future staff surveys conducted by the Council as part of the Committee's responsibility to review the Council's workforce strategy.

Actions/ Further information to be provided:

1. That the People, Performance and Development Committee receive a progress report outlining the performance of the Council in delivering against the appraisal process (**Action Ref: A10/18**).

RESOLVED:

- i. approved the proposed changes to the focus of the Committee and its frequency of meetings;
- ii. approved a revised Forward Work Programme for the Committee;
- iii. noted 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.

80/18 MEMBER/OFFICER WORKING RELATIONSHIPS [Item 7]

Declarations of interest:

None

Witnesses:

Rachel Basham, Senior Manager Cabinet and Member Support
Katie Booth, Democratic Services Lead Manager

Key points raised during the discussion:

1. An introduction to the report was provided by officers who highlighted the training programmes to support effective Member/Officer working that were offered by the Council. Feedback from officers who had attended staff training courses on working with Members was positive. The courses were, however, self-selecting and had limited numbers of places available which meant that not all officers had received this training. Members commented that the e-learning training for working with Members should be made compulsory for officers throughout the organisation.
2. The Committee was further informed that many Members who had recently been elected reported being unaware of the Member/Officer Protocol. Subsequently, the Member Development Steering Group had agreed to undertake a review of the Protocol and would suggest updates to it if appropriate. The Committee indicated that there also appeared to be a lack of knowledge among officers about the Protocol and suggested that it needed to be promoted and communicated more effectively to ensure that both Members and officers were aware of its existence.
3. Members suggested that there should be an expectation for Councillors to attend all Member Seminars and that annual 1:1 sessions with an officer from Democratic Services should be made compulsory. The Committee further proposed that the Council's website should log Member attendance at seminars and training sessions similar to recording their attendance at public meetings. Officers advised that Member Seminars were webcast and that a recording of the meeting was stored on the Members' Portal, so some Members are viewing these sessions from home rather than attending in person.. The Committee was further informed that some Councillors had work or caring responsibilities that prevented them from attending certain meetings or seminars and that this should be taken into consideration. PPDC agreed that the Member Development Steering Group should be asked to conduct a review into the standards expected of Members in respect of their attendance at meetings, the outcomes of which should be reported back to the Committee.

Actions/ further information to be provided:

1. The Member Development Steering Group to be asked to conduct a review into the standards expected of Members in respect of their attendance at meetings, the outcomes of which should be reported back to the Committee **(Action Ref: A11/18)**

RESOLVED:

That the People, Performance and Development Committee:

- i. confirm its support for the initiatives outlined in the report, which are designed to foster effective working relationships between Members and officers.

- ii. recognise the areas for improvement outlined in the report and endorse the next steps suggested to further strengthen Member/Officer working.
- iii. commission the Member Development Steering Group to lead a review of the Member/Officer protocol.

81/18 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.

82/18 TUTORS' PAY ARRANGEMENTS [Item 9]

Declarations of interest:

None

Witnesses:

Jo Donoghue, Strategic Business Partner
Philip Trumble, Head of Surrey Arts

Key points raised during the discussion:

None

Actions/ further information to be provided:

None

RESOLVED:

The Committee approved the recommendations as set out in the confidential minutes.

83/18 SENIOR APPOINTMENT OF EXECUTIVE DIRECTOR ECONOMY, GROWTH AND COMMERCIAL [Item 10]

Declarations of interest:

None

Witnesses:

Andrew Baird, Democratic Services Officer
Jackie Foglietta, Acting Head of HR & OD
Anthony Hopkins, Penna
Joanna Killian, Chief Executive

Key points raised during the discussion:

1. Three interviews were conducted by the People, Performance and Development Committee for the position of Executive Director Customer, Digital and Transformation. During the interview, the candidates delivered a presentation to the Committee after which Members asked a series of questions on the presentation. The candidates then responded to a number of set questions asked by the Committee.
2. Following the end of the interviews, Members discussed the performance of the candidates in detail and agreed that Tracie Evans clearly demonstrated the skills and experience necessary to be Executive Director Economy, Growth and Commercial at Surrey County Council.

Actions/ further information to be provided:

None

RESOLVED:

The People, Performance and Development Committee agreed to appoint Tracie Evans to the role of Executive Director Economy, Growth and Commercial at its meeting.

84/18 PUBLICITY OF PART 2 ITEMS [Item 11]

It was agreed that the information in relation to the Part 2 items discussed at the meeting would remain exempt.

Meeting ended at: 4.50 pm

Chairman