

Notice of Meeting

People, Performance and Development Committee



SURREY
COUNTY COUNCIL

Date & time
Thursday, 19 May
2016
at **10.00 am**

Place
Room 267 (Ispace)
County Hall, Kingston
upon Thames, Surrey
KT1 2DN

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

Chief Executive
David McNulty

andrew.baird@surreycc.gov.uk



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@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 Mike Goodman (substituting for 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 [3 MAY 2016]

To agree the minutes as a true record of the meeting.

The minutes will be tabled at 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 May 2016*).
2. The deadline for public questions is seven days before the meeting (*13 May 2016*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 ACTION REVIEW

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

(Pages 1
- 6)

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 FORMAL OFFER - PAY AND REWARD STRATEGY REVIEW

(Pages 7
- 62)

To agree the formal pay and reward offer following consultation with staff and trade unions, the agreed proposals will be presented as a final offer to the trade unions.

Exempt: 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 PUBLICITY OF PART 2 ITEMS

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

9 DATE OF NEXT MEETING

The next meeting of People, Performance and Development Committee will be on 30 June 2016.

David McNulty
Chief Executive

Published: Wednesday, 11 May 2016

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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People, Performance and Development Committee
19 May 2016

Action Review

Purpose of the 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.

Recommendations:

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

Report contact: Andrew Baird, Regulatory Committee Manager

Contact details: 020 8541 7609, andrew.baird@surreycc.gov.uk

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ACTIONS

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A14/16	5 April	Staff Survey Results	Undertake detailed analysis of the areas of improvement identified in the results of the staff survey and to provide feedback on this analysis to the Committee.	Chief of Staff	<p>The Chief of Staff is currently conducting further analysis on the outcomes of the staff survey and will provide additional information to the Committee on areas of improvement once this analysis has been completed.</p> <p>(Updated 8 April 2016)</p>
A17/16	5 April	Improving Resident Experience: Update on Telephone and Voicemail Policy	Results of the voicemail mystery shopper exercise to be circulated to PPDC Members.	Head of Customer Services	<p>This exercise is in the process of being planned and the results will be circulated to the Committee once the results have been compiled and analysed.</p> <p>(Updated 8 April 2016)</p>
A21/16	3 May	2016/17 Pay Settlement for Surrey Pay Staff and Staff on Terms and Conditions that are Determined Locally	PPDC to be provided with information on the cost of implementing the recommendations related to Regional Surrey Pay for Orbis Employees based in East Sussex.	Head of HR & OD	<p>Details on the final cost of implementing the recommendations in relation to Regional Surrey Pay for Orbis Employees based at East Sussex are being finalised and this information will be circulated to the Committee as soon as it becomes available.</p> <p>(Updated: 11 May 2016)</p>
A22/16	3 May	2016/17 Pay Settlement for Surrey Pay Staff and Staff on Terms and Conditions that are Determined Locally	Head of HR & OD to discuss pay settlement for South East England Councils (SEEC) with Mrs Diane Bolton.	Head of HR & OD	<p>The Head of HR & OD has met with the head of the SEEC team based at Surrey County Council and discussions are ongoing as regards agreeing a pay settlement.</p> <p>(Updated: 11 May 2016)</p>

People, Performance & Development Committee – ACTION TRACKING

19 May 2016

COMPLETED

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A15/16	5 April	Future Arrangements for Leadership of IMT	Chairman of PPDC to write a letter to Paul Brocklehurst thanking him on behalf of Surrey County Council and Surrey residents for the work he has done to improve IT since joining the Council.	Executive Assistant to the Leader of the Council	A letter was sent to Paul Brocklehurst from the Leader on 26 April 2016 and this was circulated to the Committee on 9 May 2016. (Updated 9 May 2016)
A25/16	3 May	Update on Senior Management Arrangements for Children, Schools and Families Directorate	The Committee to be informed whether the PPDC Appointments sub-committee has a role in appointing interim managers, such as contractors, to chief officer posts.	Head of HR & OD	The Monitoring Officer confirmed there is no stipulation for this in the governance arrangements since locums aren't members of staff. Nonetheless, given the seniority and importance of the role, Linda Kemeny was part of the selection panel. This information was circulated to the Committee on 9 May. (Updated: 9 May 2016)
A23/16	3 May	2016/17 Pay Settlement for Surrey Pay Staff and Staff on Terms and Conditions that are Determined Locally	A report on the pay settlement for South East England Councils (SEEC) to be brought to a future People, Performance and Development Committee meeting	Head of HR & OD	A report on the pay settlement for South East England Councils staff based at County Hall will be brought to the Committee at its meeting on 30 June 2016. This item has been added to the committee forward plan. (Updated: 11 May 2016)
A24/16	3 May	2016/17 Pay Settlement for Surrey Pay Staff and Staff on Terms and Conditions that are Determined Locally	The reimbursement rate for staff with privately owned to electric vehicles to be kept under review by HR.	Head of HR & OD	The Head of HR & OD has confirmed that the reimbursement rate for staff with privately owned electric vehicle will kept under review in accordance with guidance submitted by HMRC. (Updated: 11 May 2016)

People, Performance & Development Committee – ACTION TRACKING

19 May 2016

A26/16	3 May	Reshaping Leadership Roles in Environment and Infrastructure	Senior management arrangements for the Environment and Infrastructure Directorate to be reviewed by the People, Performance and Development Committee at its meeting on 30 November 2017.	Regulatory Committee Manager	This item has been added to the forward plan for PPDC to consider at its meeting on 30 November 2016. (Updated: 9 May 2016)
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