

Notice of Meeting

People, Performance and Development Committee



SURREY
COUNTY COUNCIL

Date & time
Thursday, 29
October 2015
at 10.00 am

Place
Committee Room C,
County Hall, Kingston
upon Thames, Surrey
KT1 2DN

Contact
Andrew Baird
Room 122, County Hall
Tel 020 8541 7609

Chief Executive
David McNulty

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We're on Twitter:
@SCCdemocracy

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This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Andrew Baird on 020 8541 7609.

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: 29 SEPTEMBER 2015

(Pages 1
- 14)

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 (23 October 2015).
2. The deadline for public questions is seven days before the meeting (22 October 2015).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 ACTION REVIEW

(Pages
15 - 22)

For Members to consider and comment on the Committee's actions tracker.

6 APPRAISAL COMPLETION REPORT FOR FINAL APPRAISALS CARRIED OUT IN 2015 (TO COVER PERFORMANCE IN 2014/15)

(Pages
23 - 30)

To provide an update on the final completion rates of appraisals for Surrey County Council, to cover performance from 1 April 2014 to 31 March 2015, carried out in 2015.

- 7 RESHAPING SENIOR OFFICER ROLES** (Pages 31 - 36)
- To further inform the Committee of the Chief Executive's ongoing review of senior officer roles and to ask the Committee to confirm the creation of a Directorate of Adult Social Care and Public Health, led by a single Director and the proposals for appointment to new roles.
- 8 UPDATE TO SPECIAL LEAVE POLICY** (Pages 37 - 66)
- To update Surrey County Council's Special Leave Policy with provision for time off for County Council employees who are prospective adopters, special guardians, foster carers, friends and family carers, former foster carers under a "Staying Put" arrangement and supported lodgings providers. Also to support those already providing these types of care by providing time off where necessary.
- 9 EMPLOYEE ENGAGEMENT CAMPAIGN UPDATE** (Pages 67 - 72)
- This report is being brought to the People, Performance and Development Committee to provide an update on the progress of the employee engagement campaign that launched in March 2015.
- 10 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.
- 11 PAY POLICY EXCEPTIONS** (Pages 73 - 84)
- 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 pay that fall outside the published Pay Policy.
- Exempt: Not for publication under Paragraph 1**
Information relating to any individual.
- 12 ADULT SOCIAL CARE - TRAINEE SCHEME - SOCIAL WORKERS AND OCCUPATIONAL THERAPISTS** (Pages 85 - 92)
- The Adult Social Care professional qualification trainee scheme has not been reviewed since 2009. This report proposes some changes to the terms and conditions of the scheme and also the fixed salary offer to ensure that the scheme is consistent with current working arrangements and is cost effective.
- The proposals represent a better offer from both perspective of both the Council's and that of the prospective trainees.
- Agreement from the Committee is sought for the proposed new arrangements.

Exempt: Not for publication under Paragraph 1

Information relating to any individual.

13 DATE OF NEXT MEETING

The next meeting of People, Performance and Development Committee will be on 27 November 2015.

David McNulty
Chief Executive

Published: Wednesday, 21 October 2015

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