

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 | Reinforce the Think Resident Think Councillor message with officers and Members. | Director of People and Development/ Democratic Services Lead Manager | The Acting Lead Manager of Democratic Services to liaise with the Leader to agree a Strategy. |
| A7/15 | 12 May 2015 | Officer Code of Conduct amendment | Reinforce the Seven Standards of Public Life. | Chairman/ Lead Manager for Democratic Services | A letter from the Chairman to all Members and Senior Officers is currently being drafted by the Acting Lead Manager of Democratic Services, reminding them about the Seven Standards of Public Life. |
| 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 | Director of People and Development to inform PPDC Members of the final number of appraisals completed and to brief Leader and Deputy Leader on this directorates which did not complete 100% of appraisals. |
| 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 | A promotional campaign on Member access to MyBenefits is currently being developed. |

People, Performance & Development Committee – ACTION TRACKING

| | | | | | |
|--------|-------------------|---|---|---|---|
| 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. The email was circulated by the Deputy Chief Executive on 21 September 2015 with instructions to cascade to direct reports. This email was forwarded onto PPDC on 5 October 2015. |
| A16/15 | 29 September 2015 | Ensuring our Services are accessible and responsive: Telephone and voicemail policy | The Head of Customer Services and Head of Customer and Communities Directorate Support to provide the Committee with further information on why so many school application were submitted after the deadline. | Head of Customer Services | The trend in missing school applications is currently being explored and further information will be sent to the Committee once the outcomes of this research become available. |
| A17/15 | 29 September 2015 | Social Worker and Occupational Therapist 'Refer a Friend' Scheme | The Strategic HR Relationship Manager to provide a report to the Committee at a future meeting demonstrating where the 'refer a friend' incentive scheme has been introduced. | Strategic HR Relationship Manager | The Regulatory Committee Manager and Strategic HR Relationship Manager will discuss the best time to bring this item to the Committee for consideration. |
| A18/15 | 29 September 2016 | Social Worker and Occupational Therapist 'Refer a Friend' Scheme | The Strategic HR Relationship Manager to update the Committee every six months on the progress of the 'refer a friend' incentive scheme | Strategic HR Relationship Manager | This has been added to the Committees forward plan for consideration by the Committee every six months. |

People, Performance & Development Committee – ACTION TRACKING

| | | | | | |
|--------|-------------------------|--|--|------------------------------|--|
| A18/15 | 29 September 2015 | Arrangements for the Appointment of Senior Managers to the Orbis Joint Partnership Between Surrey County Council and East Sussex County Council. | The Chairman of PPDC to send a letter to the Secretary of State for the Department of Communities and Local Government requesting that Section 13 of the Local Government and Housing Act 1989 be reviewed | Regulatory Committee Manager | The letter is in the process of being drafted and will be sent to the Secretary of State before the next of PPDC meeting on 29 October 2015. |
|--------|-------------------------|--|--|------------------------------|--|

People, Performance & Development Committee – ACTION TRACKING

COMPLETED

| Number | Meeting Date | Item | Recommendation / Action | Action by whom | Action update |
|--------|-------------------|--|---|--|--|
| 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 | Two training sessions for Members have been scheduled to roll out guidance The possibility of creating an e-learning facility is also being considered. |
| A15/15 | 29 September 2015 | Foster Carer Leave, Friends and Family Carer Leave and Staying Put Carer Leave | The recommendations to be expanded to include Surrey County Council employees who have assumed responsibility as carers by way of adoption or through guardianship orders. The amended report to be considered at the meeting on 29 October 2015. | Commissioning Project Officer | This item has been added to the forward plan for the PPDC meeting on 29 October 2015 and the revised report will be considered at this meeting. |