

MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 9.00 am on 29 January 2016 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)
Mr Ken Gulati
Mr Nick Harrison
Mrs Hazel Watson

Apologies:

Ms Denise Le Gal

In Attendance

Mr Mel Few
Ken Akers

1/16 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Ms Denise Le Gal.

Mel Few acted as a substitute for Ms Denise Le Gal.

2/16 MINUTES OF THE PREVIOUS MEETING: 27 NOVEMBER 2015 [Item 2]

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

3/16 DECLARATIONS OF INTEREST [Item 3]

There were none.

4/16 QUESTIONS AND PETITIONS [Item 4]

There were none

5/16 EXCLUSION OF THE PUBLIC [Item 6]

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 the relevant paragraphs of Schedule 12A of the Act.

6/16 PAY AND REWARDS STRATEGY REVIEW BUSINESS CASE [Item 7]

Declarations of interest:

None

Witnesses:

Ken Akers, Strategic HR Relationship Manager

Key points raised during the discussion:

1. The Strategic HR Relationship Manager introduced the report. The Committee asked a number of questions which were responded to by the officers present, before moving to recommendations.

Actions/ further information to be provided:

The actions arising from this report are laid out in the Part 2 minutes.

RESOLVED:

The Committee approved the recommendations set out in the confidential report, these recommendations are highlighted in the Part 2 minutes.

7/16 SENIOR PAY POLICY EXCEPTIONS REPORT JANUARY 2016 [Item 8]

Declarations of interest:

None

Witnesses:

Ken Akers, Strategic HR Relationship Manager

Key points raised during the discussion:

1. The Strategic HR Relationship Manager introduced the report. The Committee asked a number of questions which were responded to by the officers present, before moving to recommendations.

Actions/ further information to be provided:

The actions arising from this report are laid out in the Part 2 minutes.

RESOLVED:

The Committee approved the recommendations set out in the confidential report, these recommendations are highlighted in the Part 2 minutes.

[Note: This item was moved up the agenda and taken next]

8/16 OUTCOME OF THE CHIEF EXECUTIVE'S APPRAISAL PANEL - 23 NOVEMBER 2015 [Item 11]

Declarations of interest:

None

Witnesses:

Ken Akers, Strategic HR Relationship Manager

Key points raised during the discussion:

1. The Strategic HR Relationship Manager introduced the annexes. The Committee asked a number of questions which were responded to by the officers present.

Actions/ further information to be provided:

None

RESOLVED:

As in Item 8.

**9/16 OUTCOME OF CHIEF EXECUTIVE'S APPRAISAL PANEL - 23
NOVEMBER 2015 [Item 9]**

Declarations of Interest:

None

Witnesses:

Ken Akers, Strategic HR Relationship Manager

Key points raised during the discussion:

1. This was considered by the Committee after item 10 and discussions on the Outcome of the Chief Executives 2015 Appraisal subsequently took place in Part 2.

Actions/ further recommendations to be provided:

None

RESOLVED:

That the People, Performance and Development Committee noted that the outcome of the Chief Executive's 2015 appraisal was a rating of 'Outstanding'

**10/16 APPOINTMENT OF AN INDIVIDUAL MEMBER OF THE LOCAL PENSION
BOARD [Item 12]**

Declarations of interest:

None

Witnesses:

Ken Akers, Strategic HR Relationship Manager

Key points raised during the discussion:

1. The Committee were informed that PPDC was being asked to appoint a new Member of the Local Pension Board to fill a vacancy which had arisen due to a resignation from an existing Member of the Local Pension Board.

Actions/ further information to be provided:

None

RESOLVED:

The Committee approved the proposed appointment of an individual member of the Local Pension Board.

11/16 CORPORATE 'REFER A FRIEND INCENTIVE' SCHEME [Item 13]

Declarations of interest:

None

Witnesses:

Ken Akers, Strategic HR Relationship Manager

Key points raised during the discussion:

1. The Strategic HR Relationship Manager introduced the report and informed Members that they were being asked to support proposed changes to some key elements of the Corporate a 'Refer a Friend' Scheme which the Committee had approved at its meeting on 29 September 2015. PPDC was advised that these changes to the scheme had been proposed following consultation with staff.
2. Members were concerned that amending the policy to give £1000 to the SCC employee who made a successful referral on the day that the person they referred started at SCC meant could potentially leave the scheme open to misuse. The Committee that the policy be amended so that £500 is given on the first day of work and the remaining £500 allocated after the person that they referred had completed three months at SCC.

Actions/ further information to be provided:

Recommendation 1 to be amended so that £500 is given on the first day of work and the remaining £500 given after the person that they referred completes three months at SCC.

RESOLVED:

- i. A one off payment of £1000 as the financial incentive of the scheme;
- ii. the scheme excludes any member of staff directly involved in the recruitment process; and
- iii. the 'refer a friend' scheme is incorporated into key worker concept agreed by PPDC in July 2015.

12/16 REVIEWED AND ENHANCED HEALTH AND SAFETY POLICY [Item 14]

Declarations of interest:

None

Witnesses:

Ken Akers, Strategic HR Relationship Manager

Key points raised during the discussion:

1. The Strategic HR Relationship Manager introduced the report and informed the Committee that the changes made to SCC's Health and Safety Policy were relatively minor.
2. It was requested that the Chairman and Vice-Chairman of PPDC receive a copy of both the previous and revised versions of SCC's Health and Safety Policy for comparison.

Actions/ further information to be provided:

- i. The Chairman and Vice-Chairman of PPDC to be sent a copy of both the previous and revised versions of SCC's Health and Safety Policy for comparison.

RESOLVED:

That the People, Performance and Development Committee agree to the changes to the Health, Welfare and Safety Policy Statement which set out responsibilities for staff at all levels of the organisation.

13/16 PAY POLICY STATEMENT 2015 - 2016 [Item 15]

Declarations of interest:

None

Witnesses:

Ken Akers, Strategic HR Relationship Manager

Key point raised during the discussion:

1. The Strategic HR Relationship Manager clarified that the revisions to the Pay Policy Statement 2015 – 2016 had been approved by Council and that PPDC was just being asked to note the changes to the Policy following approval by Council.

2. The Committee requested further information on how the ratio of 14:1 in regarding the difference in pay between the Chief Executive as the highest paid employee in the organisation and those on the lowest pay grade and how this compares with neighbouring local authorities.

Actions/ further information to be provided:

The Strategic HR Relationship Manager to circulate information to the Committee on the ratio between the lowest and highest paid members of staff in the Council and how this compares to neighbouring local authorities.

RESOLVED:

That the Committee noted and agreed the additions to the Pay Policy Statement 2015-16 including:

- i. the entitlement for the Chief Executive to receive payment as the County's Returning Officer during elections, and
- ii. a statement that makes clear that the Surrey Pay arrangements apply to support staff working in schools.

[Note: This item was moved up the agenda and taken next]

14/16 ACTION REVIEW [Item 5]

Declarations of interest:

None

Witnesses:

Ken Akers, Strategic HR Relationship Manager

Key points raised during the discussion:

None

Actions/ further information to be provided:

None

RESOLVED:

To note the tracker.

15/16 DATE OF NEXT MEETING [Item 16]

The Committee noted that the date of its next meeting was 25 February 2016.

Meeting ended at: 10.10 am

Chairman