

ONGOING ACTIONS

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A1/17	17 February 2017	Apprenticeship Reforms	Report to be brought back to the People, Performance and Development Committee to facilitate a discussion on the number of employees across the organisation who could benefit from training as part of the Government's Apprenticeship Reforms.	Head of HR & OD	The Head of HR & OD is in the process of reviewing the most appropriate time to bring this report to the Committee for consideration by Members. (Updated: 17 February 2017)
A2/17	17 February 2017	Apprenticeship Reforms	Report to brought to the People, Performance and Development Committee detailing how the Council can support schools on successful and effective implementation of the Apprenticeship Reforms.	Head of HR & OD	The Head of HR & OD is in the process of reviewing the most appropriate time to bring this report to the Committee for consideration by Members. (Updated: 20 February 2017)

COMPLETED ACTIONS

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
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	The Chairman of the Committee has noted the Information Governance Team has issued communications to staff and Members on their responsibility in respect of the Council's information governance policies and has decided that it is not necessary to send out further communications on this. (Updated: 21 February 2017)
A3/17	17 February 2017	Apprenticeship Reforms	Response to the Chairman of PPDC's letter to the Secretary of State for Education regarding the Apprenticeship Reforms to be shared with the Committee.	Executive Assistant to the Leader of the Council	A response from the Minister of State for Apprenticeships and Skills was sent to the Committee on 15 March 2017. (Updated: 15 February 2017)
A4/17	17 February 2017	Staff Survey Results	Chief of Staff to share the table comparing result with those of last year's currently being created for the Council Overview Board.	Chief of Staff	This was circulated to Members of the Committee on 20 February 2017. (Updated: 20 February 2017)
A5/17	17 February 2017	Staff Survey Results	Chief of Staff to work with services scoring below the ones to watch category in both 2015 and 2016 surveys to understand the results in more detail and the actions being proposed in those service areas. A report should then be brought back to the Committee on this.	Chief of Staff	The Chief Executive and Chief of Staff are meeting with heads of service and assistant directors individually to discuss the staff survey results and actions being taken. A report on the outcomes of these meetings will be brought back to the People, Performance and Development Committee on 25 July 2017. (Updated: 14 March 2017)

A6/17	17 February 2017	Staff Survey Results	Committee Members to receive Russell Circumplex model of emotion arising from Staff Survey.	Chief of Staff	This was circulated to Members of the Committee on 20 February 2017. (Updated: 20 February 2017)
A7/17	17 February	Pay Exceptions Analysis Quarters 1 & 2	Future Pay exceptions analysis reports should provide detail of the total financial outlay to the Council arising from the pay exceptions listed.	Head of HR & OD	The Head of HR & OD submitted the Pay Policy Exceptions Analysis for Q3 to the Committee's meeting on 22 March 2017 including the additional detail requested by the Committee within the report for consideration by Members. (Updated: 17 February 2017)

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