

MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 10.30 am on 9 September 2024 at Surrey County Council, Woodhatch Place, 11 Cockshot Hill, Reigate, Surrey, RH2 8EF.

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

Members:

(in attendance = *)

Tim Oliver OBE (Chairman)*
Denise Turner-Stewart (Vice-Chairman)*
Eber Kington*
Sinead Mooney*
Mark Nuti*
Fiona White

23/24 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Fiona White.

24/24 MINUTES OF THE PREVIOUS MEETING - 22 JULY 2024 [Item 2]

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

25/24 DECLARATIONS OF INTEREST [Item 3]

There were none.

26/24 QUESTIONS AND PETITIONS [Item 4]

There were none.

27/24 ACTION REVIEW [Item 5]

Key points from the discussion:

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

Actions/ further information to be provided:

None.

RESOLVED:

The Committee noted the Action Tracker.

28/24 FORWARD WORK PROGRAMME [Item 6]

Key points from the discussion:

1. The Chairman introduced the item and noted that there were two items on the Forward Work Programme for the November 2024 meeting.
2. Cllr Kington noted that he had previously requested a report on a potential restructure within Surrey County Council, and was informed that this matter would be considered by the People, Performance, and Development Committee in January 2024. He further reported that the Chief Executive subsequently left the authority. Cllr Kington requested that, after allowing the new Chief Executive time to assess the current structure, a report on a potential restructure be brought to the People, Performance, and Development Committee for consideration. The Chairman stated that there was ongoing work to restructure the council's Corporate Leadership Team and that he expected more information to be available for the November 2024 meeting of the People, Performance and Development Committee.

Actions/ further information to be provided:

None.

RESOLVED:

The Committee noted the Forward Work Programme.

29/24 PAY POLICY STATEMENT 2024-2025 [Item 7]

Witnesses:

Emma Lucas, Head of Business Partnering and Employment Practice

Key points raised during the discussion:

1. The Head of Business Partnering and Employment Practice introduced the report and invited Members to recommend the Pay Policy Statement for 2024/2025 to the next meeting of full Council on 8 October 2024 for publication on the Council's external website.
2. Members noted that the inclusion of a Mutually Agreed Resignation Scheme (MARS) in Section 15 was a new addition to the Statement in 2024/2025, following its approval by PPDC in January 2024. Nine applications had been approved and the scheme was now paused.

Actions/ further information to be provided:

None.

RESOLVED:

The People, Performance and Development Committee (PPDC) recommend publication of the Pay Policy Statement (Annex 1) to the next Surrey County Council full Council meeting on 8 October 2024.

30/24 UPDATE ON EQUALITY, DIVERSITY AND INCLUSION (EDI) AT SURREY COUNTY COUNCIL [Item 8]

Witnesses:

Sarah Richardson, Assistant Director - People Strategy and Organisational Development

Key points raised during the discussion:

1. The Assistant Director - People Strategy and Organisational Development paper introduced the report and noted that it provided a progress report to Members on the Local Government Association (LGA) equality, diversity and inclusion (EDI) peer review and the three Surrey County Council (SCC) EDI Employee Experience Reviews which were commissioned in 2023. It also outlined the approach taken to incorporate recommendations into the 2024/25 EDI Action Plan and People Strategy Delivery Plan. The Assistant Director - People Strategy and Organisational Development provided Members with an overview and the full details were outlined within the published report.
2. In regard to the EDI Action Plan for 2024 / 2025, the Chairman asked for clarification on the agreed timelines. The Assistant Director explained that there were milestones for each piece of work within the Action Plan over the coming year which were monitored through the EDI Programme Board to ensure that the actions and milestones were achievable. Following discussion, it was stated that it may be appropriate to bring an update report to the committee following the end of the financial year. A Member of the Committee requested that the update report include an executive summary to make the main points of the report clear to Members.
3. A Member of the Committee stated that he wanted to acknowledge that the review was positive and that, although there was work to do, the authority was making progress and moving in the right direction.
4. Members noted that the Accessibility Officer role was a temporary post for 22 months. It was further noted that the post would work closely with the Accessibility Forum to provide expertise and maintain an overview of the work that needed to happen on a practical level.
5. Members noted that a review was being conducted to assess any potential over-representation of employees with protected characteristics in formal HR cases, such as disciplinary actions. It was noted that work had been undertaken to ensure a clear understanding of any disproportionality, with the aim of addressing and preventing unjust over-representation in such cases.
6. It was discussed that efforts were underway to ensure diverse recruitment panels, with a focus on fostering a workforce that reflects the communities served by the organisation. Officers highlighted the close collaboration with inclusive staff networks to enhance their engagement in recruitment processes and panel participation. Additionally, there was ongoing work to improve recruitment practices to be more inclusive. It was acknowledged that while ethnic diversity was important, representation may also involve colleagues with lived experience of other protected characteristics, ensuring broader inclusivity across the organisation.
7. A Member raised concerns regarding data collection, noting that staff may be reluctant to share personal information about their characteristics. Officers acknowledged this and clarified that the data collected would serve only as an indicative measure of statistical trends. It was further noted that the data would be used in conjunction with Key Performance Indicators (KPIs) to assess representation within the council.

8. The Chairman proposed an additional recommendation to request regular updates on progress at future meetings.

Actions/ further information to be provided:

None.

RESOLVED:

The Committee noted the progress made to respond to the recommendations from the EDI reviews.

That regular updates on progress be provided at future meetings.

31/24 EXCLUSION OF THE PUBLIC [Item 9]

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.

32/24 AGENCY & INTERIM SPEND 23/24 AND QUARTER 1 24/25 FINANCIAL YEARS [Item 10]

Witnesses:

Emma Lucas, Head of Business Partnering and Employment Practice

Key points raised during the discussion:

1. The report was introduced by officers. The Committee asked a number of questions which were responded to by the officers present before moving to recommendations.

Actions / further information to be provided:

None.

Resolved:

See exempt minute - E-18-24

33/24 SURREY COUNTY COUNCIL REDUNDANCY AND PENSION PAYMENTS FOR AN SCC EMPLOYEE [Item 11]

Witnesses:

Emma Lucas, Head of Business Partnering and Employment Practice

Key points raised during the discussion:

1. The report was introduced by officers. The Committee asked a number of questions which were responded to by the officers present before moving to recommendations.

Actions / further information to be provided:

None.

Resolved:

See exempt minute - E-19-24

34/24 PUBLICITY OF PART 2 ITEMS [Item 12]**35/24 DATE OF NEXT MEETING [Item 13]**

The Committee noted the date of the next meeting.

Meeting ended at: 11.40 am

Chairman

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