

**MINUTES** of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 10.30 am on 11 September 2023 at Surrey County Council, Woodhatch Place, 11 Cockshot Hill, Reigate, Surrey, RH2 8EF.

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

**Members present:**

Tim Oliver (Chairman)  
Denise Turner-Stewart (Vice-Chairman)  
Eber Kington  
Will Forster  
Mark Nuti

**Apologies:**

Sinead Mooney

**21/23 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]**

Apologies were received from Sinead Mooney.

**22/23 MINUTES OF THE PREVIOUS MEETING [17 JULY 2023] [Item 2]**

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

**23/23 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**24/23 QUESTIONS AND PETITIONS [Item 4]**

There were none.

**25/23 ACTION REVIEW [Item 5]**

**Key points from the discussion:**

1. The Chairman introduced the item and noted that there were no actions to review.

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

None.

**RESOLVED:**

The Committee noted the actions tracker.

**26/23 FORWARD WORK PROGRAMME [Item 6]****Key points from the discussion:**

1. The Chairman introduced the item and asked Members to raise any comments related to the Forward Plan.
2. A Member asked whether it was appropriate to raise performance issues related to the Highways contact centre in the meeting. The Chairman stated that the committee did not consider the performance of specific services.

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

None.

**RESOLVED:**

The Committee noted the Forward Work Programme.

**27/23 PAY POLICY STATEMENT 2023-2024 [Item 7]****Witnesses:**

Paul Smith, HR Consultant

Shella Marie-Smith, Director – People and Change

**Key points raised during the discussion:**

1. Officers introduced the report and invited Members to recommend the Pay Policy Statement for 2023/2024 to the next meeting of the full Council on the 10 October 2023 for publication on the council's external website. Members noted that there was a legal requirement to produce a pay policy statement every year.
2. A Member said that it was important to provide members of the public with detailed instructions on how to access information on officer remuneration.
3. Members noted that the last fundamental change to the Pay Policy Statement was in 2018 which was when pay progression within grades was amended. Members also noted that any changes to relevant job titles would also be reflected within the Pay Policy Statement each year.
4. Following discussion, the Committee agreed that the Pay Policy Statement should be considered by Full Council in December 2023, rather than October 2023, to allow the document to reflect any post changes made due to the senior staff restructure taking place.
5. In regard to market supplements, officers confirmed they were paid within some social care posts and were being considered in other areas such as education psychologist posts. Officers further said that they would be happy to provide Members with detail on the officer posts in receipt of market supplements.
6. Members noted the market supplements were usually reviewed everything two years.
7. The Chairman noted that the Pay Policy Statement would be reviewed by the committee again in November 2023 for final sign off.

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

None.

**RESOLVED:**

The committee agreed to review the Pay Policy Statement 2023-2024 at its next meeting.

**28/23 CARERS LEAVE SCHEME [Item 8]****Witnesses:**

Paul Smith, HR Consultant

Shella Marie-Smith, Director – People and Change

**Key points raised during the discussion:**

1. Officers introduced the report and stated that it was to seek the committee's approval for the provision of up to five days paid leave in any 12 month period (pro rata for part time employees) for employees who were carers.
2. A Member asked for detail on how managers were able to confirm that an employee was considered a 'carer'. Officers confirmed that the definition for 'carer' reflected the definition provided in statutory guidance and legislation. It was further noted that it was the employees responsibility to notify the council of their caring responsibilities and, in the event of any doubt by line managers, it would be the employees responsibility to provide evidence.
3. Officers stated that they expected detail related to pro rata arrangements to be included in future supplementary guidance.
4. It was noted that line managers could contact the People and Change helpdesk for advice on the scheme.
5. Members noted that the carers network had considered the scheme and were comfortable with its contents.
6. A Member said that there were over 100,000 identified carers in the county and that he supported the scheme.
7. The committee discussed the need to create an environment where staff felt comfortable disclosing their caring responsibilities without fear of impacting future career opportunities.

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

None.

**RESOLVED:**

The committee approved the provision of up to five days paid leave in any 12 month period (pro rata for part time employees) for employees who are carers.

**29/23 DATE OF NEXT MEETING [Item 7]**

The Committee noted that its next meeting would be held on 2 November 2023.

Meeting ended at: 11.15 am

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**Chairman**