

## Notice of Meeting

# People, Performance and Development Committee



**SURREY**  
COUNTY COUNCIL

**Date & time**  
**Tuesday, 25 July**  
**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



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**@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 John Furey (Vice-Chairman), Mr Mel Few, Mr Ken Gulati,  
Mr Nick Harrison and Mrs Hazel Watson

## AGENDA

### 1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

### 2 MINUTES OF THE PREVIOUS MEETING [14 JUNE 2017]

(Pages 1  
- 16)

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 ( 19 July 2017).
2. The deadline for public questions is seven days before the meeting ( 18 July 2017).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

### 5 ACTION REVIEW

(Pages  
17 - 22)

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

### 6 FORWARD WORK PROGRAMME

(Pages  
23 - 28)

For Members to review and comment on upcoming items due for consideration by the People, Performance and Development Committee.

### 7 STAFF SURVEY RESULTS

(Pages  
29 - 40)

This report provides an update to members of the People, Performance and Development Committee (PPDC) on the results of the Staff Survey. In particular, this report looks at the services scoring below the 'ones to watch'

category in 2015 and 2016 to better understand *the work and actions being proposed in these service areas.*

**8 HUMAN RESOURCES POLICY UPDATE - INDUSTRIAL ACTION POLICY** (Pages 41 - 56)

To inform the People, Performance and Development Committee of amendments to the Industrial Action Policy which have been made following recent legislative changes.

**9 HUMAN RESOURCE POLICY CHANGES - CHANGES TO ANNUAL LEAVE ACCRUAL AND CARRY-FORWARD ARRANGEMENTS** (Pages 57 - 66)

For the People, Performance and Development Committee to review and approve proposed changes to Surrey County Council's Annual Leave Policy.

**10 KEY WORKER HOUSING** (Pages 67 - 94)

To provide the People, Performance and Development Committee with preliminary analysis exploring the options available to enhance the provision of key worker housing in Surrey and to determine whether further analysis into a fully costed feasibility study should be undertaken in this area.

**11 LEADERSHIP AND MANAGEMENT DEVELOPMENT** (Pages 95 - 108)

To provide the People, Performance and Development Committee with an update on the shape and nature of the developing leadership offer; to help build Surrey County Council's leadership capability and culture in line with the Behaviours Framework. This follows the review of the findings outlined in the 2016 High Performance Development Programme evaluation project undertaken by the University of Surrey which was presented to the Committee in November 2016.

**12 APPRENTICESHIP REFORMS UPDATE** (Pages 109 - 118)

To update Members of the People, Performance and Development Committee on Surrey County Council's progress with regard to targets and future plans for utilising the Apprenticeship Levy.

**13 PAY EXCEPTIONS ANALYSIS 2016/17 QUARTER 4 AND END OF YEAR REPORT** (Pages 119 - 132)

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. This report provides the fourth quarter and end of year 2016/17 pay exceptions analysis for consideration by the Committee.

**14 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.

**15 THE FUTURE ORGANISATIONAL STRUCTURE OF SURREY COUNTY COUNCIL**

For Members of the People, Performance and Development Committee to discuss the impact of funding cuts on Surrey County Council and changes required to the organisational structure of the Council. An introduction to the report will be provided by the Leader of the Council.

**Exempt: Not for publication under Paragraph 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

**16 EDUCATIONAL PSYCHOLOGY SERVICE**

(Pages  
133 -  
142)

This report sets out a business case to increase the pay band range for Educational Psychologists in accordance with the local discretion available to the People, Performance and Development Committee as part of the national Soulbury Committee agreement on terms and conditions of employment.

**Exempt: Not for publication under Paragraph 1**

Information relating to any individual.

**17 PAY POLICY EXCEPTIONS JULY 2017**

(Pages  
143 -  
150)

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 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 a decision by the Committee.

**Exempt: Not for publication under Paragraph 1**

Information relating to any individual.

**18 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.

**19 DATE OF NEXT MEETING**

The next meeting of People, Performance and Development Committee will be on 25 September 2017.

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

**Published:** Tuesday, 18 July 2017

## **MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE**

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