

**COUNCIL OVERVIEW & SELECT COMMITTEE
ACTIONS AND RECOMMENDATIONS TRACKER – UPDATED August 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 October.	October 2014
2 July 2014 COSC 51	CABINET MEMBER OBJECTIVES 2014/2015 [ITEM 8]	The Cabinet Member objectives to be amended to address the points agreed by COSC, and a more detailed version to be circulated to the Committee for information.	Cabinet Member for Business Services and New Models of Delivery	The updated objectives were amended and circulated to Members on 31 July 2014. The Cabinet Member will be invited to COSC to provide an update in early 2015	January 2015

Select Committee and Officer Actions

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
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 considered financial information in relation to Family, Friends & Community Support at its meeting on 30 June 2014.	October 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 more or less than this. In addition, the government are announcing a range of different funding streams to help households, businesses and local	September 2014

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				<p>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 impact of the severe weather on service work programmes and revenue and capital budgets.</p> <p>In the light of this officers have</p>	

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2 April 2014 COSC 31	BUDGET MONITORING REPORT & QUARTERLY BUSINESS REPORT [ITEM 7]	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.	Assistant Director, Highways, Environment & Infrastructure	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 and will be considered by the Performance & Finance Sub Group.	November 2014
				The Environment & Transport Select Committee received a presentation from the Environment Agency at its meeting in March 2014, at which Section 19 investigations were discussed in general terms. Furthermore, the Select Committee's Flooding Task Group	

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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	has met with the EA and Thames Water, and will include any specific issues of concern in its final report, as necessary. This recommendation will be addressed through the update to the Council Overview & Scrutiny Committee in October 2014. The Welfare Reform Task Group reconvened in July 2014 to continue monitoring progress against recommendations.	October 2014
2 April 2014 COSC 19	REPORT OF THE WELFARE REFORM TASK GROUP: THE IMPACTS OF	The Welfare Reform Co-ordination Group be encouraged to continue to collate data on the impact of the reforms on residents and the	Welfare Reform Co-ordination Group	This recommendation will be addressed through the update	October 2014

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	WELFARE REFORM IN SURREY [ITEM 6]	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.		to the Council Overview & Scrutiny Committee in October 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 to the Council Overview & Scrutiny Committee in October 2014.	October 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 to some of those families who are most severely impacted by the welfare reforms.	Welfare Reform Co-ordination Group/ Head of Family Services	This recommendation will be addressed through the update to the Council Overview & Scrutiny Committee in October 2014.	October 2014


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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 to the Council Overview & Scrutiny Committee in October 2014.	October 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 received a report on getWIS£ on 26 June 2014. The outcome was fed in to the work of the Welfare Reform Task Group when it reconvened in July 2014.	October 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 getWIF£ to: (a) promote the getWIS£ advice and support service to all Surrey GPs through Surrey's 6 Clinical	Adult Social Care Commissioners/ Welfare Reform Co-ordination Group/Public Health	This recommendation will be addressed through the update to the Council Overview & Scrutiny Committee in October 2014.	October 2014

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2 April 2014 COSC 27	REPORT OF THE WELFARE REFORM TASK GROUP: THE IMPACTS OF WELFARE REFORM IN SURREY [ITEM 6]	<p>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> <p>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.</p>	Public Health	This recommendation will be addressed through the update to the Council Overview & Scrutiny Committee in October 2014.	October 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 consideration the concerns and recommendations highlighted in this report, and report back to the	Welfare Reform Co-ordination Group	This recommendation will be addressed through the update to the Council Overview & Scrutiny Committee in October 2014.	October 2014

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		<p>Council Overview and Scrutiny Committee on progress. This preparation should include:</p> <ul style="list-style-type: none"> (a) researching and understanding the need for digital access and support across Surrey; (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; (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 (d) lobbying central government to ensure that support to access Universal Credit is adequately funded. 			


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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	HR&OD have scheduled an update for the October meeting.	October 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
4 June 2014 COSC 41	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	Assistant Director for Schools and Learning	The Assistant Director for Schools & Learning has reported that all	September 2014

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(See also COSC 37)		provide free school meals by 1 September 2014.		primary schools in SCC where Commercial Services is the catering provider would have free meals in place for September. Some schools might have to have slight menu adaptation's to cope with the numbers and some schools may have to have a temporary sandwich offer if their kitchen is closed for building works.	
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 of the reasons for any priority rated as red. 	Democratic Services	Arrangements have been made for this process to be adopted from May 2015.	June 2015

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4 June 2014 COSC 44	YEAR-END FINANCIAL BUDGET OUT-TURN 2013/14	<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. 	Deputy Chief Finance Officer	Details were circulated to the Committee on 2 July.	July 2014
4 June 2014 COSC 45	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	A response was tabled at the meeting in July.  Pothole funddocx.docx	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	September 2014

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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	Members were concerned at the July meeting that this action had still not been completed. They recommended that the Chairman write to the Chief Executive to request his support in ensuring that officers respond in a timely fashion to requests for information by the Committee (see COSC 49 below).	September 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	This will be included in the item at September meeting	September 2014
2 July 2014 COSC 49	FORWARD WORK PROGRAMME AND RECOMMENDATIONS TRACKER	That the Chairman write to the Chief Executive to request his support in ensuring that officers respond in a timely fashion to requests for information by the	Chairman of the Committee	The attached letter was sent to the Chief Executive on 12 August 2014.	September 2014

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2 July 2014 COSC 50	BUDGET MONITORING REPORT, MAY 2014	Committee. That the Adult Social Care Select Committee consider the following issues as part of its review of the Family, Friends & Community Support programme in September 2014: <ul style="list-style-type: none"> The availability of community support infrastructure in the County, both in terms of its ability to meet a diverse range of needs and its geographical spread. The impact on community support capacity of a move by the Council towards contracts with community groups instead of the payment 	Adult Social Care Select Committee	A response has been received and the Chairman will provide an update at the meeting. Adult Social Care Select Committee will be considering an item of Family, Friends & Community Support in September 2014.	September 2014.

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2 July 2014 COSC 51		<p>of grants.</p> <ul style="list-style-type: none"> The variance in the availability of support between urban and rural areas in the County. 			
		<p>Further details about the position in relation to reserves, to reflect the additional £14M drawn down at the end of the previous financial year, to be circulated to the Committee.</p>	Deputy Chief Finance Officer	<p>A response was circulated to the Committee on 4 August 2014</p>  <p>Reserves & Balances 2014-15 Response F1</p>	September 2014

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