

People, Performance & Development Committee – ACTION TRACKING

ACTIONS

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A22/13	18 Sept 13	Employee Benefits - Surrey Extra Update	Officers to consider including retirees in the future roll-out of Surrey Extra.	Deputy Head of HR&OD	<p>On 21 October, the Deputy Head of HR&OD informed the committee that he had received confirmation that retirees would be able to join the scheme for a fee.</p> <p>On 19 March 2014, the Deputy Head of HR&OD offered to bring a report on the roll-out of Surrey Extra to committee to a future meeting, marking the one year anniversary of the scheme. The report would include information on the inclusion of retirees in the scheme.</p>
A23/13	21 Oct 2013	Action Review	A further report on employee volunteering scheme to be scheduled.	Deputy Head of HR&OD	To be scheduled.
A25/13	9 Dec 2013	Proposed Pay Settlement for 2014/16	Officers to bring a paper on recruitment and retention issues at the Council to a future meeting of the Committee	Head of HR&OD	To be scheduled.
A27/13	9 Dec 2013	Proposed Pay Settlement for 2014/16	See confidential annex.	Head of HR&OD	See confidential annex.
A28/13	9 Dec 2013	Proposed Pay Settlement for 2014/16	See confidential annex.	Head of HR&OD	See confidential annex.
A29/13	9 Dec 2013	Proposed Pay Settlement for 2014/16	See confidential annex.	Head of HR&OD	See confidential annex.
A2/14	29 Jan 2014	Pay Policy Exceptions Report January 2013	Officers to bring a report on reward and recognition for senior staff to a future meeting	Head of HR&OD	To be scheduled.

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A3/14	24 Feb 2014	Surrey Pay Settlement 2014/15 and 2015/16	See confidential annex	Head of HR&OD	See confidential annex.
A5/14	24 Feb 2014	Surrey Pay Policy Statement 2014-15	Officers to review the labelling of Pay Grades	Head of HR&OD	A report to be scheduled.
A8/14	19 Mar 2014	Programme: Strategy, Management and Service Delivery in a Digital Economy	Officers to set up a learning agreement which would commit staff to staying with Surrey County Council for two years after finishing the qualification	OD & Skills Advisor	An update to be scheduled.
A9/14	19 Mar 2014	Programme: Strategy, Management and Service Delivery in a Digital Economy	Officers to complete the Equality Impact Assessment when the programme design is completed	OD & Skills Advisor	An update to be scheduled.
A10/14	19 Mar 2014	'Confident in our Future' Fairness & Respect Strategy 2013-2018	The Chairman to prepare a letter promoting the council as an employer of first choice for all Members of the Council to send to Parish Councils, include in bulletins etc. The Surrey Leaders Group would also be approached to circulate the letter.	Chairman	A letter is in the process of being prepared and approved.

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COMPLETED

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A6/14	19 Mar 2014	High Performance Leadership Development Programme	For the final draft of the Equality Impact Assessment, when it is taken to Cabinet in May 2014 with the recommendation of a strategic partner, Members requested that the date approved be changed to accurately state 27/2/2014 and that Member data on disabilities be included.	Head of HR&OD	A summary of the Equality Impact Assessment was taken to Cabinet on 27 May 2014.
A7/14	19 Mar 2014	Programme: Strategy, Management and Service Delivery in a Digital Economy	The OD & Skills Advisor to calculate how many days staff on the course would spend out of work and circulate the figures to the committee	OD & Skills Advisor	<p>The information calculated by the OD & Skills Advisor was circulated to the Committee on 1 April 2014 and is replicated below:</p> <ul style="list-style-type: none"> - Intro session, 8 workshops and a final feedback session = 9/10 days at Surrey University campus, over 40 week period - 4 assignments, each with approx 1 day of work over 4 weeks managed flexibly around work commitments= 4 days, but not necessarily out the office - 1 learning log, approx 2 days of work over the 40 week period, managed flexibly around work commitments = 2 days, but not necessarily out of the office <p>Answer: 9/10 days out of the office, over 40 week period. In addition, approx 6 days managed flexibly around work commitments.</p>

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