

MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 10.00 am on 27 January 2015 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 Stuart Selleck
Mr Richard Walsh
Mrs Hazel Watson

In Attendance

Ken Akers, Strategic Relationship Manager
Cheryl Hardman, Regulatory Committee Manager
Carmel Millar, Director of People and Development

1/15 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

There were no apologies for absence.

2/15 MINUTES OF THE PREVIOUS MEETING: 18 DECEMBER 2014 [Item 2]

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

3/15 DECLARATIONS OF INTEREST [Item 3]

There were none.

4/15 QUESTIONS AND PETITIONS [Item 4]

There were none.

5/15 ACTION REVIEW [Item 5]**Declarations of Interest:**

None.

Witnesses:

Carmel Millar, Director of People and Development
Ken Akers, Strategic Relationship Manager

Key points raised during the discussion:

1. In relation to Action A23/13 (employee volunteering), the committee was informed that the meeting on 26 February 2015 has been postponed to 6 March 2015.
2. In relation to A11/14 (telephone policy), the Director of People and Development assured the committee that she would shortly be able to share an outline of an updated telephone policy.
3. In relation to A19/14 (sleeping in payments), the Strategic Relationship Manager confirmed that a draft was ready for review by the Chairman.

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.

6/15 APPRAISAL COMPLETION UPDATE REPORT FOR 2013/14 [Item 6]**Declarations of Interest:**

None.

Witnesses:

Carmel Millar, Director of People and Development
Ken Akers, Strategic Relationship Manager
PJ Wilkinson, Assistant Director for Schools and Learning

Key points raised during the discussion:

1. The Director of People and Development introduced the item and highlighted the progress made by libraries and Adult Social Care.
2. The Assistant Director for Schools and Learning was in attendance to respond with regard to the lower levels of eligible appraisal completion in his service. He highlighted the difficulties that his managers had experienced in uploading appraisals to the IT system but accepted that other services had used the same system. He accepted that this should have been more of a priority and that next year the service would ensure that all eligible appraisals are completed in good time. The top two tiers of management had all received appraisals.
3. Members queried if Surrey was behind in its use of digital appraisals and asked if moving in this direction would put additional pressure on IT resources. The Director of People and Development clarified that options were being researched and would only be pursued if it made the system easier to use.
4. Members expressed compliments on the progress made by Adult Social Care over the past year.
5. The Chairman asked that the Assistant Director for Schools and Learning pass a message to his management team that the committee expected the 100% eligible appraisals target to be met and requested a specific update on the Schools and Learning service at its May meeting.

Actions/Further information to be provided:

None.

RESOLVED:

- a) To note progress to date;
- b) To receive a further progress report in May 2015;
- c) That the progress report specifically addresses the situation in the Schools and Learning Service (**Action Review ref: A1/15**).

Committee next steps:

None.

7/15 EXCLUSION OF THE PUBLIC [Item 7]

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 Part 1 of Schedule 12A of the Act.

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

8/15 SENIOR PAY POLICY EXCEPTIONS REPORT JANUARY 2015 [Item 8]**Declarations of Interest:**

None.

Witnesses:

Carmel Millar, Director of People and Development
Ken Akers, Strategic Relationship Manager

Sarah Gooding, Operations Development Manager (for the Youth Support Service part of the report).

Key points raised during the discussion:

1. The Strategic Relationship Manager introduced the item and the Operations Development Manager introduced the section on the Youth Support Service. 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:

1. For staff within the Youth Support Service who are not required to hold a social worker qualification it was APPROVED that:
 - i. They are assimilated onto Surrey Pay grades (proposed S8 and S9) with pay protection with effect from 1 January 2015.
 - ii. As an exception to the current published Reward Policy the time period for pay protection is extended from one year to two years in recognition of the length of time this payment has been in place and current recruitment difficulties.
2. For Consultant Practitioners who are required to hold a social worker qualification it was APPROVED that:
 - i. The legacy social work supplement and existing salary is consolidated into their current salary banding of Surrey Pay grade 10 with effect from 1 January 2015. There will be no further change required for these roles.
3. The third recommendation in the confidential report was APPROVED subject to a further review within a year.

Committee next steps:

None.

9/15 PUBLICITY FOR PART TWO ITEMS [Item 9]

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

10/15 DATE OF NEXT MEETING [Item 10]

The date of the next meeting was noted.

Meeting ended at: 11.00 am

Chairman