

**ONGOING ACTIONS**

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A36/16	30 June	Surrey County Council Behaviours Framework Launch and Plan for Embedding into the Organisation	The Cabinet Member for Business Services and Resident Experience to ask the Member Development group to consider how the Behaviours Framework can be used to improve customer service delivery among County Councillors.	Democratic Services Lead Manager	The Committee agreed that scheduling an All Member Briefing on the Behaviours Framework should be postponed until after County Council elections in May 2017.  <b>(Updated: 25 November 2016)</b>
A43/16	26 September 2016	Apprenticeship Reforms	Members requested that a follow up report on the Apprenticeship Reforms be considered by PPDC detailing what flexibilities there are within the scheme and whether the funding can be used for general staff training and development.	Regulatory Committee Manager/ Head of HR & OD	A follow-up item on the Apprenticeship Reforms will be brought to the People, Performance and Development Committee on 17 February 2017.  <b>(Updated:17 January 2017)</b>
A46/16	27 October 2016	Proposal to introduce a Professional Development Programme within the Environment and Infrastructure Directorate	Senior Managers within the E&I Directorate should draw up proposals for what a welcome bonus for staff joining the Directorate would be structured and brought back for consideration by PPDC once this had been completed	Head of Planning and Development Group	The Committee will consider proposals for a welcome bonus for staff joining the Environment & Infrastructure Directorate at its meeting on 25 July 2017.  <b>(Updated: 17 January 2017)</b>

People, Performance & Development Committee – ACTION TRACKING

November 2016

A47/16	27 October 2016	Proposal to introduce a Professional Development Programme within the Environment and Infrastructure Directorate	Head of HR & OD along with relevant heads of service to draw up proposals for ways in which the Council could invest in property for housing frontline staff who would be otherwise unable to afford the cost of accommodation in Surrey	Head of HR & OD	<p>A Motion regarding key worker housing was agreed by Full Council at its meeting on 6 December 2016. The motion agreed was as follows:</p> <p><i>'The Council notes the difficulties in recruiting and retaining skilled staff to work for the County Council, the high cost of agency staff and that the situation is becoming critical as the council's financial position worsens.</i></p> <p><i>This Council has previously agreed that more emphasis should be given to key worker housing as one approach to dealing with this problem.</i></p> <p><i>The Council now agrees to explore the options available to enhance the provision of key worker housing in Surrey in order to help recruit and retain more skilled staff whilst reducing agency spend.'</i></p> <p>In light of this motion, the Property Services Team are now looking at the Council's Investment Strategy to see whether it can support key worker housing.</p> <p style="text-align: right;"><b>(Updated: 5 January 2017)</b></p>
A49/16	27 October 2016	Pay Policy Exceptions October 2016	The Head of HR & OD to work with the Cabinet Member for Businesses Service to draft a letter regarding adherence to the Council's information governance policies for officers and Members.	Head of HR & OD/ Cabinet Member for Business Services and Resident Experience	<p>This action has been highlighted to relevant officers for them to progress</p> <p style="text-align: right;"><b>(Updated: 27 October 2016)</b></p>

A50/16	27 October 2016	Pay Policy Exceptions 2016	The Head of HR & OD to provide confirmation to the Committee that the intention is to delete the SEND Strategic Lead role following the taking on of additional responsibilities by Julie Stockdale.	Head of HR & OD	This action has been highlighted to the Head of HR & OD for them to progress  <b>(Updated: 27 October 2016)</b>
A52/16	24 November 2016	Pay Policy Statement 2016 - 2017	A letter from the Chairman of the Committee to be sent to the Secretary of State highlighting that the pay band maximum for political assistants had not been increased since 2006 and suggesting that this should be addressed.	Head of HR & OD	This action has been highlighted to the Head of HR & OD for them to progress.  <b>(Updated: 13 December 2016)</b>
A53/16	24 November 2016	Appraisal Completion Report for Final Appraisals Completed in 2016	That the appraisal completion rate figures be submitted to the Council Overview Board for possible consideration at a future meeting.	Regulatory Committee Manager	The Appraisal Completion Report has been circulated to the Scrutiny Manager for discussions with the Chairman of the Council Overview Board.  <b>(Updated: 13 December 2016)</b>
A54/16	24 November 2016	High Performance Development Programme	Corporate Leadership Team to be engaged on the development of the next iteration of the High Performance Development Programme.	Head of HR & OD	This action has been highlighted to the Head of HR & OD for them to progress.  <b>(Updated: 13 December 2016)</b>

## COMPLETED ACTIONS

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A44/16	27 October 2016	Minutes of the Previous Meeting	The Head of HR and OD to circulate a note to Committee Members on Tuesday 1 November detailing the Council's position in regard to the number of completed appraisals across SCC.	Head of HR & OD	This information was included as part of the Appraisal Update report being considered by the Committee at its meeting on 24 November 2016  <b>(Updated: 24 November 2016)</b>
A48/16	27 October 2016	Proposal to introduce a Professional Development Programme within the Environment and Infrastructure Directorate	PPDC to receive details of the current offer that the Directorate has for engineering and other specialist roles.	Head of Planning and Development Group/ Strategic Business Partner	A briefing was circulated to Members on 25 November 2016  <b>(Updated: 25 November 2016)</b>

<p>A51/16</p>	<p>24 November 2016</p>	<p>Pay Policy Statement 2016 - 2017</p>	<p>That the following amendments be made to the Pay Policy Statement:</p> <ul style="list-style-type: none"> <li>a. Condense the Pay Policy Statement by first covering schools based staff, followed by non-schools based staff.</li> <li>b. Details of staff benefits should be removed from the section titled 'Chief Officers Remuneration'. Staff benefits should instead be given its own standalone section.</li> <li>c. A cover sheet to be added to the Pay Policy Statement providing a brief synopsis of what the Statement covers and a brief outline of the changes arising as a result of the revised Pay and Reward Strategy.</li> <li>d. The first paragraph under Surrey Pay should highlight that the negotiations around Surrey Pay terms and conditions are made through collective bargaining.</li> <li>e. Reference to the CEX and senior pay grades should be removed from the Schools based Surrey Pay Staff section.</li> <li>f. Further clarity should be</li> </ul>	<p>HR Reward Manager</p>	<p>The requested amendments were made to the Pay Policy Statement and the revised version was approved at Full Council on 6 December 2016.</p> <p style="text-align: center;"><b>(Updated: 6 December 2016)</b></p>
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