

Notice of Meeting

People, Performance and Development Committee



SURREY
COUNTY COUNCIL

Date & time
Thursday, 30
November 2017
at 2.00 pm

Place
County Hall, Kingston
upon Thames, KT1
2DN

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

Chief Executive
Julie Fisher

andrew.baird@surreycc.gov.uk



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

AGENDA

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

2 MINUTES OF THE PREVIOUS MEETING: 27 OCTOBER 2017

(Pages 1
- 18)

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 24 November 2017.
2. The deadline for public questions is seven days before the meeting 23 November 2017.
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 ACTION REVIEW

(Pages
19 - 26)

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

6 FORWARD WORK PROGRAMME

(Pages
27 - 34)

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

7 EMBEDDING THE COUNCIL'S VALUES AND BEHAVIOURS (Pages 35 - 50)

The People, Performance and Development Committee gave its endorsement to a behaviour framework created by the HR & OD Team at its meeting in June 2016. The behaviour framework applies to all staff across Surrey County Council and outlines how they can contribute to the success of the organisation and to their own development. The purpose of this report is to request the Members' approval for updates to the Behaviour Framework update and to advise on progress being made in embedding the Framework across the organisation through the HR&OD strategy.

8 POLICY STATEMENT ON VOICE RECORDING HR MEETINGS (Pages 51 - 56)

The People, Performance and Development Committee is asked to consider a proposal for the Council to adopt a formal policy statement codifying a facility for employees to request permission to use audio recording devices at formal meetings which take place under the provisions of Surrey County Council's employment procedures. This proposal has originated from the [then] Head of Paid Service and senior management within the Council who have asked officers in the HR&OD Team to consider a potential solution following reports of staff requesting to record meetings.

9 HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT STRATEGY 2017-19 (Pages 57 - 74)

This report is being brought to People, Performance and Development Committee for the Committee to comment on the refreshed Human Resource & Organisational (HR&OD) strategy 2017-2019 in accordance with Surrey County Council's Scheme of Delegation.

10 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

11 PAY POLICY EXCEPTIONS - NOVEMBER 2017 (Pages 75 - 90)

The People, Performance and Development Committee (PPDC) acts as the Council's Remuneration Committee under delegated powers in accordance with the Constitution of Surrey County Council (SCC). The purpose of this paper is to ask the Committee to review and decide on salary awards that fall outside SCC's published Pay Policy Statement for staff within the Committee's Terms of Reference.

This report includes a range of pay policy exceptions and staff related that require a decision by Members of the Committee.

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

12 INTERIM SENIOR MANAGEMENT ARRANGEMENTS FOR ENVIRONMENT AND INFRASTRUCTURE DIRECTORATE

(Pages 91 - 96)

This papers sets out the interim senior management arrangements within the Environment and Infrastructure (E&I) that have arisen following changes to Surrey County Council's corporate leadership including the flexible retirement of the Strategic Director and the interim senior management arrangements that have been put in place following the retirement of the previous Chief Executive.

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

13 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.

14 DATE OF NEXT MEETING

The next meeting of People, Performance and Development Committee will be on 29 January 2018.

Julie Fisher
Acting Chief Executive

Published: Wednesday, 22 November 2017

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