

**Council Overview Board
ACTIONS AND RECOMMENDATIONS TRACKER – UPDATE 28 October 2015**

The recommendations tracker allows Members to monitor responses, actions and outcomes against their recommendations or requests for further actions. The tracker is updated following each meeting. 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. Please note that this tracker includes recommendations from the former Council Overview & Scrutiny Committee.

Recommendations made to Cabinet or other Scrutiny Boards

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
5 November 2015	AGENCY STAFF	The frequency of reorganisation within the Environment & Infrastructure Directorate be considered and managed to avoid an impact on: <ul style="list-style-type: none"> • The morale and wellbeing of Highways staff • The ability of the service to carry out priority highway maintenance 	Cabinet	This will be presented to Cabinet at its December meeting	January 2016

Scrutiny Board and Officer Actions

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
4 June 2014	REWARD STRATEGY REVIEW 2014-18	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	<p>At the Performance & Finance Sub Group meeting in September 2014, the HR Relationship Manager (Adults) advised that the Council were 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 updates scheduled.</p> <p>The next scheduled update is in December 2015.</p>	December 2015.
3 October 2014	INTERNAL AUDIT REPORTS	The process for awarding the future agency staff contract to be shared with the Committee	Director of People and Development	A review of options has been completed and it has been agreed to retender under improved public procurement frameworks. There was consideration given to developing our own 'in-house' agency and it has been decided not to progress this approach given the level of	November 2015.

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				<p>investment, competitive market and changing demand patterns.</p> <p>SCC is now working with East Sussex as part of the Orbis partnership to jointly procure a new form of contract which allows the Councils to access cost effective mark-up rates, a wide talent pool of specialist and generalist agencies, to develop direct and productive relationships with key suppliers, whilst retaining the benefits of central control of costs and invoicing.</p>	
3 June 2015	REPORT OF THE WELFARE REFORM TASK GROUP	<p>A number of recommendations were made to Cabinet by the Welfare Reform Task Group.</p> <p>These recommendations were accepted and are being monitored by the Welfare Reform Task Group</p>		The Welfare Reform Task Group will present updates to Council Overview Board in due course	January 2016
1 October 2015	ANNUAL REPORT OF THE SHAREHOLDER BOARD	An update on the Shareholder Board review of the Council's involvement in the joint venture company (Babcock 4S) to be included in the next scheduled report to Council Overview Board in April 2016.	Shareholder Board	This has been scheduled for April 2016	April 2016

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1 October 2015	ANNUAL REPORT OF THE SHAREHOLDER BOARD	Receive progress update on Surrey Choices governance mechanisms and report to the Council Overview Board if necessary	Social Care Scrutiny Board/Shareholder Board	The Social Care Services Board have scheduled a review of Surrey Choices in late spring 2016.	March 2016
1 October 2015	PROPERTY STRATEGY	An item on Member engagement with the Strategic Asset Management Plan to be scheduled for local committee chairmen's group	Local Committee Chairmen's Group/Chief Property Officer	This has been scheduled for January 2016.	February 2016.
1 October 2015	PROPERTY STRATEGY	Confirmation sought on whether land purchases carried out by Hasley Garton Properties LTD (set up as a wholly owned SCC LATC) need to satisfy the well-being requirement introduced by the Local Government Act 2000.	Chief Property Officer	The Chief Property Officer is preparing a response.	January 2016
1 October 2015	CARBON & ENERGY POLICY	Provide the Council Overview Board with an update on review of business mileage, lump sum payments and any related incentives for staff	Head of Property/Director of People and Development	An item on reward strategy will be included on the 5 November agenda.	November 2015
1 October 2015	CARBON & ENERGY POLICY	An update to be provided on the savings achieved from the light dimming initiative.	Energy Manager	To be provided in the next report to Council Overview Board	April 2016
1 October 2015	CARBON & ENERGY POLICY	Report back to the Board following the SE7 Energy Managers Group meeting, to highlight any best practice.	Energy Manager	To be reported after the next SE7 Energy Group meeting	December 2015
1 October 2015	CARBON & ENERGY POLICY	Include aspirational and step change measures in a future report to the Board	Energy Manager	To be included as part of the next report to Council Overview Board	June 2016
1 October 2015	BUDGET MONITORING	Receive further information about the breakdown within Central Income & Expenditure in future reports	Deputy Chief Finance Officer	This will be included as part of the next budget monitoring paper	January 2016

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
1 October 2015	BUDGET MONITORING	Include recruitment/vacancy statement in future HR&OD item	Director of People & Development	This has been scheduled for March 2016.	December 2015
1 October 2015	BUDGET MONITORING	Resident Experience Board to scrutinise Local Committee budgets and report back to the Council Overview	Chairman of Resident Experience Board	The recommendation has been taken up by the Resident Experience Board's Performance & Finance Sub Group	December 2015.
5 November 2015	HR&OD SERVICE	Officers to provide statistics about the number of cases that are resolved through restorative approaches	Head of HR Operations		December 2015
5 November 2015	HR&OD SERVICE	A briefing note to be circulated on major changes made to HR policies, following the current period of review and refresh	Director of People & Development	A briefing note will be included with the HR&OD papers in March 2016.	March 2016
5 November 2015	AGENCY STAFF	Further figures to be provided showing comparable costs across the Council, to provide an estimate of the "true cost" of an agency worker (including the implications if that member of agency staff was not in post).	HR Relationship Manager	A briefing note is being prepared and will be circulated by the end of the year.	December 2015
5 November 2015	AGENCY STAFF	More information to be made available regarding the difficulty of recruiting Educational Psychologists	HR Relationship Manager	As above.	December 2015
5 November 2015	AGENCY STAFF	A breakdown of roles recruited as agency staff in Business Services to be circulated to Members	HR Relationship Manager	As above.	December 2015

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