

**MINUTES** of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 2.00 pm on 8 March 2018 at Committee Room C, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting.

**Elected Members:**

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

**In Attendance**

Ken Akers, Head of HR & OD  
Joanna Killian, Chief Executive  
Vicky Hibbert, Cabinet Business Manager  
Jo Donoghue, Strategic Business Partner  
Prodromos Mavridis, Senior HR Adviser (Policy)

**24/18 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]**

No apologies were received.

**25/18 MINUTES OF THE PREVIOUS MEETING: 29 JANUARY 2018 [Item 2]**

The minutes from the meeting held on 29 January 2018 were agreed as a true record of the meeting.

**26/18 DECLARATIONS OF INTEREST [Item 3]**

No declarations of interest were received.

**27/18 QUESTIONS AND PETITIONS [Item 4]**

There were none.

**28/18 ACTION REVIEW [Item 5]**

**Declarations of interest:**

None

**Witnesses:**

Ken Akers, Head of HR & OD  
Vicky Hibbert, Cabinet Business Manager

**Key points from the discussion:**

None

**Actions/ further information to be provided:**

None

**RESOLVED:** That;

The People, Performance and Development Committee noted progress on the implementation of actions from previous meetings.

**29/18 FORWARD WORK PROGRAMME [Item 6]**

**Declarations of interest:**

None

**Witnesses:**

Ken Akers, Head of HR & OD  
Vicky Hibbert, Cabinet Business Manager

**Key points raised during the discussion:**

1. Members were informed that the Forward Work Programme would be subject to change over the next few months and that additional ad-hoc meetings may need to be called when required.
2. It was queried whether the Member/Officer protocol would be reviewed as part of the item on collaboration between officers and Members which was scheduled for 14 June meeting.

**Actions/ further information to be provided:**

1. It was agreed that further information would be sought on which committee had responsibility for reviewing the Member/Officer Protocol **(A6/18)**.

**RESOLVED:**

**30/18 UPDATE ON HOUSING OPTIONS FOR HARD TO RECRUIT AND RETAIN ROLES AND POTENTIAL REVISIONS TO THE RELOCATION ASSISTANCE POLICY [Item 7]**

**Declarations of interest:**

None

**Witnesses:**

Ken Akers, Head of HR & OD  
Prodromos Mavridis, Senior HR Adviser (Policy)

**Key points raised during the discussion:**

1. Members were informed that the policy would need to be reviewed in light of the upcoming transformation programme and that a review of hard to recruit to posts would be undertaken.
2. It was requested that when this report comes back to the Committee it should contain more data on which roles were hard to recruit to and how many vacancies were in question.
3. Members commented that they were disappointed to see that Council properties were not able to be used as housing options for staff.
4. It was agreed that the report would be deferred and that the new Chief Executive should provide her input into the final policy.

**Actions/ further information to be provided:**

1. An item be added to the Forward Plan for the Committee to reconsider a revised Relocation Assistance Policy **(A7/18)**.

**RESOLVED:**

That the report be deferred to September 2018 and the policy be reviewed in light of future changes to the organisation with input from the new Chief Executive.

**31/18 HR POLICY CHANGES: ENDING EMPLOYMENT POLICY [Item 8]**

**Declarations of interest:**

None

**Witnesses:**

Ken Akers, Head of HR & OD  
Prodromos Mavridis, Senior HR Adviser (Policy)

**Key points raised during the discussion:**

1. Members queried whether the unions had been consulted on the proposed policy and it was confirmed that they had been.

**Actions/ further information to be provided:**

None

**RESOLVED:**

1. That the amendments (as set out in **Annex 1** of the submitted report) to provisions within the Ending Employment Policy of the Council which were made following Member feedback at the Committee meeting on 29 January 2018 be approved.
2. That an addition to the Committee's Terms of Reference (as set out in **Annex 2** of the submitted report) to set out that the Committee will be responsible for approving business cases for level 1 to 3 managers' severance terminations and for the Constitution to be updated accordingly and reported to County Council be approved.

**32/18 POLICY STATEMENT ON VOICE RECORDING OF HR MEETINGS [Item 9]**

**Declarations of interest:**

None.

**Witnesses:**

Ken Akers, Head of HR & OD  
Prodromos Mavridis, Senior HR Adviser (Policy)

**Key points raised during the discussion:**

None.

**Actions/ further information to be provided:**

None.

**RESOLVED:**

That the People, Performance and Development Committee agrees to the introduction of a policy statement on employee requests for permission to record formal meetings which take place as part of its employment procedures (**Annex 1** of the submitted report).

**33/18 CORONERS PAY ARRANGEMENTS [Item 10]**

**Declarations of interest:**

None

**Witnesses:**

Ken Akers, Head of HR & OD  
Jo Donoghue, Strategic Business Partner

**Key points raised during the discussion:**

1. Members expressed concerns regarding the guidance provided and queried entry to roles at the top of the pay scale. It was explained that the principles of the pay scale would be applied across the coronial roles.
2. Members felt that the wording within the guidance suggested that the Council would not have to take heed of the advice if they felt that it was wrong. It was queried whether the Council had provided input into the Local Government Association response and working group and it was confirmed that it had.
3. The Committee were informed that there were similar concerns in other local authorities and that the purpose of the report was to bring the issue to the attention of PPDC and a further report would be brought forward for consideration in April.

4. Members asked that the next report contain information relating to the Coroner's terms and conditions of employment and input from the Coroner himself.
5. It was agreed that the recommendations would be revised to note the guidance and request further information in a future report to the Committee.

**Actions/ further information to be provided:**

1. A further report to be presented to the People, Performance and Development Committee at their April meeting regarding the Coroner's pay and this would include further information on terms and conditions and the Coroner's view **(A8/18)**.

**RESOLVED:**

1. That the JNC framework and guidance for the purposes of setting coroners pay be noted.
2. That further work should be undertaken and a report to be presented to the Committee at its meeting in April which would include information on terms and conditions and the Coroner's view.

**34/18 SURREY PAY POLICY STATEMENT 2018/2019 [Item 11]**

**Declarations of interest:**

None

**Witnesses:**

Ken Akers, Head of HR & OD

**Key points raised during the discussion:**

1. Members queried why the pay ratios were not included within the revised Pay Policy Statement and whether the ratio of male to female staff should also be included.
2. It was requested that the pay ratios and the salary grades be added to the Pay Policy Statement before this is presented to Council for approval on 20 March 2018.

**Actions/ further information to be provided:**

1. Pay ratios and salary grade information to be added to the Pay Policy Statement **(A9/18)**.

**RESOLVED:**

That the People, Performance and Development Committee recommend the amended Pay Policy Statement (with the revisions set out above) to the next County Council meeting for approval on 20 March 2018.

**35/18 EXCLUSION OF THE PUBLIC [Item 12]**

**RESOLVED:** 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.

**36/18 SURREY PAY ANNUAL REVIEW 2018 TO 2019 [Item 13]**

**Declarations of interest:**

None

**Witnesses:**

Ken Akers, Head of HR & OD

**Key points raised during the discussion:**

The report was introduced by officers. The Committee asked a number of questions which were responded to by the officers present before moving to recommendations.

**Actions/ further information to be provided:**

None.

**RESOLVED:**

The Committee approved the recommendations as set out in the confidential minutes.

**37/18 SENIOR PAY POLICY EXCEPTIONS - MARCH 2018 [Item 14]**

**Declarations of interest:**

None

**Witnesses:**

Joanna Killian, Chief Executive  
Ken Akers, Head of HR & OD

**Key points raised during the discussion:**

The report was introduced by officers. The Committee asked a number of questions which were responded to by the officers present before moving to recommendations.

**Actions/ further information to be provided:**

The Committee requested that the action set out in the confidential minutes be taken forward.

**RESOLVED:**

The Committee approved the recommendations as set out in the confidential minutes.

**38/18 FUTURE LEADERSHIP MODEL [Item 15]**

**Declarations of interest:**

None

**Witnesses:**

Joanna Killian, Chief Executive  
Ken Akers, Head of HR & OD

**Key points raised during the discussion:**

The report was introduced by the Chief Executive. The Committee asked a number of questions which were responded to by the officers present before moving to recommendations.

**Actions/ further information to be provided:**

The Committee requested that the action set out in the confidential minutes be taken forward.

**RESOLVED:**

The Committee approved the recommendations as set out in the confidential minutes.

**39/18 PUBLICITY OF PART 2 ITEMS [Item 16]**

It was agreed that the information related to Part 2 items discussed at the meeting would remain exempt.

**40/18 DATE OF NEXT MEETING [Item 17]**

The Committee noted that its next meeting would be held on 26 April 2018.

Meeting ended at: 3.25pm

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**Chairman**