

MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 2.00 pm on 21 July 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)
Ms Denise Le Gal
Mr Stuart Selleck
Mr Richard Walsh
Mrs Hazel Watson

Apologies:

Mr Peter Martin

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

48/14 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies for absence were received from Peter Martin.

49/14 MINUTES OF THE PREVIOUS MEETING: 28 MAY 2014 [Item 2]

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

50/14 DECLARATIONS OF INTEREST [Item 3]

There were none.

51/14 QUESTIONS AND PETITIONS [Item 4]

There were none.

52/14 ACTION REVIEW [Item 5]**Declarations of Interest:**

None

Witnesses:

Matthew Baker, Deputy Head of HR&OD

Key Points Raised During the Discussion:

1. With regard to Action A5/14 (pay grade labelling), officers confirmed that the labelling of pay grades would be reviewed as part of the Reward Strategy Review.
2. With regard to Action A27/13, Matthew Baker agreed to circulate a further confidential note to the Committee.

Actions/Further information to be provided:

- i. The action tracker will be updated to reflect the points raised during the discussion.

RESOLVED:

To note the tracker.

Committee Next Steps:

None.

53/14 REVIEW OF THE "WORKING TOGETHER" WORKSHOPS AND FUTURE PLANS [Item 6]**Declarations of Interest:**

None

Witnesses:

Wendy Au-Yeung, OD & Skills Advisor

Jane Last, Programme Manager & Lead Manager for Community Safety and Partnership

Key Points Raised During the Discussion:

1. The Programme Manager & Lead Manager for Community Safety and Partnership introduced the report and provided an update on the progress of the “Working Together” workshops.
2. The Chairman expressed his view that the Council does not yet have fully effective officer/Member relationships. He explained that officers, particularly in Highways were not communicating with each other about Member involvement in issues. Officers did not yet understand that Members were an aid for officers and that if they were used properly it would result in lower costs, better outcomes and improved communications with residents. He related a recent situation in his division where a lack of communication between officers about his involvement in a local highways issue had resulted in unnecessary dissatisfaction amongst residents with the Council.
3. A Member highlighted the need for Members to also be sensitive to operational requirements. For example, at the workshop she had attended social workers had expressed concern that some Members do not understand or stick to appropriate boundaries for individual cases. It was suggested that Member training should be provided.
4. Members requested an up-to-date contact list for key officers relating to casework.
5. It was suggested that the workshops should be organised on the basis of the local committee in order to promote local networks. It was also suggested that Local Committee Chairmen be involved in the planning of these workshops. The Chairman suggested that a list of non-attendees at these workshops should be passed to their Party Whip.
6. The Chairman raised a concern about the use of voicemail amongst officers. He argued that it should be policy that someone in an office should pick up other people’s phones when they are not there. He requested ideas for an updated telephone policy to be brought to committee in autumn 2014 (**Action Review ref: A11/14**).

Actions/Further information to be provided:

- i. Officers to provide a proposal on an updated telephone policy to minimise the use of voicemail to committee in autumn 2014.

RESOLVED:

- a. To note the outcomes from the “Working Together” workshops that have already taken place;
- b. To endorse the next steps as agreed with the Leader;
- c. To champion the wider aims of the “Working Together” programme throughout the organisation;
- d. To support the additional “Working Together” sessions as a way for Members to find out more about the benefits of a coaching offer for Members
- e. To introduce an extra module for officers on “Looking at my role through the Member Lens – getting better outcomes for residents”.

Committee Next Steps:

To receive further updates as needed.

54/14 OFFICER CODE OF CONDUCT [Item 7]

Declarations of Interest:

None

Witnesses:

Matthew Baker, Deputy Head of HR&OD

Carmel Millar, Head of HR&OD

Key Points Raised During the Discussion:

1. The Deputy Head of HR&OD introduced the report, highlighting the proposed amendments to the Officer Code of Conduct.
2. Officers were asked who had been consulted during the drafting of the proposed amendments. The Deputy Head of HR&OD explained that he had worked closely with Internal Audit to draft the proposed amendments.
3. Members welcomed the Use of Social Media guidance as well-written and useful. The Chairman queried the phrase "If you identify yourself as an officer of the Council" and asked what if the officer does not identify themselves as such. The Head of HR&OD suggested adding "or if you can be identified as an officer of the Council". This was agreed. The Chairman requested that the order of the values listed be amended so that they are consistent with the usual order of the values. The Chairman also requested that "including Members" be inserted after "making defamatory comments about individuals" (**Action Review ref: A12/14**). The Deputy Head of HR&OD also suggested that the Member Code of Conduct be amended to mirror the Officer Code of Conduct.
4. The definitions of respect, fairness and dignity were queried. The Deputy Head of HR&OD explained that there would be links from the Code to other documents which will define terms.
5. Members queried the examples provided of groups, clubs and societies of which employees would have to declare membership. It was suggested that the examples given were no longer relevant. The Deputy Head of HR&OD agreed to remove the examples (**Action Review ref: A13/14**).
6. Members challenged the need for officers to record any offer of gifts and hospitality over the value of £5, suggesting that this was too low. It was pointed out that Members now only declare gifts and hospitality of the value of £100 or more. There was also concern that anything offered over the value of £25 had to be agreed by the Head of Service before being accepted. It was felt that this could cause offence. The Head of HR&OD argued that, while £5 was low, she would prefer to raise the minimum only to £25 as this covers flowers and meals. The Chairman also raised the need to include some wording on the accumulation of gifts and hospitality from individuals/ organisations. The Head of HR&OD agreed to revise the wording and also to consider how the Code should address who has offered the gifts or hospitality for example was it a thank you from a service user or a gift from a provider (**Action Review ref: A14/14**).

Actions/Further information to be provided:

- i. The Head of HR& OD to revise the Use of Social Media guidance: to add “or if you can be identified as an officer of the Council” after the phrase “If you identify yourself as an officer of the Council”; to amend the order of the Council’s values; and to insert “including Members” after “making defamatory comments about individuals”.
- ii. The Deputy Head of HR&OD to remove the examples given of groups, clubs and societies in which employees must declare membership.
- iii. The Head of HR& OD to revise the wording of the Section ‘Offers of Gifts, Hospitality or Sponsorship’: to raise the minimum value to be recorded to £25; to address the accumulation of gifts and hospitality from individuals/organisations; and to address who the gift or hospitality is from.

RESOLVED:

- a. The Committee approved the proposed revisions to the Officer Code of Conduct, subject to the further amendments agreed above.
- b. The Committee approved the Use of Social Media guidance subject to the amendments agreed above.
- c. The Committee commends the Officer Code of Conduct and Use of Social Media guidance to Council for inclusion in the Constitution.

Committee Next Steps:

None.

55/14 MY BENEFITS - SURREY EXTRA: ONE YEAR ON [Item 8]**Declarations of Interest:**

None

Witnesses:

Matthew Baker, Deputy Head of HR&OD

Julie Smyth, HR Manager – Reward and Recognition Team

Key Points Raised During the Discussion:

1. The Deputy Head of HR&OD reported on HR winning an award for Most Effective Rewards Strategy at the HR Excellence Awards.
2. The HR Manager – Reward and Recognition Team gave a presentation on Surrey Extra. The presentation slides are attached as Annex A to these Minutes. She reported that 7,500 people had registered for Surrey Extra, including schools and that feedback had shown that the scheme was making a difference to employees.
3. The Chairman enquired as to whether insurance associated with the Salary Sacrifice Lease Car Scheme covered something happening to the employee. For example, would the car have to go back to the car hire company, since the car may have become important to the employee’s family in the evenings and weekends? He suggested that it may be possible for the family to continue to make payments and that the authority should seek to protect them. Officers agreed to look at this (**Action Review ref: A15/14**).
4. The HR Manager – Reward and Recognition Team reported a huge increase in the numbers of staff registering for Surrey Extra since the direct targeting exercise began.

5. Members queried whether any Councillors had signed up. The HR Manager – Reward and Recognition Team agreed to find out and report back (**Action Review ref: A16/14**). She also agreed to meet with members of the committee informally to go through how to sign up.

Actions/Further information to be provided:

- i. Officers to look into protection for the family of an employee involved in the Salary Sacrifice Car Scheme should something happen to the employee.
- ii. The HR Manager – Reward and Recognition Team to brief the committee on how many Members are signed up for Surrey Extra.

Committee Next Steps:

None.

56/14 REWARD STRATEGY REVIEW 2014-2018 [Item 9]

Declarations of Interest:

None

Witnesses:

Matthew Baker, Deputy Head of HR&OD

Key Points Raised During the Discussion:

1. The Deputy Head of HR&OD presented the report and highlighted that the committee would provide views about pay and reward in Surrey at the workshop following the committee meeting.
2. The Chairman queried whether any major councils were included in the ten companies whose reward strategies would be reviewed. The Deputy Head of HR&OD stated that there would be. A Member suggested that it might also be useful to look at medium-sized companies as they may not have a reward strategy that extends beyond the salary.

Actions/Further information to be provided:

None.

RESOLVED:

To note the rationale for the review of the current reward strategy and the overview of the current position.

Committee Next Steps:

None.

57/14 EXCLUSION OF THE PUBLIC [Item 10]

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 paragraph 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.

58/14 SENIOR PAY POLICY EXCEPTIONS REPORT: JULY 2014 [Item 11]

Declarations of Interest:

None

Witnesses:

Matthew Baker, Deputy Head of HR&OD
Carmel Millar, Head of HR&OD

Laura Langstaff, Head of Procurement

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 answered by the officers present, before moving on to the recommendations.

Actions/Further information to be provided:

None

RESOLVED:

Recommendations 1-6 were approved subject to amendments set out in the confidential annex (Annex B).

The committee's decision with regard to recommendation 7 is set out in the confidential annex (Annex B).

Committee Next Steps:

None.

59/14 FLEXIBLE RETIREMENT APPLICATION [Item 12]

Declarations of Interest:

None

Witnesses:

Matthew Baker, Deputy Head of HR&OD
Carmel Millar, Head of HR&OD

Key Points Raised During the Discussion:

1. The Chairman introduced the report. The Committee asked a number of questions which were answered by the officers present, before moving on to the recommendations.

Actions/Further information to be provided:

None

RESOLVED:

That the committee approve the recommendations as listed in the report.

Committee Next Steps:

None.

60/14 PUBLICITY FOR PART 2 ITEMS [Item 13]

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

61/14 DATE OF NEXT MEETING [Item 14]

The date of the next meeting was noted.

Meeting ended at: 3.45 pm

Chairman