

**COUNCIL OVERVIEW & SELECT COMMITTEE  
ACTIONS AND RECOMMENDATIONS TRACKER – UPDATED January 2015**

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 was provided as part of the agenda papers for October 2014. A further written update is planned for March 2015.	March 2015
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
2 October 2014	BUDGET MONITORING	That the full risk contingency budget of £5m contained within the Central Income & Expenditure budget be carried forward to 2015/16	Cabinet	A response from the Cabinet, broadly in agreement with this recommendation was included in the 6 November agenda papers.	November 2014

### Select Committee and Officer Actions

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
2 April 2014 COSC 18	<b>REPORT OF THE WELFARE REFORM TASK GROUP: THE IMPACTS OF WELFARE REFORM IN SURREY [ITEM 6]</b>	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	An update was provided as part of the agenda papers for October 2014. A further written update is planned for March 2015.	March 2015
2 April 2014 COSC 19	<b>REPORT OF THE WELFARE REFORM TASK GROUP: THE IMPACTS OF WELFARE REFORM IN SURREY [ITEM 6]</b>	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	Welfare Reform Co-ordination Group	An update was provided as part of the agenda papers for October 2014. A further written update is planned for March 2015.	March 2015

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
		September 2014.			
2 April 2014 COSC 20	<b>REPORT OF THE WELFARE REFORM TASK GROUP: THE IMPACTS OF WELFARE REFORM IN SURREY [ITEM 6]</b>	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	An update was provided as part of the agenda papers for October 2014. A further written update is planned for March 2015.	March 2015
2 April 2014 COSC 21	<b>REPORT OF THE WELFARE REFORM TASK GROUP: THE IMPACTS OF WELFARE REFORM IN SURREY [ITEM 6]</b>	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	An update was provided as part of the agenda papers for October 2014. A further written update is planned for March 2015.	March 2015
2 April 2014 COSC 23	<b>REPORT OF THE WELFARE REFORM TASK GROUP: THE IMPACTS OF WELFARE REFORM IN SURREY [ITEM 6]</b>	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	An update was provided as part of the agenda papers for October 2014. A further written update is planned for March 2015.	March 2015
2 April 2014	<b>REPORT OF THE WELFARE REFORM TASK GROUP: THE</b>	The Adult Social Care Committee to closely monitor the delivery of this service by getWIS£ and report back	Adult Social Care Select Committee	The Adult Social Care Select Committee received a report on	March 2015

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
COSC 25	<b>IMPACTS OF WELFARE REFORM IN SURREY [ITEM 6]</b>	to the Council Overview and Scrutiny Committee as appropriate.		getWiSE on 26 June 2014. The outcome was fed in to the work of the Welfare Reform Task Group when it reconvened in July 2014.	
2 April 2014 COSC 26	<b>REPORT OF THE WELFARE REFORM TASK GROUP: THE IMPACTS OF WELFARE REFORM IN SURREY [ITEM 6]</b>	Surrey County Council's Adult Social Care Commissioners to work with Surrey's Welfare Reform Co-ordination Group, Public Health and getWiSE to:  (a) promote the getWiSE advice and support service to all Surrey GPs through Surrey's 6 Clinical Commissioning Groups; and  (b) continue to raise awareness of this service among key partners including District and Borough Housing and Benefits Officers and social housing providers;  to ensure Surrey residents receive early help in dealing with the welfare reforms.	Adult Social Care Commissioners/ Welfare Reform Co-ordination Group/Public Health	An update was provided as part of the agenda papers for October 2014. A further written update is planned for March 2015.	March 2015
2 April 2014 COSC 27	<b>REPORT OF THE WELFARE REFORM TASK GROUP: THE IMPACTS OF WELFARE</b>	The Public Health team to report to the Council Overview and Scrutiny Committee with findings from their food access needs assessment, to	Public Health	An update was provided as part of the agenda papers for October 2014. A	March 2015

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
	<b>REFORM IN SURREY [ITEM 6]</b>	inform the Committee's work around reviewing the impacts of welfare reform in Surrey.		further written update is planned for March 2015.	
2 April 2014 COSC 28	<b>REPORT OF THE WELFARE REFORM TASK GROUP: THE IMPACTS OF WELFARE REFORM IN SURREY [ITEM 6]</b>	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 Council Overview and Scrutiny Committee on progress. This preparation should include:  (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	Welfare Reform Co-ordination Group	An update was provided as part of the agenda papers for October 2014. A further written update is planned for March 2015.	March 2015

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
4 June 2014 COSC 43	<b>YEAR-END FINANCIAL BUDGET OUT-TURN 2013/14</b>	<p>make evidence-based recommendations for sourcing the necessary support; and</p> <p>(d) lobbying central government to ensure that support to access Universal Credit is adequately funded.</p> <p>That the following process be adopted for scrutiny of year-end performance results:</p> <ul style="list-style-type: none"> <li>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.</li> <li>That the outcomes of the scrutiny be reported to the Council Overview &amp; Scrutiny Committee annually at its meeting in July.</li> </ul>	Democratic Services	Arrangements have been made for this process to be adopted from May 2015.	June 2015
4 June 2014 COSC 47	<b>REWARD STRATEGY REVIEW 2014-18</b>	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	January 2015

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
2 July 2014 COSC 49	<b>FORWARD WORK PROGRAMME AND RECOMMENDATIONS TRACKER</b>	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.	Chairman of the Committee	currently looking to 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 January 2015.	January 2015
				The Vice Chairman provided a response at the meeting in October, which is noted in the minutes of that meeting.  The Chairman is due to provide the Committee with an update following his own meeting with the	

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
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	Chief Executive.  The Chairman has received a copy of the principles. A meeting has now been set up between the Scrutiny Manager and the new lead digital officer (covering a period of maternity leave) to discuss future scrutiny by the Committee.  The Committee will also receive a 2 sided Digital Transformation vision, as part of the Corporate Strategy.	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 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 planned to address the key issues raised by staff	Head of HR&OD	A report was presented in November 2014.	November 2014



Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
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	Staff survey has been postponed while feedback from a number of other projects, including the Better Place to Work Project, is taken into account.	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
3 October 2014 COSC 58	INTERNAL AUDIT REPORTS	Officers would report back to the Committee on the cost to the Council of the delay in signing the new contract with Manpower for the supply of agency staff	Director of People and Development	It has been confirmed that the savings were not MTFP savings. Now that a full billing cycle has been completed, a report has been received from the supplier regarding the potential savings that would have been achieved.	January 2015
3 October 2014 COSC 59	INTERNAL AUDIT REPORTS	The process for awarding the future agency staff contract to be shared with the Committee	Director of People and Development	An update on the Manpower MAP is on the agenda for January.	January 2015

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
3 October 2014 COSC 60	INTERNAL AUDIT REPORTS	Officers to report back to the Committee if any of the actions highlighted in the Agency Staffing audit report are not completed by the agreed deadline.	Director of People and Development	This item is coming back to Committee in January 2015 for a progress update.	January 2015.
6 November 2014 COSC 61	APPRAISAL COMPLETION UPDATE REPORT 2013/14	Officers give consideration to spot-checking appraisals on grounds of quality	Director of People and Development	Internal Audit will be carrying out a review of appraisals in March 2015. This will involve reviewing a selection of appraisal documentation as evidence of completion, as well as a conversation with the individual and the manager about the quality and process of the appraisal. The feedback from this exercise will feed into any improvements that are made to our appraisal training and guidance.	April 2015
6 November 2014 COSC 62	BETTER PLACE TO WORK PROJECT	Officers give consideration to continuing the Better Place to Work Project and report the future programme to the Committee	Strategic Director for Business Services	An update from the Strategic Director for Business Services is attached at Appendix 1 to this tracker	January 2015
6 November 2014 COSC 63	BETTER PLACE TO WORK PROJECT	That the outcomes of the project be communicated to all Surrey County Council staff, including those in remote buildings and without access to the SNet	Strategic Director for Business Services		

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
6 November 2014 COSC 64	<b>BUDGET MONITORING REPORT</b>	That information regarding the DMA process be sent to the Strategic Director for Business Services for Consideration	Scrutiny Manager	A response is anticipated as part of the Committee's recommendations to Cabinet regarding the budget. To be scheduled	January 2015
6 November 2014 COSC 65	<b>BUDET MONITORING REPORT</b>	The Strategic Director for Business Services to share savings identified through the South East Business Services Partnership with the Committee when available.	Strategic Director for Business Services		January 2015
3 December 2014	<b>RECOMMENDATIONS TRACKER AND FORWARD WORK PROGRAMME</b>	A welfare reform task group update would be circulated shortly	Chairman of the Welfare Reform Task Group	An update newsletter was circulated by the Scrutiny Manager on 9 December 2014	January 2015

This page is intentionally left blank