

Notice of Meeting

People, Performance and Development Committee



SURREY
COUNTY COUNCIL

Date & time
Monday, 9 April
2018
at 2.00 pm

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

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

Chief Executive
Joanna Killian

andrew.baird@surreycc.gov.uk



We're on Twitter:
@SCCdemocracy

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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 MEETINGS (5 MARCH 2018 AND 8 MARCH 2018)

(Pages 1
- 16)

To agree the minutes of the People, Performance and Development Committee meetings held of 5 March 2018 and 8 March 2018 as a true record of those 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 PROCEDURAL MATTERS

a. Members' Questions

The deadline for Member's questions is 12.00pm four working days before the meeting (*Tuesday 3 April*).

b. Public Questions

The deadline for public questions is seven days before the meeting (*Monday 2 April*).

c. Petitions

The deadline for petitions was 14 days before the meeting, and no petitions have been received.

d. Representations received on reports to be considered in private

To consider any representations received in relation to why part of the meeting relating to a report circulated in Part 2 of the agenda should be open to the public.

5 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

6 FUTURE LEADERSHIP MODEL IMPLEMENTATION

(Pages
17 - 22)

To outline progress made to date on implementing the new leadership model, including the actions taken to develop organisational capacity and capability; and to seek agreement to the recruitment process for appointing to the new executive director roles.

Confidential: Not for publication under Paragraph 1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

7 SENIOR PAY EXCEPTION

(Pages
23 - 28)

The purpose of this paper is to seek approval from the committee regarding recommendations on senior pay arrangements that fall outside the council's published Pay Policy Statement.

Confidential: Not for publication under Paragraph 1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

8 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.

9 DATE OF NEXT MEETING

The next meeting of People, Performance and Development Committee will be on 26 April 2018.

Joanna Killian
Chief Executive
Published: Friday, 30 March 2018

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

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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

MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 1.30 pm on 5 March 2018 at Room G44, County Hall, Kingston upon Thames, KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting on 26 April 2018.

Elected Members:

- * Mr David Hodge CBE (Chairman)
- * Mrs Clare Curran
- * Mr Ken Gulati
- * Mr Nick Harrison
- * Mrs Mary Lewis
- Mrs Hazel Watson

* = in attendance

In Attendance

Ken Akers, Head of Human Resources and Organisational Development,
Surrey County Council

Andrew Baird, Democratic Services Officer, Surrey County Council

Joanna Killian, Chief Executive, Surrey County Council

19/18 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Hazel Watson

Clare Curran acted as a substitute for John Furey

Mary Lewis acted as a substitute for Mel Few.

20/18 DECLARATIONS OF INTEREST [Item 2]

There were none.

21/18 EXCLUSION OF THE PUBLIC [Item 3]

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.

22/18 SENIOR APPOINTMENT OF EXECUTIVE DIRECTOR CHILDREN FAMILIES AND LEARNING [Item 4]

Declarations of interest:

None

Witnesses:

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

Key points raised during the discussion:

1. An interview was conducted by the People, Performance and Development Committee for the position of Executive Director for Children, Families and Learning. During the interview, the candidate delivered a presentation to the Committee after which Members asked a series of questions on the presentation. The candidate then responded to a number of set questions asked by the Committee.
2. Following the end of the interviews, Members discussed the performance of the candidate in detail and agreed that Dave Hill clearly demonstrated the skills and experience necessary to be Executive Director for Children, Families and Learning at Surrey County Council.

Actions/ further information to be provided:

None

RESOLVED:

The People, Performance and Development Committee agreed to appoint Dave Hill to the role of Executive Director for Children, Families and Learning at its meeting.

23/18 PUBLICITY OF PART 2 ITEMS [Item 5]

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

Meeting ended at: 3.05 pm

Chairman

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

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

Chairman

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