

Notice of Meeting

People, Performance and Development Committee



Date & time
Monday, 29
January 2018
at 3.00 pm

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

Contact
Andrew Baird
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Chief Executive
Julie Fisher

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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 PREVIOUS MEETINGS: 13 NOVEMBER 2017 AND 30 NOVEMBER 2017

(Pages 1
- 28)

To agree the minutes as a true record of the People, Performance and Development Committee meetings held on 13 November 2017 and 30 November 2017.

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 (*23 January 2018*).
2. The deadline for public questions is seven days before the meeting (*22 January 2018*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 ACTION REVIEW

(Pages
29 - 36)

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

6 FORWARD WORK PROGRAMME

(Pages
37 - 44)

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

- 7 APPRENTICESHIP LEVY AND PUBLIC SECTOR TARGET UPDATE** (Pages 45 - 60)
- This report is being brought to update Members of the People, Performance and Development Committee on the current status and progress to date on meeting the Government's Apprenticeship Levy and Public Sector Target duties for Surrey County Council.
- 8 GRIEVANCE OF POLICY REVIEW AND ADDITION TO SAFER EMPLOYMENT AND DBS POLICY** (Pages 61 - 94)
- The People, Performance and Development Committee is asked to consider and endorse a number of proposed modifications to Surrey County Council's Grievance Policy and Procedure which includes renaming it to the 'Grievance Resolution Policy and Procedure' (Annex 1) as well as noting an addition to the Safer Employment and DBS Policy of the Council (Annex 2).
- 9 ENDING EMPLOYMENT POLICY AND DYING TO WORK CHARTER** (Pages 95 - 110)
- The People, Performance and Development Committee is asked to consider and endorse the consolidation of a number of policies relating to the termination of employment relationships between Surrey County Council and its officers into a single document incorporating a reference to the 'Dying to Work Charter' which the Council aims to sign in due course.
- 10 POLICY STATEMENT ON VOICE RECORDING OF HR MEETINGS** (Pages 111 - 116)
- The People, Performance and Development Committee is asked to consider a proposal for Surrey County Council (SCC) 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 its 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 Human Resources & Organisational Development Service to consider a potential solution following reports of staff requesting to record meetings.
- 11 HUMAN RESOURCES & ORGANISATIONAL DEVELOPMENT STRATEGY MEASURES 2017-2019** (Pages 117 - 136)
- This report provides the People, Performance and Development Committee with a summary of the results from the 2017 Staff Survey. This is the third Surrey County Council staff survey undertaken by Best Companies and includes helpful comparison data to the previous two years of engagement results.
- 12 2017 STAFF SURVEY RESULTS** (Pages 137 - 154)
- This report provides the People, Performance and Development Committee with a summary of the results from the 2017 Staff Survey. This is the third Surrey County Council staff survey undertaken by Best Companies and includes helpful comparison data to the previous two years of engagement results.
- 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 UPDATED REPORT ON ORGANISATIONAL CHANGE AND ITS IMPACT** (Pages 155 - 168)
- To provide the People, Performance and Development Committee with an updated report outlining the major staffing changes that have taken place over the last two financial years (2016/17 and 2017/18 to date) and the major changes currently being planned or implemented. To show what impact each of these changes has had, including what impact they have had on the size of the organisation in relation to staffing numbers and what action is being taken to mitigate the impact of changes on staff morale.
- Confidential: Not for publication under Paragraph 1**
Information relating to any individual.
- 15 PAY POLICY EXCEPTIONS - JANUARY 2018** (Pages 169 - 174)
- The purpose of this paper is to highlight decisions taken and recommendations on pay that fall outside the published Pay Policy Statement.
- This report includes a range of pay exceptions and staff related decisions that require decision.
- Confidential: Not for publication under Paragraph 1**
Information relating to any individual.
- 16 IMPACT OF NATIONAL LIVING WAGE ON SLEEPING-IN SHIFT PAYMENTS** (Pages 175 - 182)
- In April 2017 an employment appeals tribunal found that the national living wage (NLW) and national minimum wage (NMW) should have been paid for hours worked during a sleep-in shift.
- This report summaries information relating to the following areas:
- Surrey County Council's (SCC) response to the above ruling, together with the potential impact on staff
 - action taken by SCC managers to date
 - potential risks and cost impact for SCC
 - recommended action
- Confidential: Not for publication under Paragraph 1**
Information relating to any individual.

17 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.

18 DATE OF NEXT MEETING

The next meeting of People, Performance and Development Committee will be on 8 March 2018.