

Notice of Meeting

People, Performance and Development Committee



Date & time
Thursday, 18
December 2014
at 9.30 am

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

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

Chief Executive
David McNulty

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.

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), Ms Denise Le Gal, Mr Stuart Selleck, Mr Richard Walsh and Mrs Hazel Watson

Ex Officio:

Mr David Munro (Chairman of the County Council) and Mrs Sally Ann B Marks (Vice Chairman of the County Council)

AGENDA

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

2 MINUTES OF THE PREVIOUS MEETING: 27 NOVEMBER 2014

(Pages 1
- 6)

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 (*12 December 2014*).
2. The deadline for public questions is seven days before the meeting (*11 December 2014*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 ACTION REVIEW

(Pages 7
- 10)

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

6 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.

7 REWARD STRATEGY REVIEW 2014-2018

(Pages
11 - 34)

The purpose of this report is to provide an overview of the proposed Pay and Reward Strategy to be implemented for all employees on Surrey pay from April 2016, and to seek approval for progressing the proposed strategy.

Confidential: Not for publication under Paragraph 4

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.

8 SENIOR PAY POLICY EXCEPTIONS REPORT DECEMBER 2014

(Pages
35 - 44)

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

Information relating to any individual.

9 PUBLICITY FOR PART TWO ITEMS

To consider whether the items considered under Part 2 of the agenda should be made available to the Press and the public.

10 DATE OF NEXT MEETING

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

**David McNulty
Chief Executive**

Published: Tuesday, 9 December 2014

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting. To support this, County Hall has wifi available for visitors – please ask at reception for details.

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It is requested that if you are not using your mobile device for any of the activities outlined above, it be switched off or placed in silent mode during the meeting to prevent interruptions and interference with PA and Induction Loop systems.

Thank you for your co-operation

MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 10.00 am on 27 November 2014 at Committee Room B - County Hall.

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

Elected Members:

Mr David Hodge (Chairman)
Mr Peter Martin (Vice-Chairman)
Mr Stuart Selleck
Mr Richard Walsh
Mrs Hazel Watson

Apologies:

Ms Denise Le Gal, Substituted by Mr John Furey

In Attendance

Ken Akers, HR Relationship Manager (Adults)
Cheryl Hardman, Regulatory Committee Manager
Carmel Millar, Director of People and Development

81/14 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies for absence were received from Denise Le Gal. John Furey substituted for her.

82/14 MINUTES OF THE PREVIOUS MEETING: 29 OCTOBER 2014 [Item 2]

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

83/14 DECLARATIONS OF INTEREST [Item 3]

There were none.

84/14 QUESTIONS AND PETITIONS [Item 4]

There were none.

85/14 ACTION REVIEW [Item 5]**Declarations of Interest:**

None.

Witnesses:

Carmel Millar, Director of People and Development
Ken Akers, HR Relationship Manager (Adults)

Key points raised during the discussion:

1. In relation to Action A11/14 (telephone policy), the Chairman requested that a report be brought to the next meeting of the committee.

Actions/Further information to be provided:

The action tracker will be updated to reflect the points raised during the discussion.

RESOLVED:

To note the tracker.

Committee next steps:

None.

86/14 MANAGING SICKNESS ABSENCE [Item 6]**Declarations of Interest:**

None.

Witnesses:

Carmel Millar, Director of People and Development
Ken Akers, HR Relationship Manager (Adults)

Key points raised during the discussion:

1. The Director of People and Development introduced the report and highlighted the improvements made to absence management. An audit of absence management had been commissioned to support continued improvements.

2. Members congratulated officers on the improvements made so far. It was commented that this had been achieved because of staff and manager quality, as well the coaching culture that had been developed across the organisation through the High Performance Development Programme.
3. Members asked for further information about long term sickness within different services. They also highlighted the financial implications and impact on colleagues when staff are on sick leave without adequate reason.
4. There was support for addressing the emotional and mental wellbeing of staff.
5. Officers stated that the main reasons for long-term sickness absence were musculoskeletal disorders and stress. This was similar to statistics in the NHS.
6. Stress issues can vary from workload stress to mental disorder diagnoses. People also react differently to stress.
7. It was important to actively manage long-term sickness absence.
8. Members expressed support for investment in training for staff.
9. Officers informed Members that the services with highest levels of sickness absence were Adults Social Care, the Contact Centre and Commercial Services. HR is working actively with those services to bring down the figures.
10. In response to a request for comparative data from the private sector, the Director of People and Development offered to circulate this to Members following the meeting (**Action Review ref: A18/14**). It was pointed out that local government employment has different dynamics to the private sector which will impact on sickness absence eg visitors to elderly clients cannot go with a cold.
11. Officers confirmed that data is captured on reasons for short sickness absences.

Actions/Further information to be provided:

The Director of People and Development to circulate information on comparative sickness absence data from the private sector.

RESOLVED:

To support the proposals outlined in the report.

Committee next steps:

None.

87/14 EXCLUSION OF THE PUBLIC [Item 7]

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 paragraphs 1 and 4 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.

88/14 SENIOR PAY POLICY EXCEPTIONS REPORT: NOVEMBER 2014 [Item 8]**Declarations of Interest:**

None.

Witnesses:

Carmel Millar, Director of People and Development
Ken Akers, HR Relationship Manager (Adults)

Key points raised during the discussion:

1. The Chairman introduced the report. 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:

To approve the recommendations in the confidential report.

Committee next steps:

None.

89/14 PAY SETTLEMENT 2015/16 [Item 9]**Declarations of Interest:**

None.

Witnesses:

Carmel Millar, Director of People and Development
Ken Akers, HR Relationship Manager (Adults)

Key points raised during the discussion:

1. The Director of People and Development introduced the report. 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:

To approve the recommendations in the confidential report, subject to the word 'officers' replacing the word 'staff' in recommendation 1d.

Committee next steps:

To receive a report back in due course.

90/14 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.

91/14 DATE OF NEXT MEETING [Item 11]

The date of the next meeting was noted.

Meeting ended at: 11.00 am

Chairman

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**People, Performance and Development Committee
18 December 2014**

ACTION REVIEW

PURPOSE OF REPORT:

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

INTRODUCTION:

An actions tracker recording actions and recommendations from previous meetings is attached as **Annex A**, and the Committee is asked to review progress on the items listed.

RECOMMENDATION:

The Committee is asked to monitor progress on the implementation of actions from previous meetings (Annex A).

REPORT CONTACT: Cheryl Hardman, Regulatory Committee Manager
020 8541 9075
cherylh@surreycc.gov.uk

Sources/background papers: None

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People, Performance & Development Committee – ACTION TRACKING

ACTIONS

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A23/13	21 Oct 2013	Action Review	A further report on employee volunteering scheme to be scheduled.	Deputy Head of HR&OD	An update was circulated by email on 28 October 2014. A further report explaining what actions are to be taken to bring up the numbers of employees volunteering was requested and will be scheduled for 26 February 2015.
A11/14	21 July 2014	Review of the "Working Together" Workshops and Future Plans	Officers to bring a report on telephone policy and minimising the use of voicemail to committee in Autumn 2014.	Head of HR&OD	On 27 November, the Chairman requested that a report be brought to the meeting on 18 December 2014. However, following the meeting the Chairman agreed to postpone the report pending further discussions at senior officer level.
A17/14	29 October 2014	Fairness and Respect Strategy Update	That the Chairman sends a letter to all Members asking them to support the Fairness and Respect workforce targets and action plan. The existing plans to achieve the targets would be included with the letter for information.	Equality, Inclusion and Wellbeing Manager	A letter has been drafted and is with the Chairman for review.
A18/14	27 November 2014	Managing Sickness Absence	The Director of People and Development to circulate information on comparative sickness absence data from the private sector.	Director of People and Development	Director of People and Development to report back.

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