

People, Performance & Development Committee – ACTION TRACKING

ACTIONS

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A23/13	21 Oct 2013	Action Review	A further report on employee volunteering scheme to be scheduled.	Deputy Head of HR&OD	Scheduled for 27 November 2014.
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.
A3/14	24 Feb 2014	Surrey Pay Settlement 2014/15 and 2015/16	See confidential annex	Head of HR&OD	See confidential annex.
A11/14	21 July 2014	Review of the “Working Together” Workshops and Future Plans	Officers to bring a report on telephone policy and minimising the use of voicemail to committee in Autumn 2014.	Head of HR&OD	To be scheduled.
A15/14	21 July 2014	My Benefits – Surrey Extra: One Year On	Officers to look into protection for the family of an employee involved in the Salary Sacrifice Car Scheme should something happen to the employee.	Head of HR&OD	Leasedrive have been asked to clarify the position prior to the signing of the supplier contract which is expected to take place in mid-November.

People, Performance & Development Committee – ACTION TRACKING

COMPLETED

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> <p>This was on the agenda for 21 July.</p>
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	Addressed through the Reward Strategy Review paper on 21 July and going forward through the review itself.
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	Addressed through the Reward Strategy Review paper on 21 July and going forward through the review itself.
A5/14	24 Feb 2014	Surrey Pay Policy Statement 2014-15	Officers to review the labelling of Pay Grades	Head of HR&OD	This will take place during the Reward Strategy Review.
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	A learning agreement has been set up to commit staff to fully participating and completing the course, and to commit to staying with Surrey for two years after the qualification. Advice has been sought from legal around this and we have a point of contact should any queries arise out of this.

People, Performance & Development Committee – ACTION TRACKING

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 EIA is also being developed, it is a live document so has changed as the course has been developed. Key concerns are around ensuring staff across all areas of the organisation have the opportunity to participate in training such as this which has a high time commitment and may be harder in some services than others. Advice being sought from the Equalities and Diversity Manager as well as HR Strategic Relationship Managers for each directorate.
A12/14	21 July 2014	Officer Code of Conduct	The Head of HR& OD to revise the Use of Social Media guidance: to add “or if you can be identified as an officer of the Council” after the phrase “If you identify yourself as an officer of the Council”; to amend the order of the Council’s values; and to insert “including Members” after “making defamatory comments about individuals”.		A revised Use of Social Media guidance was commended to Council on 14 October 2014.
A13/14	21 July 2014	Officer Code of Conduct	The Deputy Head of HR&OD to remove the examples given of groups, clubs and societies in which employees must declare membership.	Deputy Head of HR&OD	A revised Officer Code of Conduct was commended to Council on 14 October 2014.

People, Performance & Development Committee – ACTION TRACKING

A14/14	21 July 2014	Officer Code of Conduct	The Head of HR& OD to revise the wording of the Section 'Offers of Gifts, Hospitality or Sponsorship': to raise the minimum value to be recorded to £25; to address the accumulation of gifts and hospitality from individuals/organisations; and to address who the gift or hospitality is from.	Head of HR&OD	A revised Officer Code of Conduct was commended to Council on 14 October 2014.
A16/14	21 July 2014	My Benefits – Surrey Extra: One Year On	The HR Manager – Reward and Recognition Team to brief the committee on how many Members are signed up for Surrey Extra.	HR Manager – Reward and Recognition Team	At present nine Members have registered to use Surrey Extra.