



SURREY

People, Performance and Development Committee
24 September 2018

**PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE
TERMS OF REFERENCE**

Purpose of the report:

To seek agreement from Members for revisions to the People, Performance and Development Committee's Terms of Reference.

Recommendations:

That the People, Performance and Development Committee:

- i. approve the proposed changes to its revised Terms of Reference as detailed in Annex 1 to this report; and
- ii. recommend the revised Terms of Reference to County Council for approval at its meeting on 9 October 2018.

Introduction:

1. At its meeting on 14 June 2018, the People, Performance and Development Committee (PPDC) asked officers to conduct a review of PPDC's Terms of Reference. This report highlighted the need to consider PPDC's remit in light of the fast-paced transformation work being undertaken by Surrey County Council (SCC) and the resultant need to prioritise resources towards supporting essential change, as well as to ensure that workforce related processes and decision-making are as clear, outcome-focused and efficient as possible.
2. The recommendation to review PPDC's Terms of Reference was agreed by Committee Members, who endorsed proposals to focus the remit of PPDC around four key policy/strategy areas in addition to the Committee's statutory functions:
 - 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

3. The review was conducted by Sarah Baker, Head of Legal Services; Jackie Foglietta, Interim Head of HR and OD and Andrew Baird, Democratic Services Officer. As part of the review, officers considered the proposed areas of focus outlined above in conjunction with the Committee's statutory responsibilities to arrive at a Terms of Reference that optimises decision-making processes while also ensuring that the Committee retains strategic oversight of SCC's workforce related matters.
4. SCC's Pay Policy Statement has also been reviewed to reflect the changes proposed to PPDC's Terms of Reference. The revised Pay Policy Statement has been put forward for Committee Members to consider as item 7 on the agenda for this meeting following which it will be sent to County Council for approval at its meeting on 9 October.

PPDC Responsibilities under the new Terms of Reference

5. This section of the report outlines the responsibilities that the Committee will continue to have under the proposed new Terms of Reference.
6. PPDC has various statutory responsibilities associated with its role as both the Council's Remuneration Committee and its Appointments Committee which are not impacted by the proposed amendments to the Terms of Reference.
7. In its position as the Council's only non-executive decision making Committee focused specifically on workforce related matters, PPDC has retained or adopted a number of other non-statutory responsibilities. These are in accordance with the four proposed areas of focus agreed by the Committee at its meeting in June. The responsibilities of the Committee under the proposed new Terms of Reference are summarised in the table below:

Statutory Responsibilities	Non-Statutory Responsibilities
<ol style="list-style-type: none"> a) Appoint Chief and Deputy Chief Officers as defined by the Local Government and Housing Act 1989 and determine their terms and conditions of employment. b) Recommend to Full Council the appointment of the Council's Head of Paid Service, Monitoring Officer and Section 151 Officer. c) Dismiss and take disciplinary action against Chief and Deputy Chief 	<ol style="list-style-type: none"> a) Determine policy on pay and contractual terms and conditions of employment of all staff. b) Determine the Council's Policy Statement in respect of Employing Authority and Administration Authority Discretions under regulations relating to the Local Government Pension Scheme (LGPS), Teacher's Pension Scheme (TPS) and Firefighter's Pension Scheme (FPS).

<p>Officers where appropriate.</p>	<ul style="list-style-type: none"> c) Exercise such discretions in relation to Chief and Deputy Chief Officers. d) Consider strategic workforce planning. e) Monitor half yearly workforce performance indicators. f) Resolve collective disputes between the Council and recognised Trade Unions where it has not been possible to do so at earlier stages.
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8. The Appointments Sub-Committee will continue to appoint Deputy Chief Officers in accordance with the Constitution of the County Council.

Areas of Responsibility Dispersed Under the New Terms of Reference

9. This section of the report provides an overview of specific responsibilities that have been removed from PPDC under the proposed new Terms of Reference.
10. A number of changes have been made to the Committee’s Terms of Reference to bring them in line with the four areas of focus previously agreed by the Committee. Under the proposed Terms of Reference PPDC would no longer be responsible for the following specific areas:
- a) determining arrangements for joint consultation between the Council and representatives of recognised Trade Unions;
 - b) monitoring individual performance management;
 - c) monitoring sickness absence;
 - d) promoting organisational development, skills and learning;
 - e) promoting equalities and diversity;
 - f) promoting continuous professional development and training;
11. It should be noted that the matters under (c) , (d), (e) and (f) above will continue to be monitored by PPDC through the Committee’s consideration of half yearly workforce performance indicators and strategic workforce planning.
12. The Committee can be content that the areas under 10 above will remain areas of focus for officers to ensure that the Council continues to discharge its responsibilities as a public sector employer.

Conclusions:

13. The revised Terms of Reference as laid in Annex 1 to this report follow the direction given to officers by PPDC to streamline workforce related processes and decision-making while ensuring that the Committee retains oversight of strategic workforce planning and fulfils its statutory responsibilities.
14. Under the proposed Terms of Reference the number of PPDC meetings annually can be reduced from eight to four with additional meetings being scheduled as necessary in order to appoint Chief and Deputy Chief Officers and ensure that the Council fulfils its statutory responsibilities.
15. Officers will consider items proposed for PPDC's Forward Work Programme in collaboration with the Chairman to ensure that these are within the Committee's remit.

Financial and value for money implications

16. The reduced number of meetings arising from the new proposed Terms of Reference will deliver value for money for the Council by enabling more officer time to be focussed on supporting organisational transformation.

Equalities and Diversity Implications

17. An Equalities Impact Assessment was not undertaken in relation to the changes proposed within this report as it was not felt they would have any adverse impact on individuals with protected characteristics.

Risk Management Implications

18. None

Next steps:

If the proposed Terms of Reference are agreed by the Committee, these will be submitted to Full Council for approval at its meeting on 9 October 2018.

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Sources/background papers:

- PPDC Review and Forward Work Programme - Report to the People, Performance and Development Committee (14 June 2018)

Annex:

Annex 1 – People, Performance and Development Committee Proposed New Terms of Reference