

People, Performance & Development Committee – ACTION TRACKING

ACTIONS

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A2/15	6 March 2015	Action Review	The Director of People and Development to bring a paper to committee on how to reinforce the Think Resident Think Councillor message from the 2014 campaign.	Director of People and Development/ Democratic Services Lead Manager	<p>To be scheduled and to include a training programme for officers on how to respond to residents.</p> <p>On 17 July 2015, the Chairman stated that this needed to be addressed urgently. He requested that work be undertaken with officers in September and October 2015. The Director of People and Development assured the committee that the Lead Member for Democratic Services had a project plan for this work and it would be circulated to the committee.</p> <p>It was suggested that Members be reminded of their responsibilities in supporting officers at public meetings.</p> <p>The Lead Manager of Democratic Services, Katie Booth, has contacted the Head of Community and Partnership Safety, Jane Last, with the aim of drawing together a program involving Members and staff.</p>
A5/15	2 April 2015	Declarations of Interest	Officers review the training offer for all Members on interests.	Director of People and Development/ Director of Legal and Democratic Services	<p>The Lead Manager Legal, Alan Wells, will be delivering training to Members before the end of the year following which guidance will be rolled out.</p> <p>The possibility of creating an e-learning facility is also being considered.</p>

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A7/15	12 May 2015	Officer Code of Conduct amendment	A letter from the Chairman outlining The Seven Standards of Public Life, with a commentary on the Standards, to be circulated to all Members and Strategic Directors.	Chairman/ Lead Manager for Democratic Services	Lead Manager for Democratic Services to take this forward. On 17 July 2015, the committee requested that the letter be circulated by the end of July 2015. The Lead Manager of Democratic Services has contacted the Director of People and Development with the aim of providing more information before 29 September.
A10/15	17 July 2015	Appraisals Completion Update	If 100% of appraisals within a directorate are not completed by 29 September 2015, the relevant Strategic Director will be invited to attend the committee to explain.	Director of People and Development	
A11/15	17 July 2015	Changes to Conditions of Service	Officers to develop a promotional campaign aimed at Councillors regarding access to MyBenefits	Strategic HR Relationship Manager/ Lead Manager for Democratic Services	This is being followed up by the Lead Manager of Legal and Democratic Services.
A13/15	17 July 2015	Pay Policy Exceptions Analysis	The Chairman to write a letter to all relevant Strategic Directors and Heads of Service to explain the rules for pay exceptions. All officers are to acknowledge receipt of the letter.	Chairman/ Director of People and Development	A letter has been drafted and it is agreed that this will be sent by the Deputy Chief Executive. The letter was held back until the summer holidays had finished to make sure that all managers are aware of the approach.

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COMPLETED

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A3/15	6 March 2015	Employee Engagement Campaign	That officers report back to the committee later in the year with an update on the campaign.	Director of People and Development	An item is scheduled for the PPDC meeting on 29 October 2015.
A6/15	2 April 2015	Customer Promise – The Council's Commitment to Delivering Excellent Resident Service	The Head of Customer Services to circulate a promotional video on the new Customer Promise.	Head of Customer Services and Head of Customer and Communities Directorate Support	<p>The video has been uploaded to the internet and is able to be viewed internally and externally if people have the link. A link was circulated to the committee on 3 June 2015.</p> <p>The Leader confirmed that the video does not need to be reviewed as it is for circulation among staff members rather than for residents and partners.</p>
A8/15	17 July 2015	Appointment of Local Pension Board	Terms of reference to make the appointments process clearer.	Senior Advisor (Pension Fund)/ Lead Manager for Democratic Services	There have been discussions around who will approve changes to the Terms of Reference and it has now been agreed that this will be the Surrey Pension Fund Committee.
A9/15	17 July 2015	Appointment of Local Pension Board	Referred consideration and the development of a recommendation on the level of remuneration for the Chairman and Vice-Chairman of the Board back to the Appointments Panel	Senior Advisor (Pension Fund)/ Lead Manager for Democratic Services	It has been agreed that Surrey Pension Fund Committee should make the decision as the body paying for the Board.

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A12/15	17 July 2015	Changes to Conditions of Service	Officers to circulate clarification on whether the adjusted salary sacrifice scheme for buying leave can be backdated to when the new Government regulations regarding pensionable pay were introduced in April 2014.	Strategic HR Relationship Manager	<p>Regulatory Committee Manager to circulate a note regarding the impact of buying annual leave on pensionable pay to the Members of PPDC.</p> <p>This issue has been raised with Employee Services payroll and pensions management. Their advice is that the disruption and effort would outweigh the risk of any claim against Surrey. Key factors are:</p> <ul style="list-style-type: none"> • The regulations were issued with short notice and it took some time to determine how best to implement them. • Backdating would involve considerable work of recalculating the pensions entitlement for the year of purchase for nearly 1,000 staff. • No changes can be made to pensions without the agreement of the staff and they are likely to raise objections to this. • Surrey is fully compliant with the new regulations and staff have not suffered detriment.
A14/15	17 July 2015	Changes to Residential Conditions of Service	Officers to report back when work being undertaken as part of the Surrey Pay review is completed	Strategic HR Relationship Manager	This work is being undertaken as part of the Reward Strategy Review and will be considered by Members later this year.