

**COUNCIL OVERVIEW & SELECT COMMITTEE
ACTIONS AND RECOMMENDATIONS TRACKER – UPDATED January 2014**

The recommendations tracker allows Committee Members to monitor responses, actions and outcomes against their recommendations or requests for further actions. The tracker is updated following each Select Committee. Once an action has been completed, it will be shaded out to indicate that it will be removed from the tracker at the next meeting. The next progress check will highlight to members where actions have not been dealt with.

Recommendations made to Cabinet

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
3 October 2013 COSC 003	DIGITAL BY DEFAULT [Item 6]	That the Cabinet considers developing a high-level strategy document to help guide its approach to the digital delivery of both back-office and front-line services.	Cabinet	This was considered at the Cabinet meeting on 22 October 2013. A response was included in the Committee papers on 7 November 2013. It was agreed on 4 December 2013 that this matter would be reviewed 6 months after the appointment of a Chief Digital Design Officer.	June 2014

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
3 October 2013 COSC 004	DIGITAL BY DEFAULT [Item 6]	That consideration be given to identifying a Cabinet Member to take lead responsibility for the Council's overall approach to the digital delivery of services.	Cabinet	This was considered at the Cabinet meeting on 22 October 2013. A response was included in the Committee papers on 7 November 2013. It was agreed on 4 December 2013 that this matter would be reviewed 6 months after the appointment of a Chief Digital Design Officer.	June 2014
7 November 2013 COSC 008	RESPONSES FROM THE CABINET TO ISSUES REFERRED BY THE SELECT COMMITTEE [ITEM 5]	The Cabinet Member for Business Services is requested to consider the Committee's recommendation, from its October meeting, regarding the development of a high-level strategy document to help guide its approach to the digital delivery of both back-office and front-line services.	Cabinet Member for Business Services	A Digital Update report was prepared for the Committee. It was agreed on 4 December 2013 that this matter would be reviewed 6 months after the appointment of a Chief Digital	June 2014

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
				Design Officer.	

Select Committee and Officer Actions

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
12 September 2013 COSC 002	PERFORMANCE MONITORING 2013-14 - QUARTER 1 [Item 9]	Future reports to include comparisons with other councils.	Senior Performance and Research Manager/ Cabinet Member for Business Services	This will be implemented for the publication of the next Performance Monitoring quarterly report.	January 2014
7 November 2013 COSC 012	IMPROVING STAFF MORALE AND WELLBEING [Item 8]	The Committee receive a report on Surrey's People Strategy at a future meeting.	Head of Human Resources and Organisational Development	The Committee considered the next steps as part of its scrutiny of this topic on 4 December 2013. It was agreed that further scrutiny options would be explored (See COSC 017)	February 2014

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
4 December 2013 COSC 014	FAMILY, FRIENDS & COMMUNITY SUPPORT - SOCIAL CAPITAL IN SURREY [Item 7]	That the Committee receives an update report regarding the implementation of Family, Friends & Community Support.	Strategic Director for Adult Social Care	The Committee will receive this report in July 2014.	July 2014
4 December 2013 COSC 017	IMPROVING STAFF MORALE & WELLBEING [Item 9]	The Chairman, Vice-Chairman and Democratic Services to explore future opportunities to run similar informal group discussions with staff.	Chairman/Democratic Services	Options are currently being explored and a proposal will be brought to the Committee meeting in February.	February 2014
COMPLETED ITEMS					
12 September 2013 COSC 001	THE IMPACTS OF WELFARE REFORM IN SURREY [Item 7]	That the Committee set up a Member Task Group to gather evidence from a range of stakeholders on the impacts of welfare reform and key issues for Surrey County Council and partners.	Chairman/ Democratic Services	This Member Task Group has been set up and will give a progress update on 5 February 2014	Complete
3 October 2013 COSC 005	DIGITAL BY DEFAULT [Item 6]	That the Welfare Reform Task Group investigates the impact on users of the requirement for Universal Credit applications to be made online.	Welfare Reform Task Group	This has been included in the Task Group's lines of enquiry.	Complete

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
3 October 2013 COSC 006	DIGITAL BY DEFAULT [Item 6]	That the Committee receives a further report at its meeting in December 2013, summarising services already delivered digitally by the Council, and outlining initiatives in place or proposed to ensure a co-ordinated approach.	Head of IMT/Head of Customer Services	This report was prepared and considered on 4 December 2013.	Complete
7 November 2013 COSC 010	BUDGET MONITORING - SEPTEMBER 2013 [Item 7]	That a report be provided on the Social Capital initiatives in Surrey, including how the expected outcomes would be achieved and details of other councils adopting a similar approach.	Strategic Director for Adult Social Care	This report was considered at the Committee meeting on 4 December 2013	Complete
4 December 2013 COSC 013	BUDGET MONITORING & QUARTERLY BUSINESS REPORT [Item 6]	The Committee to receive the link to the Quarterly Business report and the detailed narrative in order to identify areas for future scrutiny by the Performance & Finance Sub-Group.	Democratic Services	This link was circulated to the Committee following the meeting in December.	Complete
4 December 2013 COSC 015	DIGITAL UPDATE REPORT - MAXIMISING THE BENEFIT OF DIGITAL TECHNOLOGY [Item 8]	Details of the advertised post for Chief Digital Officer to be supplied to the Committee	Democratic Services	The link to these details was circulated to the Committee following the meeting in December.	Complete
4 December 2013 COSC 016	IMPROVING STAFF MORALE & WELLBEING [Item 9]	The Chairman to send the report to the Cabinet and Corporate Leadership Team, asking that they note its contents.	Chairman/Democratic Services	This was done following the meeting in December.	Complete

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
4 December 2013 COSC 018	IMPROVING STAFF MORALE & WELLBEING [Item 9]	The report and minutes to be shared with staff who attended the informal group discussions, as well as a note of thanks for their contribution.	Chairman/Democratic Services	This was done following the meeting in December.	Complete
7 November 2013 COSC 011	BUDGET MONITORING - SEPTEMBER 2013 [Item 7]	The Committee requests officers consider benchmarking expenditure per head against other local authorities.	Deputy Chief Finance Officer	Officers investigated this and presented the information to the Performance & Finance sub group in December.	Complete