

## Notice of Meeting

# People, Performance and Development Committee



**Date & time**  
**Wednesday, 22**  
**March 2017**  
**at 2.00 pm**

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

**Contact**  
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**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](mailto: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 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 [17 FEBRUARY 2017]**

(Pages 1  
- 14)

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 ( *16 March 2017*).
2. The deadline for public questions is seven days before the meeting ( *15 March 2017*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

### **5 ACTION REVIEW**

(Pages  
15 - 20)

For Members to consider and comment on the Committee's Actions Tracker.

### **6 FORWARD WORK PROGRAMME**

(Pages  
21 - 26)

For Members to consider and comment on the Committee's Forward Work Programme.

### **7 SURREY COUNTY COUNCIL SEVERANCE AND CHANGE MANAGEMENT POLICIES**

(Pages  
27 - 48)

Proposed amendments to Human Resources policies are brought to the

People, Performance, and Development Committee for consideration, as the Committee is the body that determines policy on the terms and conditions of employment for all Surrey County Council staff. The Committee is asked to consider and approve the substitution of Council's Safer Staffing Policy with the proposed Severance and Change Management Policies.

**8 POLICY ON SAFEGUARDING (DISCLOSURE & BARRING SERVICE) CHECKS** (Pages 49 - 96)

*The People, Performance and Development Committee is asked to consider and approve the substitution of Council's Safer Staffing Policy with the proposed Policy on Safeguarding (Disclosure & Barring Service) Checks.*

**9 SURREY COUNTY COUNCIL SMOKEFREE POLICY** (Pages 97 - 104)

To gain endorsement and support from the People, Performance and Development Committee regarding proposed changes to Surrey County Council's existing smokefree workplace policy to reflect recent Public Health England guidance. The changes would result in smokefree grounds and the removal of designated smoking areas on Surrey County Council premises unless specific exceptions apply.

**10 FUTURE SALARY SACRIFICE SCHEME** (Pages 105 - 110)

The purpose of this paper is to provide Members with an update on changes required to comply with measures being introduced under the Finance Bill, 2017. The result will be to reduce to the range of Salary Sacrifice options offered to staff under the My Benefits Scheme with effect from 6 April 2017. There will, however, be no retrospective changes to Salary Sacrifice Arrangements that are already in place before 5 April 2017.

In autumn 2016 Surrey County Council made representations to HMRC arguing that staff already participating in such schemes should not suffer any detriment and that proposals to remove salary sacrifice status from schemes designed to promote wellbeing; upgrade skills and to off-set the high cost of commuting, should be reconsidered. As the latter was unsuccessful officers will be seeking alternative ways to achieve the same objectives and will provide the Committee with options to consider for implementation before April 2018.

**11 OFF-PAYROLL WORKING IN THE PUBLIC SECTOR: REFORM OF INTERMEDIARIES LEGISLATION (IR35)** (Pages 111 - 116)

This report is brought to the People, Performance and Development Committee to inform them of a new duty on Surrey County Council to ensure correct tax deductions are being paid to HMRC where a worker is engaged through an intermediary as well as to provide information on how the Council is responding to this new duty.

**12 PAY POLICY EXCEPTIONS ANALYSIS QUARTER 3 2016/17** (Pages 117 - 126)

This report provides data and analysis on pay progression for staff which falls outside of Surrey County Council's established policy on pay up to

Quarter 3 for the financial year 2016/17 for review and comment by the Committee.

### **13 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**

### **14 PAY POLICY EXCEPTIONS REPORT MARCH 2017**

(Pages  
127 -  
130)

The People, Performance and Development Committee 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 made 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 agreement from the People, Performance and Development Committee.

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

### **15 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.

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

### **16 DATE OF NEXT MEETING**

The next meeting of People, Performance and Development Committee will be on [14 June 2017].

**David McNulty**  
**Chief Executive**  
Published: Tuesday, 14 March 2017

### **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*