

MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 2.00 pm on 28 May 2014 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 (Chairman)
Mr Peter Martin (Vice-Chairman)
Ms Denise Le Gal
Mr Richard Walsh

Apologies:

Mr Stuart Selleck
Mrs Hazel Watson

In Attendance

Matthew Baker, Deputy Head of HR&OD
Cheryl Hardman, Regulatory Committee Manager
Carmel Millar, Head of HR&OD

39/14 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Stuart Selleck and Hazel Watson. Nick Harrison substituted for Stuart Selleck.

40/14 MINUTES OF THE PREVIOUS MEETING: 19 MARCH 2014 [Item 2]

The Minutes were approved as an accurate record of the meeting.

41/14 DECLARATIONS OF INTEREST [Item 3]

There were none.

42/14 QUESTIONS AND PETITIONS [Item 4]

There were none.

43/14 EXCLUSION OF THE PUBLIC [Item 6]

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 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.

44/14 ACTION REVIEW [Item 5]**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. With regard to Action A10/14 (employer of first choice), the Chairman informed the Committee that he had signed off the letter and it had been sent to the Leaders of Surrey's Borough and District Councils.
2. With regard to Action A6/14 (High Performance Leadership Development Programme), the Chairman confirmed that a formal paper had gone to Cabinet on 27 May 2014 and that it included a summary of the Equality Impact Assessment.
3. With regard to Action A7/14 (Strategy, Management and Service Delivery in a Digital Economy), Members were satisfied that the number of days that staff would have to spend out of the office represented good value and could be managed.
4. With regard to Actions A27/13, A28/13 and A29/13 (Pay Settlement), the Deputy Head of HR&OD informed those present that a report addressing these actions would be brought to the next meeting of the Committee.

Actions/Further information to be provided:

- i. The action tracker will be updated to reflect the points raised during the discussion.
- ii. Officers to review the tracker to bring it up-to-date.

RESOLVED:

To note the tracker.

Committee Next Steps:

None

45/14 SENIOR PAY POLICY EXCEPTIONS REPORT: MAY 2014 [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 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.

Actions/Further information to be provided:

None.

RESOLVED:

- a. That the committee acknowledges that the current job title of the Head of Legal and Democratic Services is changed to Director of Legal and Democratic Services.
- b. That the committee acknowledges that the primary relationship for the Head of Legal and Democratic Services is the Chief Executive and that the line relationship is transferred from the Assistant Chief Executive to the Chief Executive.
- c. That the committee acknowledges that the current job title of the Chief Finance Officer and Deputy Director for Business Services is changed to Director of Finance.
- d. That the committee acknowledges that the primary relationship for the Chief Finance Officer and Deputy Director Business Services is the Chief Executive and that the line relationship is transferred from the Strategic Director of Business Services to the Chief Executive.
- e. That Shelia Little, currently Chief Finance Officer and Deputy Director for Business Services receives pay progression within the current grade, as outlined in the report, with effect from 1 April 2014.

Committee Next Steps:

None

46/14 PUBLICITY FOR PART TWO ITEMS [Item 8]

RESOLVED: That the resolutions on Item 7, under Part Two of the agenda, would be communicated to staff.

47/14 DATE OF NEXT MEETING [Item 9]

The date of the next meeting was noted.

Meeting ended at: 2.30 pm

Chairman