

MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 10.00 am on 24 February 2014 at Committee Room B - County Hall.

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

Elected Members:

Mr David Hodge (Chairman)
Mr Peter Martin (Vice-Chairman)
Ms Denise Le Gal
Mr Stuart Selleck
Mr Richard Walsh
Mrs Hazel Watson

In Attendance

Matthew Baker, Deputy Head of HR&OD
Cheryl Hardman, Regulatory Committee Manager
Carmel Millar, Head of HR&OD
Julie Smyth, HR Manager Reward & Recognition Team

13/14 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

There were no apologies for absence.

14/14 MINUTES OF THE PREVIOUS MEETING: 29 JANUARY 2014 [Item 2]

The minutes were agreed as a true record of the meeting.

15/14 DECLARATIONS OF INTEREST [Item 3]

There were none.

16/14 QUESTIONS AND PETITIONS [Item 4]

There were none.

17/14 EXCLUSION OF THE PUBLIC [Item 5]

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.

THE FOLLOWING ITEMS OF BUSINESS WERE CONSIDERED IN PRIVATE BY THE COMMITTEE. HOWEVER, THE INFORMATION SET OUT BELOW IS NOT CONFIDENTIAL.

18/14 SURREY PAY SETTLEMENT 2014/15 AND 2015/16 [Item 6]**Declarations of interest:**

None.

Witnesses:

Carmel Millar, Head of HR&OD

Matthew Baker, Deputy Head of HR&OD

Key Points Raised During the Discussion:

1. The Deputy Head of HR&OD introduced the report. The Committee asked a number of questions which were addressed by the officers present, before moving on to the recommendations. A confidential minute of this item is attached as Annex A.

Actions/Further information to be provided:

As set out in the confidential Annex A.

RESOLVED:

To approve the recommendations as set out in the confidential Annex A.

Committee Next Steps:

None.

19/14 SURREY PAY POLICY STATEMENT 2014-2015 [Item 7]

Declarations of interest:

None.

Witnesses:

Carmel Millar, Head of HR&OD

Matthew Baker, Deputy Head of HR&OD

Key Points Raised During the Discussion:

1. The Deputy Head of HR&OD introduced the report. The Committee asked a number of questions which were addressed by the officers present.
2. The Committee queried the Grading labels, in particular the equivalency of Grades 14B and 15B, and the lack of a 15A. Officers explained that this was due to legacy issues over the previous ten years.
3. The Committee requested a number of minor changes to the Pay Policy Statement:
 - a. Under Salary Transparency: to include the word “all” before “expenditure over £500”.
 - b. Under Chief Officers’ Remuneration: to replace “The Chief Executive is on a contract which is like Chief Officers” with “The Chief Executive is on a contract which is *no different than* Chief Officers”.
 - c. Under Chief Officers’ Remuneration: To replace “For details of the remuneration paid to all members of the Council Leadership Team” with “For details of the remuneration paid to *the officers* of the Council Leadership Team”.
 - d. Under Grading Structure: Insert the word “responsibility” after problem solving in the following sentence - “Conversely, Chief Officers are at the top of the pay scales because the level of skills, knowledge, problem solving and accountability”.
 - e. Under Recognition Awards: To add “in conjunction with the Head of HR&OD” to the end of the paragraph.
 - f. Under Recognition Awards: To state that PPDC has to give approval to recognise exceptional achievement by senior officers.
 - g. Within Main Pay Grades and Pay Ranges tables: to add a £ sign in the Minimum and Maximum columns (**Action Review ref: A4/14**).

Actions/Further information to be provided:

Officers to review the labelling of Pay Grades (**Action Review ref: A5/14**).

RESOLVED:

To endorse and recommend the Pay Policy Statement to full Council on 18 March 2014, subject to the amendments requested.

Committee Next Steps:

None.

20/14 PAY POLICY EXCEPTIONS REPORT FEBRUARY 2014 [Item 8]**Declarations of interest:**

None.

Witnesses:

Carmel Millar, Head of HR&OD

Matthew Baker, Deputy Head of HR&OD

Key Points Raised During the Discussion:

1. The Deputy Head of HR&OD introduced the report. The Committee asked a number of questions which were addressed by the officers present, before moving on to the recommendations. A confidential minute of this item is attached as Annex B.

Actions/Further information to be provided:

None.

RESOLVED:

1. The Committee agrees to pay an increased salary to the Acting Strategic Director for Adult Social Care while acting into this role for six months, effective from 1 January 2014, as detailed in the report and confidential Annex B.
2. The Committee endorse the efficiency severance for the previous Strategic Director of Adult Social Care, which took effect on 31 December 2013.

Committee Next Steps:

None.

21/14 PUBLICITY FOR PART 2 ITEMS [Item 9]

RESOLVED: That the item considered under Part Two of the agenda should remain confidential and not be made available to the press and public.

22/14 DATE OF NEXT MEETING [Item 10]

The date of the next meeting was noted.

Meeting ended at: 11.10 am

Chairman