

Notice of Meeting

People, Performance and Development Committee



SURREY
COUNTY COUNCIL

Date & time
Friday, 15 July
2016
at 11.00 am

Place
Members' Conference
Room, County Hall,
Kingston upon
Thames, Surrey KT1
2DN

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

andrew.baird@surreycc.gov.uk

Chief Executive
David McNulty



We're on Twitter:
@SCCdemocracy

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 democratic.services@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

To report any apologies for absence and substitutions.

2 MINUTES OF THE PREVIOUS MEETING: 30 JUNE 2016

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

The minutes of the meeting on 30 June 2016 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 (8 July 2016).
2. The deadline for public questions is seven days before the meeting (11 July 2016).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 ACTION REVIEW

For the Board 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.

PART TWO – IN PRIVATE

7 FUTURE OPERATING MODEL - FINANCE

(Pages 7
- 10)

For the People, Performance and Development Committee to agree the future operating model for the Finance Team.

Confidential: Not for publication under Paragraph 1
Information relating to any individual.

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 26 September 2016.

David McNulty
Chief Executive

Published: Thursday, 7 July 2016

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.

Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that those attending the meeting can be made aware of any filming taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to the PA or Induction Loop systems, or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

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

This page is intentionally left blank



People, Performance and Development Committee
15 July 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

This page is intentionally left blank

ACTIONS

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
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	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. (Updated 8 April 2016)
A28/16	14 June	Pay and Reward Strategy Review Amendments to the Formal Offer	The Cabinet Member for Business Services and Resident Experience to together a briefing for distribution to other local authorities about how SCC had worked with staff and trade unions in order to produce a revised pay and reward offer	Cabinet Member for Business Services and Resident Experience	This action has been submitted to the Cabinet Member for Business Services and Resident Experience's PA for them to action. (Updated 22 June 2016)
A29/16	30 June	Action Review	Head of HR & OD to prepare a report for the Leader of the Council and the Chief Executive in regard to the number of sick days taken by new starters including a breakdown of sick days taken by new starters in individual services. Ensure that the original statistics sent to PPDC Members are correct.	Head of HR & OD	This action has been sent to the Head of HR & OD for them to take this action forward. (Updated: 30 June 2016)
A30/16	30 June	Appraisal Update 2015/16	The Committee to be provided with information on when the appraisal for tutors and music teachers will be completed.	Head of HR & OD	This action has been sent to the Head of HR & OD for them to take this action forward. (Updated: 30 June 2016)

People, Performance & Development Committee – ACTION TRACKING

July 2016

A31/16	30 June	Appraisal Update 2015/16	Information requested on why Surrey Fire and Rescue Service and the Youth Service have not yet achieved 100% appraisal completion rate.	Head of HR & OD	This action has been sent to the Head of HR & OD for them to take this action forward. (Updated: 30 June 2016)
A32/16	30 June	Appraisal Update 2015/16	PPDC recommends a management review of the distribution of appraisal ratings across the three categories. A report should be brought back to PPDC detailing the outcomes of the management review including a clear definition of what constitutes exceptional performance	Head of HR & OD	This action has been sent to the Head of HR & OD for them to take this action forward. (Updated: 30 June 2016)
A33/16	30 June	Surrey County Council Behaviours Framework Launch and Plan for Embedding into the Organisation	Re-order Behaviours Framework so that 'Be Customer Focussed' is used as the example on the 'How to use the Framework' section	Head of HR & OD	This action has been sent to the Head of HR & OD for them to take this action forward. (Updated: 30 June 2016)
A34/16	30 June	Surrey County Council Behaviours Framework Launch and Plan for Embedding into the Organisation	The Cabinet Member for Business Services and Resident Experience to ask the Member Development group to consider how can the Behaviours Framework can be used to improve customer service delivery among County Councillors	Head of HR & OD	This action has been sent to the Head of HR & OD for them to take this action forward. (Updated: 30 June 2016)

COMPLETED

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A26/16	19 May	Formal Offer Pay and Reward Strategy Review	The Committee to receive information on the number of employees who take sick leave within the first three months of employment and details on whether the number of sickness days taken by staff increases in March	Head of HR & OD	<p>Number of employees who take sick leave in March: Out of 9399 employments as of 31/05/2016 (excluding all Bank staff) - 1277 (13.6%) had taken sickness within the first 3 months (90 days) of their continuous service for Surrey County Council. 950 (10.1%) had taken sickness within the first 3 months (66 days) of their continuous service for Surrey County Council.</p> <p>March sickness days, HR obtained an estimated figure of 6553.47 for the number of sick days taken in March, this represents 9.36% of 70024.59 sickness days taken by staff in 2015/16 which is 1.03% above the average figure of 5835.38 for monthly sickness days.</p> <p style="text-align: right;">(Updated 28 June 2017)</p>

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank