

**COUNCIL OVERVIEW & SELECT COMMITTEE
ACTIONS AND RECOMMENDATIONS TRACKER – UPDATED September 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	This was dealt with by the Performance & Finance Sub Group at their meeting in September.	September 2014
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	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	November 2014

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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	<p>terms. Furthermore, the Select Committee's Flooding Task Group has met with the EA and Thames Water, and will include any specific issues of concern in its final report, as necessary.</p> <p>This recommendation will be addressed through the update to the Council Overview & Scrutiny Committee in October 2014.</p> <p>The Welfare Reform Task Group reconvened in July 2014 to continue monitoring progress against recommendations.</p>	October 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 to the Council Overview & Scrutiny Committee in October 2014.	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	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]	to some of those families who are most severely impacted by the welfare reforms. 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 getWIS£ to:	Adult Social Care Commissioners/ Welfare Reform Co-ordination Group/Public Health	This recommendation will be addressed through the update to the Council Overview & Scrutiny	October 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 October 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 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	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>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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30 April 2014 COSC 36	INTERNAL AUDIT: REVIEW OF APPRAISALS 2013/14 [ITEM 6]	Universal Credit is adequately funded. 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 November meeting.	November 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	A shorter, simplified version of the Annual Report has been published.	October 2014
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 	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 46	YEAR-END FINANCIAL BUDGET OUT-TURN 2013/14	<p>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. 	HR Relationship Manager (Adults)	The Adult Social Care Select Committee considered this item at its meeting on 5 September. A recommendation has been made to Cabinet and was considered at the meeting on 23 September 2014.	September 2014
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	At the Performance & Finance Sub Group meeting in September 2014, the HR Relationship Manager (Adults) advised that the Council were currently looking to	December 2014

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				<p>appoint a partner to undertake benchmarking. At present, benchmarking was completed on an ad-hoc basis, but there were no systematic checks. It was agreed that data would be shared as and when it became available and that the decision regarding the partner chosen for benchmarking would be announced to the Committee as part of their Pay & Reward update in December 2014.</p>	
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 was circulated ahead of the September meeting.	September 2014
2 July 2014	FORWARD WORK PROGRAMME AND RECOMMENDATIONS	That the Chairman write to the Chief Executive to request his support in ensuring that officers	Chairman of the Committee	The attached letter was sent to the Chief Executive on 12	October 2014

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COSC 49	TRACKER	respond in a timely fashion to requests for information by the Committee.		August 2014. The Chairman and Vice Chairman are meeting with the Chief Executive to discuss this matter.	
2 July 2014 COSC 50	BUDGET MONITORING REPORT, MAY 2014	<p>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:</p> <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 	Adult Social Care Select Committee	<p>Adult Social Care Select Committee considered an item on Friends, Family & Community Support at their meeting on 5 September 2014. The Committee commended the enthusiasm among officers and practitioners for the FFC Support programme and made a number of recommendations, which can be seen in the minutes of that meeting.</p>	September 2014.

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		<p>instead of the payment of grants.</p> <ul style="list-style-type: none"> The variance in the availability of support between urban and rural areas in the County. 			
11 September 2014 COSC 51	DIGITAL TRANSFORMATION WITHIN SURREY COUNTY COUNCIL	The principles for the project agreed to date be shared with the Committee.	Chief Digital Officer	This has been requested and will be communicated as soon as available.	October 2014
11 September 2014 COSC 52	DIGITAL TRANSFORMATION WITHIN SURREY COUNTY COUNCIL	That the Committee receive a further progress report on the digital transformation project in six months' time.	Chief Digital Officer	This has been scheduled for March 2015	March 2015
11 September 2014 COSC 53	STAFF MORALE AND WELLBEING	That the Head of IMT be invited to attend a future meeting of the Committee to provide an update on the Council's IT upgrade programme	Head of IMT	This will be dealt with as part of the 'Better Place to Work' report in November 2014.	November 2014
11 September 2014 COSC 54	STAFF MORALE AND WELLBEING	That the outcomes from the Council's 'Better Place to Work' consultation and the Committee's own staff workshop discussions be combined in a joint report by HR&OD, to include the actions	Head of HR&OD	This will be reported to the Committee in November 2014	November 2014

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11 September 2014 COSC 55	STAFF MORALE AND WELLBEING	<p>planned to address the key issues raised by staff</p> <p>That the Vice-Chairman write to the staff who attended the Committee's staff workshops to update them on the outcomes from the discussion, making specific reference to the concerns raised about the work pressures</p>	Vice Chairman of the Council Overview & Scrutiny Committee		November 2014
11 September 2014 COSC 56	STAFF MORALE AND WELLBEING	That the forthcoming staff survey be used to seek views about the effectiveness of different methods of sharing information with staff	Head of HR&OD	Officers in HR&OD to confirm the questions in the staff survey that relate to communication.	November 2014
11 September 2014 COSC 57	SCRUTINY ANNUAL REPORT	That a report, subject to the amendments requested by the Committee be distributed to all Members, internal officers (via the S-Net) and stakeholders.	Scrutiny Manager	Amendments have been made to the report and it will be communicated in line with the Scrutiny Priority Plan.	November 2014

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