

**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 Schools Commissioning Team are collating this information and will circulate to the Committee once this has been completed.  <b>(Updated 17 February)</b>
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	This information is in the process of being collated and will be sent round to Members once this has been completed  <b>(Updated on 17 February)</b>
A3/16	29 January 2016	Pay and Reward Strategy Review Business Case	All appraisals for the year 2015 - 2016 should be completed by the end of June 2016	Strategic HR Relationship Manager	Guidance is currently being prepared for managers to be sent out in February to ensure that appraisals are completed in time for Pay and Reward Strategy implementation.  <b>(Updated 17 February)</b>

**People, Performance & Development Committee – ACTION TRACKING**

**25 February 2016**

A4/16	29 January 2016	Pay and Reward Strategy Review Business Case	Response to Trade Unions regarding the pay settlement for 2016-17 should highlight the ongoing pay and rewards strategy review and that the outcome of the review following staff consultations will determine the full package of remuneration and benefits that SCC will take forward	Strategic HR Relationship Manager	A letter has been drafted and was presented to the Trade Unions on 18 February 2016.  <b>(Updated 17 February)</b>
A5/16	29 January 2016	Pay and Reward Strategy Review Business Case	Final Pay and Reward Strategy video to include a short conclusion from the Chairman of PPDC	Strategic HR Relationship Manager	A Statement from the Leader has been added to the end of the video. The final video will be available on the Snet from Monday 22 February.  <b>(Updated 17 February)</b>
A6/16	29 January 2016	Pay and Reward Strategy Review Business Case	Closely manage what aspects of the Pay and Reward Strategy will be scrutinised by the Council Overview Board at its meeting in May	Strategic HR Relationship Manager	A meeting is being set up between the Council Overview Board (COB) Committee Manager and the Strategic HR Relationship Manager to explore how COB will scrutinise this item in advance of PPDC's decision  <b>(Updated: 16 February)</b>

**COMPLETED**

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A1/16	29 January 2016	Pay and Reward Strategy Review Business Case	Chief Executive to attend the PPDC meeting on 11 May when the final Pay and Reward Strategy is signed off	Regulatory Committee Manager	The Chief Executive has agreed to attend the PPDC meeting on 11 May 2016 to provide input on the revised Pay and Rewards Strategy.  <b>(Updated: 8 February 2016)</b>
A2/16	29 January 2016	Pay and Reward Strategy Review Business Case	An Annex to be added to the Pay and Reward Strategy Business Case clearly demonstrating what exceptional performance looks like	Strategic HR Relationship Manager	This was sent round to the Committee on 18 February and will be added to the Business Case for the final strategy.  <b>(Updated 18 February)</b>
A7/16	29 January 2016	Senior Pay Policy Exceptions Report January 2016	The Director of Finance to attend the meeting of PPDC on 25 February to inform the Committee of the future organisation for the Adult Social Care Finance Team	Regulatory Committee Manager	The Director of Finance has indicated that she is unable to attend the PPDC meeting on 25 February and so the Chairman and Vice-Chairman requested that a meeting with the Director of Finance be set up for the Chairman, Vice-Chairman and Cabinet Member for Adult Social Care, Wellbeing and Independence. This meeting has been scheduled for 15 February 2016.  <b>(Updated: 8 February 2016)</b>

**People, Performance & Development Committee – ACTION TRACKING**

**25 February 2016**

A8/16	29 January 2016	Corporate 'Refer a Friend' Incentive Scheme	The Committee suggested an alternative arrangement for the allocation of the £1000 to those who have made a successful referral. It was recommended that £500 should be given on the first day of work and the remaining £500 should be given after the person that they referred completes three months at SCC	Strategic HR Relationship Manager	Payments for staff who have made a successful recommendation have been amended in accordance with the suggestions made by the Committee.  <b>(Updated 18 February)</b>
A9/16	29 January 2016	Reviewed and Enhanced Health & Safety Policy	It was requested that the finalised version of the Health, Safety and Welfare Policy Statement with track changes removed be sent to the Chairman and Vice- Chairman of the Committee along with the previous version of the statement.	Strategic HR Relationship Manager	The revised and previous versions of the Health, Welfare and Safety Policy were sent to the Chairman and Vice-Chairman of PPDC on 8 February 2016.  <b>(Updated 8 February)</b>
A10/16	29 January 2016	Pay Policy Statement 2015 - 2016	The Strategic HR Relationship Manager to circulate information on how the ratio between the lowest and highest paid members of staff in the Council compares to other local authorities	Strategic HR Relationship Manager	This information was circulated to the Committee on 16 February 2016.  <b>(Updated 16 February)</b>