

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	A report is currently being prepared for the Leader based on discussions about this issue with the Acting Lead Manager of Democratic Services.
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. Information about Member training sessions will be circulated to Members in the week commencing 23 November.
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 applications 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.

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A22/15	29 October 2015	Appraisal completion for appraisals carried out in 2015.	The Committee has requested clarification on those staff who are eligible for appraisal by SCC in instances where they are part of an integrated service delivery team with the NHS.	Strategic Organisational Development Manager	Clarification has been sought on this and will be circulated to the Committee ahead of its meeting on Friday 27 November.
A23/15	29 October 2015	Appraisal completion for appraisals carried out in 2015.	It was agreed that further information would be provided to the Committee on IMT's comparatively low appraisal completion rate.	Strategic Organisational Development Manager	Further information has been requested from IMT and this will be circulated to the Committee in advance of its meeting on Friday 27 November.
A24/15	29 October 2015	Appraisal completion for appraisals carried out in 2015.	The Chairman indicated that he would send a letter to the Chief Executive congratulating directors and heads of service on achieving such a high appraisal completion rate.	Regulatory Committee Manager/ Executive Assistant to the Leader	This letter is in the process of being drafted.

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COMPLETED

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
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 of PPDC to all Members was circulated on 28 October.
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	An update was circulated to the Committee on 29 October from the Pay and Rewards Team regarding the promotional campaign that had been implemented for Members.
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	<p>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.</p> <p>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.</p>
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	This has been added to the forward plan for discussion at the Committee's meeting on 27 October

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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.
A19/15	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.
A25/15	29 October 2015	Reshaping Senior Leadership Roles	Members asked to receive a note on the roles and responsibilities of members of the Corporate Leadership Team following its restructure. It was requested that this be sent ahead of the PPDC meeting on 27 November	Director of People and Development	A note was circulated to Committee by the Director of People and Development on 29 October.
A26/15	29 October 2016	Update to Special Leave Policy	The Committee requested an update on the effect of the change to the Council's Special Leave Policy on the number of SCC staff fostering and adopting at its meeting on 27 October 2016.	Commissioning Project Officer	This has been added to the forward plan for the PPDC meeting on 27 October 2016.