

**Council Overview Board**  
**ACTIONS AND RECOMMENDATIONS TRACKER – UPDATED 23 February 2016.**

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**

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"> <li>• The morale and wellbeing of Highways staff</li> <li>• The ability of the service to carry out priority highway maintenance</li> </ul>	Cabinet	A response was received at the meeting on 28 January 2016.	Completed

## Scrutiny Board and Officer Actions

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
3 June 2015	<b>REPORT OF THE WELFARE REFORM TASK GROUP</b>	A number of recommendations were made to Cabinet by the Welfare Reform Task Group.  These recommendations were accepted and are being monitored by the Welfare Reform Task Group		The Welfare Reform Task Group will present updates to Council Overview Board in due course	March 2016
1 October 2015	<b>ANNUAL REPORT OF THE SHAREHOLDER BOARD</b>	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 June 2016	June 2016
1 October 2015	<b>ANNUAL REPORT OF THE SHAREHOLDER BOARD</b>	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.  The Chairman has met with relevant officers and more information will be presented to the Board alongside the Shareholder Board report in June 2016.	June 2016.
1 October 2015	<b>CARBON &amp; ENERGY POLICY</b>	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	It has been agreed that a briefing will be circulated to Members outside of the Board.	March 2016

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
1 October 2015	<b>CARBON &amp; ENERGY POLICY</b>	An update to be provided on the savings achieved from the light dimming initiative.	Energy Manager	As above.	March 2016
1 October 2015	<b>CARBON &amp; ENERGY POLICY</b>	Report back to the Board following the SE7 Energy Managers Group meeting, to highlight any best practice.	Energy Manager	As above.	March 2016
1 October 2015	<b>CARBON &amp; ENERGY POLICY</b>	Include aspirational and step change measures in a future report to the Board	Energy Manager	As above.	March 2016.
5 November 2015	<b>HR&amp;OD SERVICE</b>	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	<b>AGENCY STAFF</b>	More information to be made available regarding the difficulty of recruiting Educational Psychologists	HR Relationship Manager	An update will be provided at the meeting.	March 2016
28 January 2016 A1/2016	<b>RECOMMENDATIONS TRACKER AND FORWARD WORK PROGRAMME</b>	A meeting to be arranged between the Chairmen of the Council Overview Board and the Audit & Governance Committee to discuss the respective roles of the Committee and Scrutiny Boards in reviewing issues from key service audits.	Democratic Services	A meeting is being arranged. Date to be confirmed.	March 2016
28 January 2016 A2/2016	<b>RECOMMENDATIONS TRACKER AND FORWARD WORK PROGRAMME</b>	A Council Overview Board Bulletin to be trialled as a way of sharing updates on actions and issues of interest to the Board.	Scrutiny Manager	The aim is to produce the first bulletin in March 2016.	April 2016

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
28 January 2016 A3/2016	<b>REVENUE AND CAPITAL BUDGET 2016/17 TO 2020/21</b>	That Scrutiny Board Chairmen ensure that final service budgets and the Medium-Term Financial Plan are shared with Boards ahead of being presented to Cabinet in March 2016.	Scrutiny Board Chairmen	Budget workshops have been set up for individual Scrutiny Boards.	March 2016
28 January 2016 A4/2016	<b>REVENUE AND CAPITAL BUDGET 2016/17 TO 2020/21</b>	That Scrutiny Board finance sub-groups to scrutinise detailed service budgets and present recommendations to Cabinet, via the Council Overview Board.	Scrutiny Board Chairmen	The Chairman has requested that all comments made by the Boards in relation to budget are sent to him by 16 March 2016 so that they can be collated. The Chairman will then summarise the comments and recommendations and circulate them for agreement by Board Chairmen before submitting them to Cabinet.	March 2016
28 January 2016 A5/2016	<b>REVENUE AND CAPITAL BUDGET 2016/17 TO 2020/21</b>	That the Board: <ul style="list-style-type: none"> <li>1. confirms its support for the proposal to accept the option of raising council tax by 2%, to ensure additional ring-fenced funding for Adult Social Care;</li> <li>2. welcomes the lobbying of government undertaken by the Leader of the Council to extend the option of raising council tax to our partners in Districts &amp; Borough Councils, given that these authorities provide some non-statutory</li> </ul>	Cabinet	The Cabinet's response is attached at item 5 on this agenda.	March 2016

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
		<p>adult social care services;</p> <ol style="list-style-type: none"> <li>3. asks that government be lobbied to review or lift the current restriction on council tax increases for local authorities;</li> <li>4. asks the Cabinet to consider whether a referendum should be held regarding increasing council tax in order to maintain services;</li> <li>5. wishes to emphasise the importance of prioritising income generation and efficiency savings, before cutting services and increasing council tax.</li> </ol>			
<p>28 January 2016</p> <p>A6/2016</p>	<p><b>ORBIS PUBLIC LAW</b></p>	<p>The following comments were submitted to Cabinet:</p> <ul style="list-style-type: none"> <li>• The Board welcomes the proposal to set up a shared legal service, to be known as Orbis Public Law</li> <li>• The Board wishes to emphasis the careful monitoring of the anticipated 10% savings, as set out in the business case.</li> </ul>	<p>Cabinet</p>	<p>The Cabinet's response is attached at item 5 on this agenda.</p>	<p>March 2016</p>

**COMPLETED ACTIONS – TO BE DELETED**

1 October 2015	<b>BUDGET MONITORING</b>	Resident Experience Board to scrutinise Local Committee budgets and report back to the Council Overview	Chairman of Resident Experience Board	A response was tabled at the meeting in December and is at Annex B to this tracker.  Local Committee spend will be included in the budget report to the Council Overview Board in January 2016.	Completed
2 December 2015	<b>FINANCIAL PROSPECTS FOR THE MEDIUM TERM FINANCIAL PLAN</b>	Ensure Scrutiny Boards have sufficient details of current savings plans and possible additional savings when they analyse budgets within their remit	Deputy Chief Finance Officer	Information was provided at the Council meeting on 9/2/16	Completed
2 December 2015	<b>FINANCIAL PROSPECTS FOR THE MEDIUM TERM FINANCIAL PLAN</b>	A briefing note following the Local Government Settlement that shows how much funding was expected to be lost against how much was lost in reality	Deputy Chief Finance Officer	Due in February.	Completed
2 December 2015	<b>FINANCIAL PROSPECTS FOR THE MEDIUM TERM FINANCIAL PLAN</b>	Consideration is given to the 2% Council Tax increase to fund Social Care, and to look at how the funding is distributed with the Districts & Boroughs	Social Care Services Scrutiny Board	A recommendation from the Social Care Services Board was included in the papers for 28 January 2016.	Completed

2 December 2015	<b>FINANCIAL PROSPECTS FOR THE MEDIUM TERM FINANCIAL PLAN</b>	That scrutiny boards provide income generation targets and scrutinise the effect that staffing reductions will have on the wider delivery of services.	Scrutiny Officers/Scrutiny Boards	An update was provided at the 28 January 2016 meeting.	Completed
2 December 2015	<b>FINANCIAL PROSPECTS FOR THE MEDIUM TERM FINANCIAL PLAN</b>	Central Government is lobbied to enable Districts & Boroughs to raise an additional 2% in Council Tax for Social Care.		This was discussed as part of the budget recommendations item on January 2016.	Completed

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