

MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 10.00 am on 25 February 2016 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)
Mr Ken Gulati
Mr Nick Harrison
Ms Denise Le Gal
Mrs Hazel Watson

In Attendance

Ken Akers

1/16 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

There were none.

2/16 MINUTES OF THE PREVIOUS MEETING [29 JANUARY 2016] [Item 2]

The minutes were agreed as a true record of the meeting.

3/16 DECLARATIONS OF INTEREST [Item 3]

There were none.

4/16 QUESTIONS AND PETITIONS [Item 4]

There were none

5/16 ACTION REVIEW [Item 5]

Declarations of interest:

None

Witnesses:

None

Key points raised during the discussions:

1. Members requested further information on the implementation of the Telephone and Voicemail Policy. It was agreed that a report providing an update on the Telephone and Voicemail Policy would be presented to the People, Performance and Development Committee at its meeting on 5 April.

Actions/ further information to be provided:

- i. An update on the Telephone and Voicemail Policy to be considered by the Committee at its meeting on 5 April.

RESOLVED:

To note the tracker.

6/16 FAMILY FRIENDLY POLICY UPDATE [Item 6]

Declarations of interests:

None

Witnesses:

Ken Akers, Strategic HR Relationship Manager

Key points raised during the discussions:

1. An introduction to the report was provided by the Strategic HR Relationship Manager who highlighted that the proposed changes to the Council's Family Friendly Policy were to ensure that Surrey County Council (SCC) remained up-to-date with legislative changes. Members were informed that these revisions would have limited impact on SCC but would deliver substantial benefits for staff.

Actions/ further information to be provided:

None

RESOLVED:

To;

- i. Revise the maternity leave policy to improve the benefit to eligible mothers by changing the timing of the payment of Occupational Maternity Pay (OMP) so that they receive all their OMP during the course of their maternity leave.
- ii. Revise the maternity leave and pay policy in accordance with case law so that:
 - public holidays are included as part of the annual leave accrued during maternity leave; and
 - birth mothers in a surrogacy arrangement are acknowledged as being entitled to maternity leave and pay.
- iii. Change the maternity leave policy to ensure that term time only staff are paid for and take the equivalent of contractual annual leave in the same way as mothers on other types of contract.

- iv Amend the maternity, and paternity, leave and pay policies to reflect legislative change that allows fathers up to two day’s unpaid leave to attend antenatal appointments.

7/16 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 the relevant paragraphs of Part 1 of Schedule 12A of the Act.

8/16 PAY POLICY EXCEPTIONS REPORT FEBRUARY 2016 [Item 8]

Declarations of interests:

None

Witnesses:

Ken Akers, Strategic HR Relationship Manager

Key points raised during the discussions:

1. The Strategic HR Relationship Manager introduced the report. The Committee asked a number of questions which were responded to by the officers present before moving to recommendations.

Actions/ further information to be provided

None

RESOLVED:

The Committee approved the recommendations set out in the confidential report, these recommendations are highlighted in the Part 2 minutes.

9/16 CHILDREN, SCHOOLS AND FAMILIES DIRECTORATE LEADERSHIP CHANGES [Item]

Declarations of interests:

None

Witnesses:

Ken Akers, Strategic HR Relationship Manager

Key points raised during the discussions:

1. A report on Children, Schools and Families Directorate leadership changes was tabled at the meeting as an additional item on the agenda.

2. The Strategic HR Relationship Manager introduced the report. The Committee asked a number of questions which were responded to by the officers present before moving to recommendations.

Actions/ further information to be provided

None

RESOLVED:

The Committee approved the recommendations set out in the confidential report, these recommendations are highlighted in the Part 2 minutes.

10/16 DATE OF NEXT MEETING [Item 9]

The Committee noted that its next meeting would be held on 5 April 2016.

Meeting ended at: 10.45 am

Chairman