

**COUNCIL OVERVIEW AND SCRUTINY COMMITTEE
ACTIONS AND RECOMMENDATIONS TRACKER – OCTOBER 2012**

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 Committee. Once an action has been completed and reported to the Committee, it will be removed from the tracker.

Date of meeting and reference	Item	Recommendations/Actions	Responsible officer or member	Response	Next progress check:
17/04/12 COSC 63	Staff Vacancies [Item 9]	That the Finance Sub-Group investigate further how decisions about vacancies are handled by services, and the impacts of these decisions on budgets.	Zully Grant-Duff and Mark Brett-Warburton	The review has been completed and a report is attached as Item 13 of the agenda.	Complete

17/04/12 COSC 65	Business Continuity [Item 11]	That a further report concerning the following issues be submitted to the Committee in July 2012: <ul style="list-style-type: none"> ○ Work underway to ensure the move of the Director for Public Health's team is incorporated into the SCC Business Continuity Management. ○ The maintenance of Business Continuity arrangements alongside the current changes in the estate and IMT portfolios. 	Ian Good	This item has been deferred by Committee and will be re-scheduled in the work programme.	5/12/12
13/06/12 COSC 94	Scrutiny Annual Report [Item 11]	That work be undertaken to understand the influence of Select Committee recommendations on decisions made by the Cabinet.	Bryan Searle/Democratic Services	This will be addressed as part of the Democratic Services Scrutiny Improvement Plan and details will be shared with Members as agreed at the meeting on 18 October 2012.	5/12/12
11/07/12 COSC 96	Recommendations Tracker [Item 6]	That a special meeting be arranged in order for Tony Samuels to provide the Committee with an update on his work relating to the Council's property portfolio.	Bryan Searle	The Finance Sub-Group is due to meet Tony Samuels on 3 December 2012 to discuss proposals for the 2013/14 Capital Programme.	Complete

11/07/12 COSC 104	Superfast Broadband [Item 13]	That details of the proposed governance arrangements and organisation structure for the Joint Operations Centre be shared with the Committee.	Ben Skipp	Information to be provided as part of an update report at the meeting on 5 December 2012.	5/12/12
12/09/12 COSC 109	Change & Efficiency Service Review [Item 13]	Further details of the staffing structure prior to and following the reorganisation, as well as the savings achieved by bringing services back in-house, to be provided to the Committee.	John Stebbings	The Committee to receive a report at its meeting in February 2013.	13/2/13
18/10/12 COSC 110	Recommendations Tracker [Item 6]	That the Chairman write to the Strategic Director for Environment and Infrastructure, with a copy to the Cabinet Member for Transport and Environment, to express concern about the impact of holding business support vacancies on the work of Highways engineers. In addition, that the Chairman reiterates the request for a Rapid Improvement Event to review the process for local highways schemes.	Bryan Searle/ Mel Few	An update was provided 14 November 2012.	Complete

18/10/12 COSC 111	Budget Monitoring Report [Item 9]	That the Chairman and Vice-Chairman have further discussions with the Leader and Finance officers about the timing of Council Overview & Scrutiny Committee and Finance Sub-Group meetings in order to ensure timely and effective scrutiny of the budget in the future.	Bryan Searle/Kevin Kilburn	The Chairman and Vice-Chairman have discussed this with finance officers and agreed that the aim will be for the finance sub-group to meet on the Thursday or Friday of Cabinet week, with Committee meetings scheduled within one week of the Cabinet meeting.	Complete
18/10/12 COSC 114	One Team Review [Item 11]	That the aim of the review should be to achieve a Communications Service which is aligned to the Corporate Strategy, with clearly defined goals and processes, and the One Team Review should be conducted with this outcome in mind.	Louise Footner/Sally Wilson	An update is attached.	Complete
18/10/12 COSC 115	One Team Review [Item 11]	That a further progress report be presented to the Committee at its meeting on 13 February 2013	Louise Footner/Sally Wilson	The Committee to receive a report at its meeting on 13 February 2013.	13/02/13

18/10/12 COSC 116	One County, One Team People Strategy Review [Item 12]	That further consideration be given to how the targets and promises to which they relate can be better matched, that the targets are seen as being sufficiently challenging, and that the promises made are given necessary priority.	Matthew Baker	An update is attached.	Complete
14/11/12 COSC 117	Recommendation Tracker [Item 7]	That the Cabinet provide a statement as to the current status and timetable proposed for implementing the recommendations of the Communities Select Committee's Localism Task Group.	Bryan Searle	A recommendation is going to Cabinet on 27 November 2012 and a response will be reported to Committee.	Complete
14/11/12 COSC 118	Task Group Scoping Document [Item 8]	That the title of the Scoping Document for AIS Business Process review is altered to "Adult Services Business Process Review" in order to accurately reflect the Task Group's scope, and that the question that the Members reference group is aiming to answer be altered to the following: "do Adult Services Business Processes meet the needs of the directorate?"	Leah O'Donovan	The recommendations have been fed back and implemented.	Complete

14/11/12 COSC 119	Completed Audit Reports [Item 9]	That in order to assist with the monitoring of outcomes from Audit two additional columns be added to the table in paragraph 6 of future reports to show the names of the relevant Select Committees and Cabinet Members for each audit.	Sue Lewry-Jones	The Committee are asked to note the two additional columns in the Internal Audit report.	Complete
14/11/12 COSC 120	Completed Audit Reports [Item 9]	That Internal Audit notify the relevant Scrutiny Officer in Democratic Services when audit reports are published.	Sue Lewry-Jones	This process has been implemented	Complete
14/11/12 COSC 121	Budget Monitoring [Item 10]	That the Chairman write to David Hodge on behalf of the Committee to request that he seek reassurance from all Cabinet Members that the risks of overspends within their portfolios have been properly assessed, and that appropriate steps have been put in place to address any potential overspends identified.	Mel Few	An update will be provided at the meeting.	5/12/12

14/11/12 COSC 122	Budget Monitoring [Item 10]	That Finance reports on a monthly basis (in a format of month and year to date) all one-off transfers from reserves by individual services to cover budget shortfalls.	Kevin Kilburn	An update will be provided at the meeting.	5/12/12
14/11/12 COSC 123	2012/13 Quarter Two Business Report [Item 10a]	That consideration be given to revising the terminology used in the current People Strategy, to ensure that all the promises made are clearly defined and measurable.	Carmel Millar	An update will be provided at the meeting.	5/12/12
14/11/12 COSC 124	2012/13 Quarter Two Business Report [Item 10a]	That, in order to reflect the importance of staff appraisal and personal development within the organisation, the targets for the promises 'everyone will have an effective annual appraisal' and 'everyone will have a development plan linked to their goals and organisational goals' should be 100% from 2013/2014 rather than by 2017 as currently profiled.	Carmel Millar	An update will be provided at the meeting.	5/12/12
14/11/12 COSC 125	2012/13 Quarter Two Business Report [Item 10a]	That a breakdown of costs involved with production of the Quarterly Business Report be provided to the Committee.	Ben Unsworth	These figures are attached.	Complete

14/11/12 COSC126	Surrey-i	That, in order to optimise the benefits of Surrey-i, a review be undertaken to re-establish the future user market for the service, identify their specific requirements, and ensure that any further development of Surrey-i is primarily tailored towards meeting the needs of the target audience.	Ben Unsworth	An update will be provided at the meeting.	5/12/12
14/11/12 COSC127	Surrey-i	That consideration be given to the viability of covering the costs of Surrey-i through charging for use of the service.	Ben Unsworth	An update will be provided at the meeting.	5/12/12
14/11/12 COSC128	Surrey-i	That the Committee receives a further update report on Surrey-i at its meeting on 13 February 2013.	Ben Unsworth	This item has been included on the Committee's Forward Work Programme	Complete
14/11/12 COSC129	Procurement Partnership with East Sussex County Council [Item 12]	That further information be provided about the forecast procurement savings and how these will be split between Surrey County Council and East Sussex County Council.	Andrew Forzani	An update will be provided at the meeting.	5/12/12

14/11/12 COSC 130	Procurement Partnership with East Sussex County Council [Item 12]	That the lessons learnt from the process of developing the Procurement Partnership are formally recorded in order that they can be used in future instances.	Andrew Forzani	An update will be provided at the meeting.	5/12/12
14/11/12 COSC 131	Procurement Partnership with East Sussex County Council [Item 12]	That the Committee receives a further progress report at its meeting on 13 February 2013.	Andrew Forzani	This item has been included on the Committee's Forward Work Programme.	Complete

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