

ACTIONS

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
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 ahead of the PPDC meeting on 29 January. (updated on 26 January 2016)
A29/15	27 November 2015	Reshaping Leadership Roles	Confirmation to be provided on the back fill cost related to the leadership structure changes	Strategic HR Relationship Manager	The Strategic HR Relationship Manager is in the process of collating this information and will circulate to the Committee once it has been completed. (update from 26 January 2016),

COMPLETED

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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	Discussions held with the Leader and intention is to put together a training plan for officers aimed at reinforcing the Think Resident, Think Councillor approach. The training plan will run up to the next elections in 2017.
A5/15	2 April 2015	Declarations of Interest	Officers review the training offer for all Members on interests.	Director of People and Development/Di rector of Legal and Democratic Services	<p>Two training sessions for Members have been scheduled to roll out guidance</p> <p>The possibility of creating an e-learning facility is also being considered.</p> <p>Information about Member training sessions will be circulated to Members in the week commencing 23 November.</p> <p>One training session took place in December with a further session scheduled for February.</p>

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	<p>Information on this was provided to the Committee at its meeting on 27 November 2015. The following was highlighted to the Committee and have been recorded in the minutes for this meeting.</p> <p>Surrey County Council (SCC) members of staff should receive an appraisal in line with Council policy even if they work under NHS managers. NHS managers in the Mental Health Team, however, experienced complications accessing SCC's portal in order to register completed appraisals and it is anticipated that the actual number of appraisals completed within the team would be significantly higher than the final figure of 15.75% that had been recorded.</p> <p>An update was provided to the Committee on the actual number of appraisals completed on 17 December 2015.</p>
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	<p>the primary source of delay in getting appraisal completed for 29 September deadline was that a number of managers did not press the submit button in SAP to finalise the process and register the appraisal as completed.</p> <p>There was some confusion in relation to line management between departments where a member of staff has changed roles during the year.</p> <p>Both of these problems have now been resolved.</p>

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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	The letter was sent to the Chief Executive on 30 November 2015.
A27/15	27 November 2015	Action Review	Regulatory Committee Manager to follow up with the Strategic Lead for School Commissioning about updating PPDC on the trend in parents missing the schools applications deadline.	Regulatory Committee Manager	The Strategic Lead for School Commissioning was asked to provide an update on when this information would become available (30 November 2015).
A28/15	27 November 2015	Reshaping Leadership Roles	Members requested that the Chief Executive to be asked to attend PPDC every six months to update the Committee on the Children's Schools and Families management structure and how this is functioning	Regulatory Committee Manager	The Chief Executive's has agreed to attend the PPDC meetings arranged for 11 May 2016 and 27 October 2016 to update the Committee on the Children's Schools and Families management arrangements. Items on an update on the management arrangements for CSF have been added to the forward work programme for the specified meeting dates.
A31/15	27 November	Pay Policy Statement 2015-2016	Confirm whether the chief executive is entitled to receive payment as the county's returning officer and include this in the draft pay policy statement.	Strategic HR Relationship Manager	These were added to the Pay Policy Statement which was signed off at the Full Council meeting at its meeting on Tuesday 8 December
A32/15	27 November 2015	Pay Policy Exceptions	Clarification was sought on the rules and basis for honorarium payments	Strategic HR Relationship Manager	A document detailing the rules and basis for awarding honoraria payments was circulated to the Committee on 30 November 2015.