

MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 10.00 am on 6 March 2015 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 David Hodge (Chairman)
Mr Peter Martin (Vice-Chairman)
Ms Denise Le Gal
Mr Stuart Selleck
Mr Richard Walsh
Mrs Hazel Watson

In Attendance

Cheryl Hardman, Regulatory Committee Manager
Carmel Millar, Director of People and Development
Julie Smyth, HR Manager – Reward and Recognition Team

11/15 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

There were no apologies for absence.

12/15 MINUTES OF THE PREVIOUS MEETING: 27 JANUARY 2015 [Item 2]

The Minutes were approved as an accurate record of the meeting.

13/15 DECLARATIONS OF INTEREST [Item 3]

There were none.

14/15 QUESTIONS AND PETITIONS [Item 4]

There were none.

15/15 ACTION REVIEW [Item 5]

Declarations of Interest:

None.

Witnesses:

Carmel Millar, Director of People and Development

Key points during the discussion:

1. In relation to Action A11/14 (voicemail), the committee agreed to bring the plan to improve Resident Experience to committee. The Chairman went on to request a further paper on how to reinforce the Think Resident Think Councillor message from the 2014 campaign (**Action Review ref: A2/15**).
2. In relation to A19/14 (sleeping in law), the Chairman stated that he had a draft letter which he would review and feedback to officers.
3. In relation to A1/15 (Appraisal completion), the committee was informed that performance had improved and completion rates were now on target.
4. In relation to A23/13 (employee volunteering), the Chairman outlined the new approach that was to be taken to embed volunteering.

Actions/Further information to be provided:

- i. The Director of People and Development to bring a paper to committee on how to reinforce the Think Resident Think Councillor message from the 2014 campaign.
- ii. The action tracker will be updated to reflect the points raised during the discussion.

RESOLVED:

To note the tracker.

Committee next steps:

None.

16/15 EMPLOYEE ENGAGEMENT CAMPAIGN [Item 6]

Declarations of Interest:

None.

Witnesses:

Carmel Millar, Director of People and Development

Key points during the discussion:

1. Members were very supportive of the campaign and the report. A Member suggested that the statement on 'The Surrey Way' should emphasise more that residents are at the heart of everything we do.

Actions/Further information to be provided:

None.

RESOLVED:

- i. That the committee gives its endorsement and support to the campaign;
- ii. That officers report back to the committee later in the year with an update on the campaign (**Action Review ref: A3/15**).

Committee next steps:

None.

17/15 SURREY PAY POLICY STATEMENT 2015-2016 [Item 7]

Declarations of Interest:

None.

Witnesses:

Carmel Millar, Director of People and Development
Julie Smyth, HR Manager – Reward and Recognition Team

Key points during the discussion:

1. The Chairman introduced the report, reminding the committee that local authorities are required to publish a Pay Policy Statement, approved by full Council, with effect from 1 April each year.
2. Officers confirmed that only post titles needed to be published for those staff earning over £50,000. Where officers earn over £150,000 they needed to be named.
3. The Chairman suggested that the pay range can be misleading if staff earn closer to the bottom than the top of the range.
4. It was suggested that a note be included on the London Living Wage. Officers were asked to provide information to be discussed at full council (**Action Review ref: A4/15**).

Actions/Further information to be provided:

Officers to provide information to the Chairman on the London Living Wage.

RESOLVED:

- i. That the committee gives its endorsement and support to the campaign;

- ii. That officers report back to the committee later in the year with an update on the campaign (**Action Review ref: A3/15**).

Committee next steps:

Chairman to report on the committee's support for the Pay Policy Statement at the meeting of full Council on 17 March 2015.

18/15 EXCLUSION OF THE PUBLIC [Item 8]

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 paragraph 1 of Part 1 of Schedule 12A of the Act.

THE FOLLOWING ITEMS OF BUSINESS WERE CONSIDERED IN PRIVATE BY THE COMMITTEE. HOWEVER, THE INFORMATION SET OUT BELOW IS NOT CONFIDENTIAL.

19/15 SENIOR PAY POLICY EXCEPTIONS REPORT MARCH 2015 [Item 9]

Declarations of Interest:

None.

Witnesses:

Carmel Millar, Director of People and Development
Julie Smyth, HR Manager – Reward and Recognition Team

Key points during the discussion:

1. The Chairman introduced the report and invited discussion on each section in turn. The committee asked a number of questions which were answered by the officers present, before moving to the recommendations.

Actions/Further information to be provided:

None.

RESOLVED:

- i. Recommendations 1.1 to 1.4 in the confidential report were APPROVED.
- ii. That the committee AGREED to bring forward pay day for January 2016 by one week to Thursday 21 January.

Committee next steps:

None.

20/15 PUBLICITY FOR PART TWO ITEMS [Item 10]

RESOLVED: That the items considered under Part Two of the agenda should remain confidential and not be made available to the press and public.

21/15 DATE OF NEXT MEETING [Item 11]

The date of the next meeting was noted.

Meeting ended at: 10.45 am

Chairman