

**MINUTES** of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 11.00 am on 12 May 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 Richard Walsh  
Mrs Hazel Watson

**Apologies:**

Mr Stuart Selleck, Substituted by Mr Ernest Mallett MBE

**In Attendance**

Ken Akers, Cabinet Business Manager  
Cheryl Hardman, Regulatory Committee Manager  
Carmel Millar, Director of People and Development

**32/15 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]**

Apologies for absence were received from Stuart Selleck.

**33/15 MINUTES OF THE PREVIOUS MEETING: 2 APRIL 2015 [Item 2]**

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

**34/15 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**35/15 QUESTIONS AND PETITIONS [Item 4]**

There were none.

**36/15 ACTION REVIEW [Item 5]****Declarations of interest:**

None.

**Witnesses:**

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

**Key points during the discussion:**

1. In relation to A6/15 (Customer Promise), officers informed the committee that all videos used during engagement events would be uploaded onto You Tube the next day and a link circulated.
2. In relation to A19/14 (sleeping in payments), some Members requested that the letter be circulated again.

**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.

**37/15 OFFICER CODE OF CONDUCT AMENDMENT [Item 6]****Declarations of interest:**

None.

**Witnesses:**

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

**Key points during the discussion:**

1. The Chairman requested that The Seven Standards of Public Life be sent to all Members and Strategic Directors for their information, including a commentary on the Standards (**Action Review ref: A7/15**).

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

A letter from the Chairman outlining The Seven Standards of Public Life, with a commentary on the Standards, to be circulated to all Members and Strategic Directors.

**RESOLVED:**

That the People, Performance and Development Committee endorses the proposed amendment to the Officer Code of Conduct policy to the Council.

**Committee next steps:**

None.

**38/15 APPRAISAL COMPLETION UPDATE REPORT 2013/14 [Item 7]****Declarations of interest:**

None.

**Witnesses:**

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

**Key points during the discussion:**

1. The Vice-Chairman queried why the report refers to 2013/14 rather than 2014/15 which has just ended. The Director of People and Development confirmed that the appraisals took place in 2014/15 but concern performance during 2013/14. The Vice-Chairman requested that future reports state the year during which the appraisal takes place rather than the year that appraisals are reviewing.
2. The Vice-Chairman praised the improved completion rate for eligible appraisals. However, it was stressed that the majority of appraisals should take place within the first few months following the end of the financial year.
3. It was suggested that future reports should include a summary of statistics for all directorates as it is useful to see the information in context.

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

None.

**RESOLVED:**

- i. That the People, Performance and Development Committee notes the achievement of 98% completion of eligible appraisal conversations across the organisation.
- ii. That the committee receives a report on appraisal completion data for 2014/15 in July 2015 and considers whether further monitoring is required throughout the year.

**Committee next steps:**

None.

**39/15 EXCLUSION OF THE PUBLIC [Item 8]**

**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 and 4 of Schedule 12A of the Act.

**40/15 SENIOR PAY POLICY EXCEPTIONS REPORT MAY 2015 [Item 9]****Declarations of interest:**

None.

**Witnesses:**

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

**Key points during the discussion:**

1. The Chairman introduced the report and invited discussion on each section in turn. The committee asked a number of questions which were responded to by the officers present, before moving to the recommendations.

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

None.

**RESOLVED:**

That recommendations 1.1 to 1.3 in the confidential report were APPROVED.

**Committee next steps:**

None.

**41/15 SENIOR PAY POLICY EXCEPTIONS REPORT MAY 2015 (2) [Item 10]**

Under Section 100B(4) of the Local Government Act 1972, the Chairman agreed that this item should be considered as a matter of urgency for reasons set out in the confidential annex.

**Declarations of interest:**

None.

**Witnesses:**

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

**Key points during the discussion:**

1. The Chairman introduced the report and invited discussion from the committee. The committee asked a number of questions which were responded to by the officers present, before moving to the recommendations.

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

None.

**RESOLVED:**

That the committee APPROVED the recommendation set out in the confidential report.

**Committee next steps:**

None.

**42/15 PUBLICITY FOR PART TWO ITEMS [Item 11]**

**RESOLVED:** That items considered under Part 2 of the agenda should remain confidential and not be made available to the press and public.

**43/15 DATE OF NEXT MEETING [Item 12]**

That date of the next meeting was noted.

Meeting ended at: 11.25 am

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**Chairman**

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