

## Notice of Meeting

# People, Performance and Development Committee



**Date & time**  
**Friday, 26 June**  
**2015**  
at **9.00 am**

**Place**  
Mess Conference  
Room, County Hall,  
Kingston upon  
Thames, Surrey KT1  
2DN

**Contact**  
Cheryl Hardman  
Room 122, County Hall  
Tel 020 8541 9075  
  
cherylh@surreycc.gov.uk

**Chief Executive**  
David McNulty

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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 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: 12 MAY 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 (*22 June 2015*).
2. The deadline for public questions is seven days before the meeting (*19 June 2015*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

### 5 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

**6 MANAGEMENT ARRANGEMENTS: CHILDREN, SCHOOLS AND FAMILIES**

To consider management arrangements with regard to the Children, Schools and Families directorate.

Report to follow.

**Confidential: Not for publication under Paragraph 1, 2, 4**

Information relating to any individual.

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.

**7 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.

**8 DATE OF NEXT MEETING**

The next meeting of People, Performance and Development Committee will be on 17 July 2015.

**David McNulty  
Chief Executive**

Published: Thursday, 18 June 2015

**MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE**

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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*

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**MINUTES** of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 11.00 am on 12 May 2015 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)  
Ms Denise Le Gal  
Mr Richard Walsh  
Mrs Hazel Watson

**Apologies:**

Mr Stuart Selleck, Substituted by Mr Ernest Mallett MBE

**In Attendance**

Ken Akers, Cabinet Business Manager  
Cheryl Hardman, Regulatory Committee Manager  
Carmel Millar, Director of People and Development

**32/15 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]**

Apologies for absence were received from Stuart Selleck.

**33/15 MINUTES OF THE PREVIOUS MEETING: 2 APRIL 2015 [Item 2]**

The Minutes were approved as an accurate record of the meeting.

**34/15 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**35/15 QUESTIONS AND PETITIONS [Item 4]**

There were none.

**36/15 ACTION REVIEW [Item 5]****Declarations of interest:**

None.

**Witnesses:**

Carmel Millar, Director of People and Development  
Ken Akers, Strategic HR Relationship Manager

**Key points during the discussion:**

1. In relation to A6/15 (Customer Promise), officers informed the committee that all videos used during engagement events would be uploaded onto You Tube the next day and a link circulated.
2. In relation to A19/14 (sleeping in payments), some Members requested that the letter be circulated again.

**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.

**37/15 OFFICER CODE OF CONDUCT AMENDMENT [Item 6]****Declarations of interest:**

None.

**Witnesses:**

Carmel Millar, Director of People and Development  
Ken Akers, Strategic HR Relationship Manager

**Key points during the discussion:**

1. The Chairman requested that The Seven Standards of Public Life be sent to all Members and Strategic Directors for their information, including a commentary on the Standards (**Action Review ref: A7/15**).

**Actions/Further information to be provided:**

A letter from the Chairman outlining The Seven Standards of Public Life, with a commentary on the Standards, to be circulated to all Members and Strategic Directors.

**RESOLVED:**

That the People, Performance and Development Committee endorses the proposed amendment to the Officer Code of Conduct policy to the Council.

**Committee next steps:**

None.

**38/15 APPRAISAL COMPLETION UPDATE REPORT 2013/14 [Item 7]****Declarations of interest:**

None.

**Witnesses:**

Carmel Millar, Director of People and Development  
Ken Akers, Strategic HR Relationship Manager

**Key points during the discussion:**

1. The Vice-Chairman queried why the report refers to 2013/14 rather than 2014/15 which has just ended. The Director of People and Development confirmed that the appraisals took place in 2014/15 but concern performance during 2013/14. The Vice-Chairman requested that future reports state the year during which the appraisal takes place rather than the year that appraisals are reviewing.
2. The Vice-Chairman praised the improved completion rate for eligible appraisals. However, it was stressed that the majority of appraisals should take place within the first few months following the end of the financial year.
3. It was suggested that future reports should include a summary of statistics for all directorates as it is useful to see the information in context.

**Actions/Further information to be provided:**

None.

**RESOLVED:**

- i. That the People, Performance and Development Committee notes the achievement of 98% completion of eligible appraisal conversations across the organisation.
- ii. That the committee receives a report on appraisal completion data for 2014/15 in July 2015 and considers whether further monitoring is required throughout the year.

**Committee next steps:**

None.

**39/15 EXCLUSION OF THE PUBLIC [Item 8]**

**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 Schedule 12A of the Act.

**40/15 SENIOR PAY POLICY EXCEPTIONS REPORT MAY 2015 [Item 9]****Declarations of interest:**

None.

**Witnesses:**

Carmel Millar, Director of People and Development  
Ken Akers, Strategic HR Relationship Manager

**Key points during the discussion:**

1. The Chairman introduced the report and invited discussion on each section in turn. The committee asked a number of questions which were responded to by the officers present, before moving to the recommendations.

**Actions/Further information to be provided:**

None.

**RESOLVED:**

That recommendations 1.1 to 1.3 in the confidential report were APPROVED.

**Committee next steps:**

None.

**41/15 SENIOR PAY POLICY EXCEPTIONS REPORT MAY 2015 (2) [Item 10]**

Under Section 100B(4) of the Local Government Act 1972, the Chairman agreed that this item should be considered as a matter of urgency for reasons set out in the confidential annex.

**Declarations of interest:**

None.

**Witnesses:**

Carmel Millar, Director of People and Development  
Ken Akers, Strategic HR Relationship Manager

**Key points during the discussion:**

1. The Chairman introduced the report and invited discussion from the committee. The committee asked a number of questions which were responded to by the officers present, before moving to the recommendations.

**Actions/Further information to be provided:**

None.



**RESOLVED:**

That the committee APPROVED the recommendation set out in the confidential report.

**Committee next steps:**

None.

**42/15 PUBLICITY FOR PART TWO ITEMS [Item 11]**

**RESOLVED:** That items considered under Part 2 of the agenda should remain confidential and not be made available to the press and public.

**43/15 DATE OF NEXT MEETING [Item 12]**

That date of the next meeting was noted.

Meeting ended at: 11.25 am

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**Chairman**

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