

## People Performance and Development Committee Forward Work Programme – January 2018



**8 March 2018**

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| <b>Item title</b>    | <b>Pay Policy Exceptions March 2018 (Part 2)</b>  |
| <b>Report author</b> | Ken Akers, Head of HR & OD  |
| <b>Item Summary</b>  | For PPDC to decide on senior pay (grades S13 or above) that fall outside of the published pay policy. |

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| <b>Item title</b>    | <b>Annual Leave Policy</b>  |
| <b>Report author</b> | Prodromos Mavridis, Snr HR Advisor – Policy and Engagement  |
| <b>Item Summary</b>  | To provide committee with revisions to the Council's Annual Leave policy on the arrangements for accrual & carry forward of annual leave. |

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| <b>Item title</b>    | <b>Surrey Pay Annual Review - 2018</b>  |
| <b>Report author</b> | Julie Smyth, Reward Manager   |
| <b>Item Summary</b>  | To provide committee with an update on the pay award arrangements for 2018/2019 |

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| <b>Item title</b>    | <b>Update on Support available to find Suitable Housing</b>  |
| <b>Report author</b> | Gill Kearney, Strategic Business Partner and Prodromos Mavridis, Snr HR Advisor – Policy and Engagement  |
| <b>Item Summary</b>  | To provide committee with a report outlining what actions have been taken to improve support available for SCC staff in negotiating Surrey's housing market, particularly those in roles considered challenging to recruit to or were new staff relocating from outside the County. Revisions to the relocation policy are being reviewed as part of this process. |

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| <b>Item title</b>    | <b>Trade Union Facilities &amp; partnership arrangements</b>  |
| <b>Report author</b> | Prodromos Mavridis, Snr HR Advisor – Policy and Engagement  |
| <b>Item Summary</b>  | To provide committee with the adoption of a new framework for a suite of recognition agreements between the council and the trade unions which it recognises. This includes a change to facility time calculations and service level agreements for schools and academies who may wish to purchase facility time. |

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| <b>Item title</b>    | <b>Coroner's Pay</b>  |
| <b>Report author</b> | Jo Donoghue - Strategic Business Partner  |
| <b>Item Summary</b>  | To provide committee with the formal joint circular and guidance from the Crime Survey for England and Wales (CSEW) / Local Government Association (LGA) on the national pay framework for Coroner's pay. |

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| <b>Item title</b>    | <b>2016/2017 Pay Policy Statement Amendments</b>                                  |
| <b>Report author</b> | Julie Smyth – Reward Manager  |
| <b>Item Summary</b>  | To provide committee with updated amendments to the current Pay Policy Statement. |

## 26 April 2018

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| <b>Item title</b>    | <b>Pay Policy Exceptions April 2018 (Part 2)</b>  |
| <b>Report author</b> | Ken Akers, Head of HR & OD  |
| <b>Item Summary</b>  | For PPDC to decide on senior pay (grades S13 or above) that fall outside of the published pay policy. |

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| <b>Item title</b>    | <b>Surrey Pay Annual Review update</b>                               |
| <b>Report author</b> | Julie Smyth, Reward Manager  |
| <b>Item Summary</b>  | To update the Committee on the Surrey Pay negotiations taking place. |

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| <b>Item title</b>    | <b>SCC's Approach to Flexible Pay and Working Arrangements</b>  |
| <b>Report author</b> | Rakhi Saigal, Strategic Business Partner  |
| <b>Item Summary</b>  | As requested from committee on the meeting on 30 November 2017, PPDC will consider a report on the Council's approach to flexibility on pay and working arrangements for staff where this could help to support the existing workforce. |

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| <b>Item title</b>    | <b>Surrey Arts &amp; Adult Community Learning Pay Review</b>                             |
| <b>Report author</b> | Gulcin Polat, HR Advisor   |
| <b>Item Summary</b>  | To provide committee with an overview of the pay review for tutors in Cultural Services. |

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| <b>Item title</b>    | <b>Learning Agreement update</b>  |
| <b>Report author</b> | Sandie Hamilton, Learning & Development Manager   |
| <b>Item Summary</b>  | To provide committee with an update on the take up on the number of staff who have applied for courses. |

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| <b>Item title</b>    | <b>Army Reservists Policy</b>   |
| <b>Report author</b> | Abid Dar - Equality Inclusion & Wellbeing Manager   |
| <b>Item Summary</b>  | To provide committee with a new policy of the Army Reservists, as the council participates in the Army Forces Covenant. This new policy will relate to special leave for army reservists and veterans returning to civilian life to ensure that those who serve or have served in the forces, and their families, are treated fairly. |

#### 14 June 2018

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| <b>Item title</b>    | <b>Pay Policy Exceptions June 2018 (Part 2)</b>   |
| <b>Report author</b> | Ken Akers, Head of HR & OD  |
| <b>Item Summary</b>  | For PPDC to decide on senior pay (grades S13 or above) that fall outside of the published pay policy. |

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| <b>Item title</b>    | <b>Appraisal Completion Update</b>  |
| <b>Report author</b> | Ken Akers, Head of HR & OD<br>Lavern Dinah, Acting Strategic OPD Manager  |
| <b>Item Summary</b>  | To update the Committee on the number of appraisals that have been completed to date so far for the year 2017/18. |

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| <b>Item title</b>    | <b>Surrey Pay Annual Review update</b>                   |
| <b>Report author</b> | Ken Akers, Head of HR & OD                               |
| <b>Item Summary</b>  | To update the Committee on the negotiations taking place |

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| <b>Item title</b>    | <b>Fostering collaboration between officers and Members</b>   |
| <b>Report author</b> | Rachel Basham, Senior Manager – Cabinet and Member Support  |
| <b>Item Summary</b>  | This report will provide an update on initiatives in place to support officers to work effectively with Members. The item will provide further information on the variety of different training opportunities open to officers to support them in working in a political environment. It will also seek feedback from Members regarding any other interventions that may be helpful in building effective Member/officer relationships. |

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| <b>Item title</b>    | <b>Recruitment Policy</b>  |
| <b>Report author</b> | Prodromos Mavridis, Snr HR Advisor – Policy and Engagement   |
| <b>Item Summary</b>  | To recommend potential amendments to the Recruitment policy to ensure alignment with safer employment DBS policy and data protection requirements that apply to recruitment and selection process. |

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| <b>Item title</b>    | <b>Professional Membership Fees</b>  |
| <b>Report author</b> | Prodromos Mavridis, Snr HR Advisor – Policy and Engagement   |
| <b>Item Summary</b>  | To recommend potential amendments to governance arrangements relating to the eligibility of council officers to have professional fees reimbursed. |

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| <b>Item title</b>    | <b>2017/2018 Pay Policy Statement</b>  |
| <b>Report author</b> | Julie Smyth – Reward Manager   |
| <b>Item Summary</b>  | To provide committee with the details of the 2017/2018 Pay Policy Statement. |

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| <b>Item title</b>    | <b>Embedding Behaviours Framework</b>  |
| <b>Report author</b> | Lavern Dinah - Strategic OPD Manager   |
| <b>Item Summary</b>  | To provide committee with an update as requested at the 30 November 2017 committee on the Embedding Behaviours Framework. The report will update committee on work being undertaken to support closer working between officers and Members within the organisation and to help them better understand each other's roles and responsibilities. |

## 25 July 2018

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| <b>Item title</b>    | <b>Pay Policy Exceptions July 2018 (Part 2)</b>   |
| <b>Report author</b> | Ken Akers, Head of HR & OD  |
| <b>Item Summary</b>  | For PPDC to decide on senior pay (grades S13 or above) that fall outside of the published pay policy. |

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| <b>Item title</b>    | <b>Pay Policy Exceptions Analysis end of year for 2016/2017</b>                                    |
| <b>Report author</b> | Stuart Brown, Data Operations Manager  |
| <b>Item Summary</b>  | To report to committee the analysis of Pay Policy Exceptions agreed for end of year for 2016/2017. |

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| <b>Item title</b>    | <b>Orbis Partnership Staffing</b>  |
| <b>Report author</b> | Ken Akers, Head of HR & OD   |
| <b>Item Summary</b>  | To report to committee on Orbis staffing and integration as well as details of the savings being delivered as a result of staffing changes arising from Orbis. |

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| <b>Item title</b>    | <b>Key Worker and Relocation Assistance policy</b>  |
| <b>Report author</b> | Prodromos Mavridis, Snr HR Advisor – Policy and Engagement  |
| <b>Item Summary</b>  | To provide committee with a report of the outcomes on investigations into the full range of options to provide housing for staff taking up a role in a hard to recruit to position. This includes talking to other public sector organisations as well as institutions such universities. |

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| <b>Item title</b>    | <b>Review of Human Resources &amp; Organisational Strategy Indicators</b>  |
| <b>Report author</b> | Hannah Dwight, HR Business Services & Programmes Mgr   |
| <b>Item Summary</b>  | At its meeting on 30 November 2017, the Committee agreed to receive a report outlining performance against the HR & OD Strategy every six months. This update follows that received by the Committee at its meeting on 29 January 2017 |

## 24 September 2018

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| <b>Item title</b>    | <b>Pay Policy Exceptions September 2018 (Part 2)</b>  |
| <b>Report author</b> | Ken Akers, Head of HR & OD  |
| <b>Item Summary</b>  | For PPDC to decide on senior pay (grades S13 or above) that fall outside of the published pay policy. |

## 7 November 2018

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| <b>Item title</b>    | <b>Pay Policy Exceptions November 2018 (Part 2)</b>   |
| <b>Report author</b> | Ken Akers, Head of HR & OD  |
| <b>Item Summary</b>  | For PPDC to decide on senior pay (grades S13 or above) that fall outside of the published pay policy. |

## 13 December 2018

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| <b>Item title</b>    | <b>Pay Policy Exceptions December 2018 (Part 2)</b>   |
| <b>Report author</b> | Ken Akers, Head of HR & OD  |
| <b>Item Summary</b>  | For PPDC to decide on senior pay (grades S13 or above) that fall outside of the published pay policy. |

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