

**MINUTES** of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 2.00 pm on 25 April 2019 at Committee Room C, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting.

**Elected Members:**

Mr Tim Oliver (Chairman)  
Mr Colin Kemp (Deputy Chairman)  
Mr Ken Gulati  
Mr Eber A Kington  
Ms Denise Turner-Stewart

**Apologies:**

Mrs Fiona White

**In Attendance**

Jackie Foglietta, Director of HR and OD  
Anasia Teete, Lead Consultant - Policy  
Ayaz Malik, Pensions Accountant Advisor  
Vicky Hibbert, Senior Manager – Governance  
Vickie Neal, Democratic Services Assistant

**12/19 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]**

Apologies were received from Fiona White.

**13/19 MINUTES OF PREVIOUS MEETINGS [Item 2]**

Minutes from the previous meeting were agreed as a true record.

**14/19 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**15/19 PROCEDURAL MATTERS [Item 4]**

There were none.

**16/19 ACTION REVIEW [Item 5]**

**Declarations of interest:**

None

**Witnesses:**

Jackie Foglietta, Director of HR and OD  
Vicky Hibbert, Senior Manager - Governance

**Key points from the discussion:**

1. Members queried why the Member/Officer Protocol would not be presented to County Council until later in the year. Officers said that this would be deferred until after the AGM and would be presented to the Committee at the meeting on 13 June 2019 before going to County Council for approval in July.
2. Members asked for clarification over whether the Member/Officer Protocol was binding in terms of attendance at meetings and training. Officers clarified that it would refer to behaviour and conduct, with reference to the council's Member and Employee Codes of Conduct.

**Actions/ further information to be provided:**

None

**RESOLVED:**

That the Committee continue to monitor progress on the implementation of actions from previous meetings.

**17/19 FORWARD WORK PROGRAMME [Item 6]**

**Declarations of interest:**

None

**Witnesses:**

Jackie Foglietta, Director of HR and OD

**Key points raised during the discussion:**

1. Officers explained that until a decision has been made on where the new Civil Heart will be located they will not be in a position to negotiate changes to staffing terms and conditions with Trade Unions.
2. Members of the Committee asked if HR had timescales for the completion of restructures across the council.

**Actions/ further information to be provided:**

1. That the Member-Officer Protocol be added to the Forward Work Programme for June.
2. That the Director of HR & OD provide an update on the staffing related implications of the Moving to Closer To Residents Programme at the meeting of the People, Performance and Development Committee on 13 June 2019.
3. That the Director of HR & OD report on the restructures taking place across the council at the meeting of the People, Performance and Development Committee on 13 June 2019.

**RESOLVED:**

That the People, Performance and Development Committee reviewed and noted the items that it was due to consider.

#### **18/19 ACCELERATING APPRENTICESHIPS [Item 7]**

##### **Declarations of interest:**

None

##### **Witnesses:**

Jackie Foglietta, Director of HR and OD

##### **Key points raised during the discussion:**

1. Officers opened the floor for questions regarding the Accelerating Apprenticeships plan and the apprenticeship levy. It was noted that under new government guidance, up to 25% of an organisation's levy could be transferred to other organisations. The council had recently agreed a transfer of levy funding to SECAMB for the purposes of paramedic apprenticeships across Surrey.
2. Officers and Members discussed possible reasons for the comparatively low numbers of 'traditional' apprentices at the council.
3. Ways to use apprenticeship levy funding for skills shortage areas/ vital services were discussed and further work will be undertaken with university providers over the next year in preparation for qualified social work apprenticeships within the council's Adult Social Care and Children's Services – to start September 2020.

##### **Actions/ further information to be provided:**

1. That the Director of HR and OD continue activities to utilise apprenticeship levy and attract more apprentices to the council as outlined in the plan.

##### **RESOLVED:**

That the Committee received an update on the apprenticeship strategy.

#### **19/19 PERFORMANCE MANAGEMENT [Item 8]**

##### **Declarations of interest:**

None

##### **Witnesses:**

Jackie Foglietta, Director of HR and OD  
Anasia Teete, Lead Consultant - Policy

##### **Key points raised during the discussion:**

1. Officers provided background information to changes to the council's appraisals process and the introduction of Performance Conversations for staff. Members were informed that further work is being undertaken

- with the Corporate Leadership Team to create corporate themes to feed into Performance Conversations going forward.
2. There was concern from members about the feasibility of Performance Conversations happening for all staff every month and how these would be recorded and monitored. It was noted that a survey would be conducted with all staff in the autumn to gain insight into the frequency and quality of Performance Conversations. Members requested that they have the opportunity to review the results of the survey.
  3. Members asked if Performance Conversations would replace staff bonus mechanisms and so remove the incentive for exceptional work and it was confirmed that a new approach would be used to allow a real time reward to be paid in recognition of exceptional work. The Committee requested that the criteria for this reward be brought to a future committee meeting for review.
  4. Members queried whether data was collected on how many grievances, capability and disciplinary cases occurred each year and it was confirmed that this information was tracked and monitored by HR. It was requested that these statistics be reviewed annually by the committee.

**Actions/ further information to be provided:**

1. HR to use annual follow-up surveys to assess the quality of Performance Conversations and the Committee to monitor the results of these.
2. The Committee to receive and review statistics on how many performance management related cases take place on an annual basis.

**RESOLVED:**

The People, Performance and Development Committee agreed to the proposed amendments to the following policies and procedures

- a) Performance Capability
- b) Disciplinary
- c) Grievance

**20/19 APPOINTMENT OF AN EMPLOYER REPRESENTATIVE OF THE LOCAL PENSION BOARD [Item 9]**

**Declarations of interest:**

None

**Witnesses:**

Jackie Foglietta, Director of HR and OD  
Ayaz Malik, Pensions Accountant Advisor

**Key points raised during the discussion:**

1. Members were provided with an overview of the appointment process and considered the recommendations from the

Appointment/Termination Panel for the proposed appointment of an individual to the Local Pension Board.

**Actions/ further information to be provided:**

None

**RESOLVED:**

The PPDC confirmed the appointment of Katy Meakin as an Employer representative to the Local Pension Board.

**21/19 DATE OF NEXT MEETING [Item 10]**

The Committee noted that its next meeting would be held on 13 June 2019.

Meeting ended at: 2:45pm

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**Chairman**

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