

Notice of Meeting

People, Performance and Development Committee



Date & time
Tuesday, 29
September 2015
at 1.00 pm

Place
G30, 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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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 andrew.baird@surreycc.gov.uk.

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: 17 JULY 2015

(Pages 1
- 10)

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

5 ACTION REVIEW

(Pages
11 - 16)

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

6 FOSTER CARER LEAVE, FRIENDS AND FAMILY CARER LEAVE AND STAYING PUT CARER LEAVE

(Pages
17 - 30)

This report outlines Surrey County Council's proposed approach to becoming a Foster Friendly Employer. Surrey County Council's Fostering Service is looking to implement a number of measures to target our own workforce as a source of possible foster carers, friends and family carers, and staying put carers, to support our looked after children and those young people previously in foster care who may be transitioning into Adult Social Care services or in becoming independent.

- 7 ENSURING OUR SERVICES ARE ACCESSIBLE AND RESPONSIVE: TELEPHONE AND VOICEMAIL POLICY** (Pages 31 - 34)

To improve resident experience by introducing a new telephone and voicemail policy for officers.

- 8 SOCIAL WORKER AND OCCUPATIONAL THERAPIST 'REFER A FRIEND' INCENTIVE SCHEME** (Pages 35 - 44)

To seek endorsement from the Committee to implement an Adult Social Care and Children, Schools and Families incentive scheme to encourage permanent recruitment to Social Worker and Occupational Therapy vacancies within the services.

Surrey County Council employees who refer a friend/acquaintance to a vacancy will receive a 'reward', on certain conditions.

- 9 ARRANGEMENT FOR THE APPOINTMENT OF SENIOR MANAGERS TO THE ORBIS JOINT PARTNERSHIP BETWEEN SURREY COUNTY COUNCIL AND EAST SUSSEX COUNTY COUNCIL** (Pages 45 - 48)

This report sets out arrangements for the People, Performance and Development Committee's (PPDC) Appointments Sub-Committee for appointments to Senior Management positions (pay grades S15 and above) to the Orbis Joint Partnership between Surrey County Council and East Sussex County Council.

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.

**PART TWO
IN PRIVATE**

- 11 SENIOR PAY PROGRESSION** (Pages 49 - 52)

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 ask the Committee to note the Chief Executive's acceptance of its decision made on 19 March 2014 to implement pay progression for the Chief Executive.

Exempt: Not for publication under Paragraph 1, 2

Information relating to any individual.

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

12 PAY POLICY EXCEPTIONS REPORT SEPTEMBER 2015

(Pages
53 - 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.

Exempt: Not for publication under Paragraph 1, 2

Information relating to any individual.

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

13 ADULT SOCIAL CARE - TRAINEE SCHEME - SOCIAL WORKERS AND OCCUPATIONAL THERAPISTS

(Pages
69 - 74)

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 the Council's perspective and the prospective trainee.

We are seeking the agreement of the Committee to the proposed new arrangements.

Exempt: Not for publication under Paragraph 1, 2

Information relating to any individual.

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

14 DATE OF NEXT MEETING

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

David McNulty
Chief Executive

Published: Monday, 21 September 2015

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

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Thank you for your co-operation