

## Notice of Meeting

# People, Performance and Development Committee



**Date & time**  
**Friday, 17 July**  
**2015**  
at **10.00 am**

**Place**  
Room 107 - County  
Hall

**Contact**  
Cheryl Hardman  
Room 122, County Hall  
Tel 020 8541 9075

**Chief Executive**  
David McNulty

[cherylh@surreycc.gov.uk](mailto:cherylh@surreycc.gov.uk)

**If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9068, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email [cherylh@surreycc.gov.uk](mailto:cherylh@surreycc.gov.uk).**

**This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Cheryl Hardman on 020 8541 9075.**

### **Members**

Mr David Hodge (Chairman), Mr Peter Martin (Vice-Chairman), Mr Ken Gulati, Mr Nick Harrison, Ms Denise Le Gal and Mrs Hazel Watson

### **Ex Officio:**

Mrs Sally Ann B Marks (Chairman of the County Council) and Mr Nick Skellett CBE (Vice-Chairman of the County Council)

## AGENDA

### 1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

### 2 MINUTES OF THE PREVIOUS MEETING: 26 JUNE 2015

(Pages 1  
- 8)

To agree the minutes as a true record of the meeting.

### 3 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

#### Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

### 4 QUESTIONS AND PETITIONS

To receive any questions or petitions.

#### Notes:

1. The deadline for Member's questions is 12.00pm four working days before the meeting ( *13 July 2015*).
2. The deadline for public questions is seven days before the meeting ( *10 July 2015*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

### 5 ACTION REVIEW

(Pages 9  
- 12)

An action review table is attached, detailing actions from previous meetings. The Committee is asked to review progress on the items listed.

### 6 APPOINTMENT OF LOCAL PENSION BOARD

(Pages  
13 - 24)

This report sets out the proposed list of appointments for the Local Pension Board for approval by the People, Performance and Development Committee.

The Local Pension Board is a requirement under section 5 of the Public Service Pensions Act 2013, and Regulation 106 of the Local Government Pension Scheme Regulations 2013.

- 7 FUTURE ARRANGEMENTS FOR HR & OD LEADERSHIP - ORBIS** (Pages 25 - 28)
- To seek endorsement from the committee regarding arrangements for the future HR & OD Leadership across the Orbis partnership.
- 8 ABUSE, VIOLENCE AND ASSAULTS IN THE WORKPLACE** (Pages 29 - 36)
- This report outlines the work which is planned in relation to assaults, violence and threats in the workplace and asks the committee to endorse and support the approach taken to review and develop our management of these issues.
- 9 APPRAISALS COMPLETION UPDATE REPORT FOR APPRAISALS CARRIED OUT IN 2015/16** (Pages 37 - 44)
- To provide an update on the progress of appraisals for Surrey County Council, the year valid 1 April 2014 to 31 March 2015, (carried out in 2015/16).
- 10 CHANGES TO CONDITIONS OF SERVICE** (Pages 45 - 52)
- This report sets out changes to Surrey Pay terms and conditions of employment in respect of:
- i) The process for buying annual leave under the council's flexible benefits policy; and
  - ii) Eligibility to access MyBenefits employee voluntary benefits.
- 11 PAY POLICY EXCEPTIONS ANALYSIS 2012-2014** (Pages 53 - 62)
- This report provides a review of pay exceptions over the last three financial years (2012/13, 2013/14, 2014/15) in order to:
- Provide assurance to Council Members that the processes to determine decisions in relation to pay are fair, simple, systematic, transparent and in line with the Council's Pay Policy Statement;
  - Determine whether scrutiny of cases at the right level and consistent across the Council;
  - Determine whether cases support key Council imperatives, e.g. helping to recruit and retain key skills;
  - Provide an analysis and comparisons of data on all cases going back three years to establish:
    - The trends in pay exceptions and what do these tell us:
    - The implications, if any, for our new pay strategy;
  - Identify recommendations as to how process and/or practice for deciding and reporting pay exceptions could be improved.

## 12 EXCLUSION OF THE PUBLIC

**Recommendation:** 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.

### PART TWO IN PRIVATE

## 13 PAY POLICY EXCEPTIONS REPORT JULY 2015

(Pages  
63 - 68)

The People, Performance and Development Committee (PPDC) acts as the council's Remuneration Committee under delegated powers, in accordance with the constitution of the County Council. The purpose of this paper is to highlight decisions taken / recommendations on Senior Pay that fall outside the published Pay Policy.

**Confidential: Not for publication under Paragraph 1, 2**

Information relating to any individual.

Information which is likely to reveal the identity of an individual.

## 14 CHANGES TO RESIDENTIAL CONDITIONS OF SERVICE

(Pages  
69 - 72)

This report sets out changes to Surrey Pay terms and conditions of employment in respect of weekend working and responsibility allowances payable to employees in Older People Services

**Confidential: Not for publication under Paragraph 2**

Information which is likely to reveal the identity of an individual.

## 15 ARRANGEMENTS TO ADDRESS RECRUITMENT AND RETENTION PROBLEMS

(Pages  
73 - 84)

The purpose of this report is to propose immediate arrangements to address recruitment and retention problems for certain roles within Surrey County Council and to seek approval for progressing the proposed arrangements as part of the wider pay and reward strategy.

**Confidential: Not for publication under Paragraph 2, 4**

Information which is likely to reveal the identity of an individual.

Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.

## 16 DATE OF NEXT MEETING

The next meeting of People, Performance and Development Committee will be on 29 September 2015.

**David McNulty**  
**Chief Executive**

Published: Thursday, 9 July 2015

## **MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE**

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*Thank you for your co-operation*