

**COUNCIL OVERVIEW & SELECT COMMITTEE
ACTIONS AND RECOMMENDATIONS TRACKER – UPDATED JULY 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 |
|-------------------------------|---|---|-----------------------|--|-------------------|
| 2 April 2014 COSC 30 | REPORT OF THE WELFARE REFORM TASK GROUP: THE IMPACTS OF WELFARE REFORM IN SURREY [ITEM 6] | The Leader of the Council to write to the Secretary of State for Work and Pensions on simplifying the Universal Credit application process and exploring options for a common assessment for claimants across welfare benefits and support. | Leader of the Council | This recommendation was considered by Cabinet at their meeting on 22 April 2014. A response was included in the meeting papers on 30 April 2014. An update from the Welfare Reform Co-ordination Group to COSC is scheduled for September. A response from the Secretary of State is still | September 2014 |

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| | | | | awaited and has been followed up. | |
| 16 June 2014 COSC 40 | CALL-IN OF CABINET DECISION: GRANT CRITERIA AND FUNDING OPPORTUNITIES GUIDE | <p>(a) That the following addition be made to the core requirements section of the Grant Criteria and Funding Opportunities Guide to ensure that, where grants are made in relation to Adult Social Care, the objectives of the current Family, Friends & Community Support programme are fully considered and applied where appropriate:</p> <p>'Where appropriate, officers should ensure that any grants awarded are aligned to the Council's Corporate Strategy, and in particular with, and in support of, the objectives of the Family, Friends and Community Support Programme. Senior Managers in Adult Social Care will have access to the details of grants awarded to aid the implementation of the</p> | Cabinet | The recommendations were considered by the Cabinet at its meeting on 24 June 2014. Recommendation (a) was not accepted, but (b) and (c) were agreed. | COMPLETE |

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| | | <p>Family, Friends and Community Support Programme.'</p> <p>(b) That an additional paragraph be included in the Guide to clarify the specific responsibilities in relation to disclosures of interests and the signing of confidentiality agreements for councillors serving on evaluation panels: the wording to be agreed by Legal Services in consultation with the Cabinet Member for Business Services and the Chairman of the Council Overview & Scrutiny Committee.</p> <p>(c) That the first sentence of the second paragraph of section 1.5.3 of the Guide be amended by the addition of the word 'also', to read 'Conflicts of interest can also arise...'</p> | | | |

Select Committee and Officer Actions

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| 4 December 2013 COSC 14 | 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 Performance & Finance Sub-Group is due to consider financial information in relation to Family, Friends & Community Support at its meeting on 30 June 2014. An update will be provided for the Committee at this meeting, and an item will be included on the agenda for September 2014 if appropriate. | July 2014 |
| 5 March 2014 COSC 17 | BUDGET MONITORING REPORT & QUARTERLY BUSINESS REPORT [ITEM 6] | That the Committee receive a further report outlining the options explored in relation to meeting the financial pressures created by flood-recovery. | Deputy Chief Finance Officer | The costs of the response and recovery phase of the flooding are still being assessed, so although estimates of the cost will form a part of the February budget monitoring, they are could be | September 2014 |

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| | | | | <p>more or less than this. In addition, the government are announcing a range of different funding streams to help households, businesses and local authorities. These were outlined in the information pack distributed for the full Council meeting on Tuesday 18 March 2014. The level of this funding has not yet been confirmed. The combination of these two unknowns make the net cost to the council difficult to predict with any accuracy.</p> <p>One of the recommendations of the MTFP is that the Cabinet receive a report in July on the</p> | |

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| | | | | <p>impact of the severe weather on service work programmes and revenue and capital budgets.</p> <p>In the light of this officers have proposed that the COSC consider the report closer to the time of the cabinet meeting, when greater information will be available. An item has been included in the work programme for September 2014.</p> | |
| <p>2 April 2014 COSC 31</p> | <p>BUDGET MONITORING REPORT & QUARTERLY BUSINESS REPORT [ITEM 7]</p> | <p>That the information provided in response to the Section 19 request be brought to the Committee for discussion at the earliest opportunity: following discussion, the Committee to refer detailed issues to the Environment & Transport Select Committee for further consideration if necessary.</p> | <p>Assistant Director, Highways, Environment & Infrastructure</p> | <p>Officers have confirmed that the Environment Agency will publish a report in May 2014, this will inform the report to Cabinet in July 2014. Officers in Democratic Services will continue to</p> | <p>July 2014</p> |

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| | | | | monitor the timescales for the flooding information, and will ensure that it is brought to the relevant scrutiny committee as soon as it is available. | |
| 2 April 2014 COSC 18 | REPORT OF THE WELFARE REFORM TASK GROUP: THE IMPACTS OF WELFARE REFORM IN SURREY [ITEM 6] | Adult Social Care, Children Schools and Families, Libraries, Public Health and Finance teams to continue to monitor impacts of the welfare reforms on service users and services, and provide a joint update through the Welfare Reform Co-ordination Group to the Council Overview and Scrutiny Committee meeting in September 2014. Adult Social Care to include a summary of the impact of the welfare reforms on carers and Children Schools and Families to include a summary of the impact of the welfare reforms on care leavers in their updates. | Welfare Reform Co-ordination Group | This recommendation will be addressed through the update report to the Council Overview & Scrutiny Committee in September 2014. | September 2014 |

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| 2 April 2014 COSC 19 | REPORT OF THE WELFARE REFORM TASK GROUP: THE IMPACTS OF WELFARE REFORM IN SURREY [ITEM 6] | The Welfare Reform Co-ordination Group be encouraged to continue to collate data on the impact of the reforms on residents and the cumulative impact of the reforms, and to share information and good practice within the group, and to report on progress to the Council Overview and Scrutiny Committee as part of the update report in September 2014. | Welfare Reform Co-ordination Group | This recommendation will be addressed through the update report to the Council Overview & Scrutiny Committee in September 2014. | September 2014 |
| 2 April 2014 COSC 20 | REPORT OF THE WELFARE REFORM TASK GROUP: THE IMPACTS OF WELFARE REFORM IN SURREY [ITEM 6] | Surrey County Council's Organisational Development Team analyse training needs on welfare reform in the Council and explore how such training can be disseminated throughout affected council services and ensure consistency with training being delivered by partner organisations. | Organisational Development Team | This recommendation will be addressed through the update report to the Council Overview & Scrutiny Committee in September 2014. | September 2014 |
| 2 April 2014 COSC 21 | REPORT OF THE WELFARE REFORM TASK GROUP: THE IMPACTS OF WELFARE REFORM IN SURREY [ITEM 6] | Surrey's Welfare Reform Co-ordination Group to work with the Head of Family Services to explore the potential for the Supporting Families Programme (which is being extended through the Public Services Transformation Network) to provide early help/intervention | Welfare Reform Co-ordination Group/ Head of Family Services | This recommendation will be addressed through the update report to the Council Overview & Scrutiny Committee in September 2014. | September 2014 |

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| | | to some of those families who are most severely impacted by the welfare reforms. | | | |
| 2 April 2014 COSC 23 | REPORT OF THE WELFARE REFORM TASK GROUP: THE IMPACTS OF WELFARE REFORM IN SURREY [ITEM 6] | Shared services to provide an update on improvements to the LAS scheme and take up of the fund, as part of the update report to the Council Overview and Scrutiny Committee in September 2014. | Shared Services | This recommendation will be addressed through the update report to the Council Overview & Scrutiny Committee in September 2014. | September 2014 |
| 2 April 2014 COSC 25 | REPORT OF THE WELFARE REFORM TASK GROUP: THE IMPACTS OF WELFARE REFORM IN SURREY [ITEM 6] | The Adult Social Care Committee to closely monitor the delivery of this service by getWIS£ and report back to the Council Overview and Scrutiny Committee as appropriate. | Adult Social Care Select Committee | The Adult Social Care Select Committee will be receiving a report on getWIS£ on 26 June 2014. Any issues will be reported to the Council Overview & Scrutiny Committee in September 2014 | September 2014 |
| 2 April 2014 COSC 26 | REPORT OF THE WELFARE REFORM TASK GROUP: THE IMPACTS OF WELFARE REFORM IN SURREY [ITEM 6] | Surrey County Council's Adult Social Care Commissioners to work with Surrey's Welfare Reform Co-ordination Group, Public Health and getWIS£ to: | Adult Social Care Commissioners/ Welfare Reform Co-ordination Group/Public Health | This recommendation will be addressed through the update report to the Council Overview & Scrutiny | September 2014 |

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| | | <p>(a) promote the getWiSE advice and support service to all Surrey GPs through Surrey's 6 Clinical Commissioning Groups; and</p> <p>(b) continue to raise awareness of this service among key partners including District and Borough Housing and Benefits Officers and social housing providers;</p> <p>to ensure Surrey residents receive early help in dealing with the welfare reforms.</p> | | Committee in September 2014. | |
| 2 April 2014 COSC 27 | REPORT OF THE WELFARE REFORM TASK GROUP: THE IMPACTS OF WELFARE REFORM IN SURREY [ITEM 6] | The Public Health team to report to the Council Overview and Scrutiny Committee with findings from their food access needs assessment, to inform the Committee's work around reviewing the impacts of welfare reform in Surrey. | Public Health | This recommendation will be addressed through the update report to the Council Overview & Scrutiny Committee in September 2014. | September 2014 |
| 2 April 2014 COSC 28 | REPORT OF THE WELFARE REFORM TASK GROUP: THE IMPACTS OF WELFARE REFORM IN SURREY [ITEM 6] | Surrey County Council to work closely with the Department for Work and Pensions, District and Borough Councils, housing providers and the Voluntary, community and faith sector to prepare for the introduction of Universal Credit, taking into | Welfare Reform Co-ordination Group | This recommendation will be addressed through the update report to the Council Overview & Scrutiny Committee in September 2014. | September 2014 |

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| | | <p>consideration the concerns and recommendations highlighted in this report, and report back to the Council Overview and Scrutiny Committee on progress. This preparation should include:</p> <p>(a) researching and understanding the need for digital access and support across Surrey;</p> <p>(b) the County Council better understanding the potential demand on IT resources as a result of the introduction of Universal Credit to enable Surrey to properly prepare for this, including reviewing budget provision;</p> <p>(c) reviewing the demand for money management advice and assessing existing service provision, in order to make evidence-based recommendations for sourcing the necessary support; and</p> <p>(d) lobbying central government to ensure that support to access</p> | | | |

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| | | Universal Credit is adequately funded. | | | |
| 30 April 2014 COSC 36 | INTERNAL AUDIT: REVIEW OF APPRAISALS 2013/14 [ITEM 6] | That HR investigate options to move towards a digital appraisal process as a means of improving both the quality of appraisals and the completion rates. | Head of HR | An update will be provided to the Committee at the July meeting. | July 2014 |
| 30 April 2014 COSC 37 | FLASH OUTTURN REPORT FOR 2013/14 AND PROPOSED CARRY FORWARD REQUESTS TO 2014/15 [ITEM 7] | That the Committee seeks assurance from the Cabinet Member for Assets & Regeneration Programmes and from Property Services that Commercial Services be given sufficient support to enable them to be able to provide free school meals in all infant schools by 1 September 2014. | Cabinet | A response was reported to the Committee at its meeting on 4 June 2014, and further clarification was sought (see COSC 41 below). | July 2014 |
| 30 April 2014 COSC 38 | REVIEW OF CENTRAL AND DIRECTORATE COMMUNICATIONS FUNCTIONS [ITEM 8] | That the Head of Communications review the support and information provided to Members in their local role, both individually and through Local Committees, including the provision of a simplified version of the Annual Report (in printed form) for Members to share with constituents. | Head of Communications | The Head of Communications has noted this recommendation and will explore the potential to develop this within the reduced resources available. | October 2014 |

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| 4 June 2014 COSC 41 (See also COSC 37) | FORWARD WORK PROGRAMME AND RECOMMENDATIONS TRACKER | That further clarification be sought about the timeline for delivery of the programme to ensure all infant schools were in a position to provide free school meals by 1 September 2014. | Assistant Director for Schools and Learning | A response from the Assistant Director for Schools & Learning is attached. Further clarification has been sought about the extent to which the programme will be completed. | July 2014 |
| 4 June 2014 COSC 42 | YEAR-END FINANCIAL BUDGET OUT-TURN 2013/14 | That the Adult Social Care and Environment & Transport Select Committees scrutinise performance against the three priorities in each of their Directorates for which performance was rated as red at year-end 2013/14. | Chairmen of the Adult Social Care and Environment & Transport Select Committees | Arrangements are in place for scrutiny of these issues by the two Committees. | COMPLETE |
| 4 June 2014 COSC 43 | YEAR-END FINANCIAL BUDGET OUT-TURN 2013/14 | That the following process be adopted for scrutiny of year-end performance results: <ul style="list-style-type: none"> Each Select Committee to scrutinise year-end performance information for the priorities within their remit annually at their May/June meeting, with services providing written explanation | Democratic Services | Arrangements have been made for this process to be adopted from May 2015. | June 2015 |

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| | | <p>of the reasons for any priority rated as red.</p> <ul style="list-style-type: none"> That the outcomes of the scrutiny be reported to the Council Overview & Scrutiny Committee annually at its meeting in July. | | | |
| 4 June 2014 COSC 44 | YEAR-END FINANCIAL BUDGET OUT-TURN 2013/14 | Further details about the virement for the Children's Services Contact Centre re-alignment referred to in paragraph 4 of Annex 2 to be circulated to the Committee. | Deputy Chief Finance Officer | Details to be circulated to the Committee. | July 2014 |
| 4 June 2014 COSC 45 | YEAR-END FINANCIAL BUDGET OUT-TURN 2013/14 | Details to be provided about the bid made to the Department of Transport pothole fund. | Deputy Chief Finance Officer | Details to be circulated to the Committee. | July 2014 |
| 4 June 2014 COSC 46 | YEAR-END FINANCIAL BUDGET OUT-TURN 2013/14 | Details to be provided about specific initiatives undertaken by the Adult Social Care Service to address the issue of significant vacancies in reablement and front-line teams. | HR Relationship Manager (Adults) | The Adult Social Care Select Committee is due to consider this issue as part of an item to the meeting of the Committee in September 2014, and details will be shared with the | September 2014 |

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| | | | | Council Overview & Scrutiny Committee. | |
| 4 June 2014 COSC 47 | REWARD STRATEGY REVIEW 2014-18 | Historic data about trends in staff costs and benchmarking data for staff above level S8 to be circulated to Members of the Committee. | Head of HR and Organisational Development | Details to be circulated to the Committee. | July 2014 |
| 4 June 2014 COSC 48 | DIGITAL STRATEGY UPDATE | A list of names and biographies for the Digital Strategy Advisory Board to be circulated to the Committee. | Chief Digital Officer | Details to be circulated to the Committee. | July 2014 |

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