

## Notice of Meeting

# People, Performance and Development Committee



**Date & time**  
**Friday, 17**  
**February 2017**  
**at 2.00 pm**

**Place**  
Committee Room C,  
County Hall, Kingston  
upon Thames, KT1  
2DN

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

**Chief Executive**  
David McNulty

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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 CBE (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: 24 NOVEMBER 2016**

(Pages 1  
- 6)

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

### **3 DECLARATIONS OF INTEREST**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- (i) Any disclosable pecuniary interests and / or
- (ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

#### **NOTES:**

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

### **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 ( *13 February 2017*).
2. The deadline for public questions is seven days before the meeting ( *10 February 2017*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

### **5 ACTION REVIEW**

(Pages 7  
- 14)

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

### **6 PROPOSED CHANGES TO HR POLICIES**

(Pages  
15 - 40)

Proposed amendments to HR policies are brought to the People, Performance and Development Committee for consideration as the body that determines policy on the terms and conditions of all staff. The Committee is asked to consider and approve changes to the following: Probation Procedures Policy, the Officer Code of Conduct and the Gifts and Hospitality Policy.

- 7 SHORT TERM RESOURCING NEEDS POLICY** (Pages 41 - 52)
- The purpose of this report is to update the People, Performance and Development Committee on a recent report submitted to the Council Overview Board, current progress on agency worker usage monitoring and to present a draft policy on short term resourcing needs for review and approval by the Committee.
- 8 APPRENTICESHIP REFORMS** (Pages 53 - 102)
- 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 update members on the changes to the Council's Apprenticeship Scheme as a result upcoming Apprenticeship Reforms. This includes an update on Government policy as well as information on communications and engagement.
- 9 STAFF SURVEY RESULTS** (Pages 103 - 114)
- This report provides an update to members of the People, Performance and Development Committee (PPDC) on the results of the Staff Survey. This is the second Surrey County Council Staff Survey undertaken by Best Companies and provides useful comparison data against last year. The Council Overview Board will also consider the results of the survey at its meeting in March.
- 10 PAY EXCEPTIONS ANALYSIS 2016/17 QUARTERS 1 AND 2** (Pages 115 - 120)
- 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. This report provides the bi-annual pay exceptions analysis for consideration by the Committee.
- 11 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**

- 12 PAY POLICY EXCEPTIONS FEBRUARY 2017** (Pages 121 - 124)
- 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 and recommendations on pay that fall outside the published Pay Policy and amendments to existing Surrey Pay policies.
- This report includes a range of pay exceptions and staff related decisions that require the Committee's decision.

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

- 13 PAY AND REWARD STRATEGY REVIEW BUSINESS CASE FOR SCHOOLS STAFF ON SURREY PAY** (Pages 125 - 142)

This report sets out for the People, Performance and Development Committee's agreement, the business case to proceed with Phase 2 of the Pay and Reward Strategy Review for schools based Surrey Pay staff.

**Confidential: 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.

**14 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.

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

**15 DATE OF NEXT MEETING**

The next meeting of People, Performance and Development Committee will be on 22 March 2017.

**David McNulty**  
**Chief Executive**

Published: Thursday, 9 February 2017

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