

ACTIONS

| Number | Meeting Date | Item | Recommendation / Action | Action by whom | Action update |
|--------|------------------------|----------------------------------|--|---|--|
| 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 (Updated: 17 February) |

COMPLETED

| Number | Meeting Date | Item | Recommendation / Action | Action by whom | Action update |
|--------|------------------|--|--|-----------------------------------|---|
| 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 to ensure that appraisals are completed in time for Pay and Reward Strategy implementation was sent out as part of the managers' briefing in February. (Updated: 7 March) |
| 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 has been held between the Council Overview Board (COB) Committee Manager and the Strategic HR Relationship Manager and has decided how COB will scrutinise this item in advance of PPDC's decision (Updated: 7 March) |
| A11/16 | 25 February 2016 | Action Review | The Committee to be provided with an updated on the Telephone and Voicemail Policy | Regulatory Committee Manager | Mark Irons will be presenting a paper to the Committee at its meeting on 5 April updating Members on the Telephone and Voicemail Policy. |