

**MINUTES** of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 2.00 pm on 29 October 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  
Mrs Hazel Watson

**Apologies:**

Mr Stuart Selleck, Substituted by Mr Ernest Mallett MBE

**In Attendance**

Cheryl Hardman, Regulatory Committee Manager  
Carmel Millar, Director of People & Development

**68/14 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]**

Apologies for absence were received from Stuart Selleck. Ernest Mallett substituted for him at the meeting.

**69/14 MINUTES OF THE PREVIOUS MEETINGS: 21 JULY 2014 AND 24 JULY 2014 [Item 2]**

The Minutes were approved as accurate records of the two previous meetings.

**70/14 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**71/14 QUESTIONS AND PETITIONS [Item 4]**

There were none.

**72/14 ACTION REVIEW [Item 5]****Declarations of Interest:**

None

**Witnesses:**

Carmel Millar, Director of People & Development

**Key Points Raised During the Discussion:**

1. In relation to Action A23/13 (volunteering update), the Chairman acknowledged an update which was circulated to all Members of the Committee by email on 28 October 2014. He expressed disappointment at the numbers of employees taking up volunteering leave and requested that a report on employee volunteering to be considered on 27 November include information about what is being done to improve the figures.

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

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

**RESOLVED:**

To note the tracker.

**Committee Next Steps:**

None.

**73/14 OPPORTUNITIES FOR YOUNG PEOPLE LEAVING EDUCATION [Item 6]****Declarations of Interest:**

None

**Witnesses:**

Carmel Millar, Director of People & Development

**Key Points Raised During the Discussion:**

1. The Director of People & Development introduced the report and explained the reasons for further progression opportunities to be provided for apprentices. Committee members were very supportive of the internal apprenticeship scheme and the introduction of further opportunities.
2. Members expressed concern that some graduates were also now finding it difficult to find employment and queried whether this could be addressed by the Council.
3. A Member asked about the underspend in the apprenticeship pot and how this would be addressed. Another member of the committee, who was also the Cabinet Member for Business Services, offered to provide information on this outside of the meeting.

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

None.

**RESOLVED:**

To agree compensation changes to the apprentice scheme, as set out in Appendix D to the report, to enable Surrey County Council to continue to support young people including those who are not participating in Employment, Education & Training (NEET) and encourage them to take up apprenticeship opportunities across a wide variety of professions.

**Committee Next Steps:**

None.

#### **74/14 HIGH PERFORMANCE LEADERSHIP DEVELOPMENT PROGRAMME [Item 7]**

**Declarations of Interest:**

None

**Witnesses:**

Carmel Millar, Director of People & Development

**Key Points Raised During the Discussion:**

1. The Director of People & Development introduced the report and suggested that the staff survey scheduled for 2015/16 be used to see if the programme was having an impact.

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

None.

**RESOLVED:**

To note the progress to date.

**Committee Next Steps:**

None.

It was agreed to change the order of the agenda, bringing items 9 to 12 forward at this point.

**75/14 EXCLUSION OF THE PUBLIC [Item 9]**

**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 paragraphs 1 & 4 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.**

**76/14 FUTURE PAY ARRANGEMENTS FOR PUBLIC HEALTH STAFF [Item 10]****Declarations of Interest:**

None

**Witnesses:**

Helen Atkinson, Director of Public Health  
Emily Boynton, Strategic HR&OD Relationship Manager  
Carmel Millar, Director of People & Development

**Key Points Raised During the Discussion:**

1. The Strategic HR&OD Relationship Manager introduced the report. The committee asked a number of questions which were answered by the officers present, before moving to the recommendation.

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

None.

**RESOLVED:**

- i. The committee declined a request from public health staff to receive 'Surrey Pay' pay increases, while they remain on NHS terms and conditions of employment.
- ii. The committee agreed that the TUPE transfer arrangements stay as is which means:
  - a. Staff who transferred to Surrey County Council under NHS terms and conditions of employment will be allowed to retain these, including the right to incremental progression within their grade. However there will be no entitlement for the Council to abide by the outcome of new national collective agreements in relation to NHS terms, including cost of living pay increases, whether positive or negative.
  - b. Staff employed in public health on Surrey County Council terms and conditions will benefit from the full range of Surrey benefits and arrangements for Surrey Pay, including any pay increases that may be agreed.
  - c. Staff may choose to voluntarily move from NHS conditions to Surrey County Council Conditions at any time; however there is no obligation to do so at this point in time.

**Committee Next Steps:**

None.

**77/14 PAY POLICY EXCEPTIONS [Item 11]****Declarations of Interest:**

None

**Witnesses:**

Carmel Millar, Director of People & Development

**Key Points Raised During the Discussion:**

1. The Director of People & Development introduced the report. The committee asked a number of questions which were answered by the officers present, before moving to the recommendations.

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

None.

**RESOLVED:**

To approve recommendations 1 to 4, and 6 to 7 in the confidential report.

With regard to recommendation 5, the committee agreed to continue approving all acting up or honoraria payments beyond 6 months.

**Committee Next Steps:**

None.

**78/14 PUBLICITY FOR PART TWO ITEMS [Item 12]**

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

**PART ONE – PUBLIC SESSION****79/14 FAIRNESS AND RESPECT STRATEGY UPDATE - "BECOMING AN EMPLOYER OF CHOICE" [Item 8]****Declarations of Interest:**

None

**Witnesses:**

Abid Dar, Equality, Inclusion and Wellbeing Manager  
Carmel Millar, Director of People & Development

**Key Points Raised During the Discussion:**

1. The Director of People & Development and the Equality, Inclusion and Wellbeing Manager introduced the report and highlighted successes so far.
2. The Chairman suggested that he send a letter to Members asking them to support the Fairness and Respect workforce targets and action plan. Another Member suggested that the existing plans be included with the letter for information (**Action Review ref: A17/14**).

3. A Member highlighted that mental health problems was included within the term disabilities and that this needed to be more widely understood.

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

None.

**RESOLVED:**

- i. To note the progress to date.
- ii. To support the proposed Fairness and Respect workforce targets for 2015/16 of 5.6% age and 3.2% for disability.
- iii. To support the recommendation that the Continual Improvement Network will monitor and drive progress, while PPDC receives an annual progress update.
- iv. That the Chairman sends a letter to all Members asking them to support the Fairness and Respect workforce targets and action plan. The existing plans to achieve the targets would be included with the letter for information.

**Committee Next Steps:**

None.

**80/14 DATE OF NEXT MEETING [Item 13]**

The date of the next meeting was noted.

Meeting ended at: 2.55 pm

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**Chairman**