

MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 2.00 pm on 11 June 2020 at Remote Meeting.

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

Elected Members:

Mr Tim Oliver (Chairman)
Ms Denise Turner-Stewart
Mr Ken Gulati
Mr Eber A Kington
Mr Chris Botten

28/20 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

None received.

29/20 MINUTES OF THE PREVIOUS MEETING - 29 APRIL 2020 [Item 2]

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

30/20 DECLARATIONS OF INTEREST [Item 3]

There were none.

31/20 QUESTIONS AND PETITIONS [Item 4]

There were none.

32/20 ACTION REVIEW [Item 5]

Witnesses:

Jacqueline Foglietta, Director – HR & OD

Key points from the discussion:

1. In regards to Acton A1/20, Members noted that the document had been circulated to Members and therefore the action could be marked as complete. Members highlighted that an advert for Director of Infrastructure had recently been published yet the post was noted included within the recent document. Officers confirmed that the post was recently deleted then recreated as the Executive Director was reviewing her team.
2. Members further highlighted that the recent director position advertisement had also advertised the council's car leasing scheme as a working benefit. Members stating that this may not be in line with the council's environmental priorities. The Director – HR & OD agreed to pass this feedback on to the Recruitment department.

Actions/ further information to be provided:

None.

RESOLVED:

The Committee noted the actions tracker.

33/20 FORWARD WORK PROGRAMME [Item 6]**Witnesses:**

Jacqueline Foglietta, Director – HR & OD

Key points from the discussion:

1. The Director informed Members that an additional item for Surrey Pay Proposals 21/22 would also be considered in September 2020. Members requested that the report included details of staff benefits including the car leasing scheme.
2. In regards to the Moving Closer to Residents update, Members noted that it was likely to move focused on the agile working programme.
3. Members requested an additional item on the how the council was responding to staff displaying ill health during the pandemic and how the council was supporting conditions such as post-traumatic stress disorder. Members requested detail be also included on the long term impacts on the council's staffing levels.

Actions/ further information to be provided:

Surrey Pay Proposals 21/22 & additional item on how the council was responding and supporting staff who were displaying ill health during the pandemic to be added to the forward plan.

RESOLVED:

Members noted the forward work programme.

34/20 STAFF SURVEY [Item 7]**Witnesses:**

Jacqueline Foglietta, Director – HR & OD

Key points raised during the discussion:

1. The Director – HR & OD introduced the report and provided a brief summary. Members noted that the report detailed proposals for a staff survey which intended to capture staff experience to date on working during the COVID-19 pandemic. An initial survey would be conducted as part of the 'Our Conversations' work to reach out to as many staff as possible to hear their experiences. The survey would have set themes which had been developed through conversations with staff. Following the initial survey, 25% of staff would be contacted each quarter to complete a survey which would allow for targeted and rich data and enable more targeted action.
2. Members welcomed the approach and highlighted that many staff were currently in isolation so it was important to make contact as much as possible
3. Members noted that it had been five years since the previous staff survey and so it was important to proceed without delay.

4. Members request details on the cost to conduct the staff surveys. Officers agreed to circulate the information outside the meeting.

Actions/ further information to be provided:

Members request details on the cost to conduct the staff surveys. Officers agreed to circulate the information outside the meeting.

RESOLVED:

The Committee noted the report

35/20 STAFFING MATTERS IN RESPONSE TO COVID-19 [Item 8]

Witnesses:

Jacqueline Foglietta, Director – HR & OD

Key points raised during the discussion:

1. The Director introduced the report and provided a brief summary. Members noted that the report included a PowerPoint which presented an overview of workforce recovery activity across the Surrey system as well as a more detailed plan outlining how it would apply to the county council.
2. Members endorsed the report and stated that the work being put into enhancing distance working was positive.
3. Members noted that the majority of staff were complying with the working from home instructions however in some cases it was not possible. Officers confirmed that, unless inappropriate, staff were expected to work from home until the Government releases further guidance on easing the lockdown.
4. Members asked whether it was possible for an officer to request to remain permanently in their redeployed role. Officers confirmed this would be dealt with on a case by case basis. Officers went on to state that some managers who had staff that were redeployed had requested that they return due to increased workloads.
5. Officers and Members agreed that the council's ability to make significant changes quickly was very positive and that the capacity to be flexible and make quick decisions should not be lost after the lockdown.
6. Members agreed that working from home long term was not suitable for all staff and that some people were struggling with the lack of interaction. Officers agreed and informed the Committee that a small number of staff had returned to a council building due to the nature of their work or because of mental health reasons.
7. Members had a discussion on the proposals to recognise staff who had contributed significantly during the lockdown. It was agreed that a financial reward may cause complications however an opportunity to nominate staff to attend a ceremony and receive a tangible reward would be more suitable. Members went on to state that it was important to make all staff feel valued. Members also asked that Head teachers were also able to nominate and receive nominations for rewards.

Actions/ further information to be provided:

None.

RESOLVED:

The Committee noted the report.

36/20 DATE OF NEXT MEETING [Item 9]

The Committee noted that its next meeting would be held on 22 September 2020.

Meeting ended at: 3:10

Chairman