

Council Overview Board

ACTIONS AND RECOMMENDATIONS TRACKER – UPDATED 17 March 2017.

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 recommendations for future scrutiny items will be reviewed by the Board post-election.

Date of meeting and reference	Item	Recommendations/ Actions	To	Response
6 July 2016 A9/2016	RESPONSES FROM THE CABINET TO ISSUES REFERRED BY THE SCRUTINY BOARD	a) That the Chairman consider whether any further discussion with the Cabinet was appropriate in the light of the Cabinet’s response to the recommendation on the Investment Strategy Property Portfolio.	Council Overview Board Chairman	The Chairman has requested further papers from the Investment Advisory Board to aid his investigation and will report back to the Board at its November meeting. Update: The Investment Strategy item was requested for March 2017 but has been deferred until the new Council year to allow for a meaningful report with the required information.
21 September 2016 R7/2016	INTERNAL AUDIT: REVIEW OF PROPERTY ASSET MANAGEMENT SYSTEM INCOME MODULE	a) The Board agreed that the service will report its progress against the high priority recommendations to Democratic Services.	Claire Barrett Nigel Jones David John Siva Sanmugarajah	Review early 2017, post go-live.

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21 September 2016 R8/2016	INTERNAL AUDIT: SURREY YOUTH CENTRES- GOVERNANCE AND BUSINESS MANAGEMENT ARRANGEMENTS	a) The Board agreed that the service would bring an audit update report to the Council Overview Board. Audit would conduct a follow up in 3 months with a fuller review in 6 months	Ben Byrne Jan Smith David John Tasneem Ali	Update due end of March 2017 however Internal Audit have provided an interim update to the Chairman and Vice-Chairman.
3 November 2016 R9/2016	12 MONTH REVIEW OF ORBIS	<p>The Board resolved:</p> <p>The Chairmen of ABVCSSC and COB will coordinate their scrutiny work so that the same topics and reports, with additional authority specific information as requested, are prioritised by agreement between the Chairmen for consideration at each authority's scrutiny body which operate independently.</p> <p>Additionally, COB's Transformation Sub-Group members will meet, at least annually, with East Sussex Audit and Best Value members and a Brighton & Hove City Council observer to review Orbis performance and prioritise scrutiny topics.</p>	<p>COB Chairman</p> <p>Transformation Sub-Group</p>	<p>January 2017</p> <p>Meeting arranged for 21 February 2017.</p>

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14 December 2016 R12/2016	PROPERTY SERVICES: STRATEGIC & OPERATIONAL UPDATE	a) The Board agreed that a further report on the results of, and future plans for the investment strategy is brought to the Board in the new year. b) The Board recommend Property undertakes a programme of engagement with local committees to engage Members' on solutions to vacant property c) The Board agreed to review the Future Planned Approach (FPA) at the July 2017 COB meeting		To review in July 2017
14 December 2016 R13/2016	AGENCY STAFFING UPDATE	a) High % of agency staff in IT & Digital to be investigated by a Task Group with findings reported at the COB February meeting. b) The Board will review agency staffing data on a six-monthly basis	Eber Kington & Colin Kemp.	Final report to the Board in March 2017.
1 February 2017 R2/2017	SURREY CHOICES BUSINESS PLAN	a) The Board agrees that future scrutiny of Surrey Choices and Council owned LATCs by the Council Overview Board in 2017/18 should be further considered in the light of any recommendations made by the <i>Scrutiny in a New Environment</i> Task Group on access to officers and information.		Scrutiny in a new Environment task group are due to meet on 27 February (TBC) to finalise recommendations.
1 March 2017 R3/2017	TRUST FUND ANNUAL PROGRESS UPDATE	a) That the Board receive a further update on the progress of the Trust Funds in 12 months time	Rachel Crossley/ Saba Hussain	

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1 March 2017 R4/2017	AGENCY STAFF TASK GROUP UPDATE	a) That the Chief Information Officer be asked to review the priority level of certain IT projects and if a project is considered to be non-urgent reduce the need for some agency roles going forward.	Matt Scott	
1 March 2017 R5/2017	STAFF SURVEY RESULTS & HPDP UPDATE	a) That the Scrutiny Boards should consider reviewing service specific staff survey results relevant to their Board. b) That the Council Overview Board requests a report following the next results of the 2017 staff survey	Amy Bailey, Employee Engagement Lead, Scrutiny Chairmen.	
1 March 2017 R6/2017	SCRUTINY IN A NEW ENVIRONMENT TASK GROUP UPDATE	That Cabinet review: a) the terms of reference for the Shareholder Board and consider the inclusion of a mechanism for tracking the performance of individual investments, and specifically the Property Investment Portfolio b) the terms of reference for the Shareholder Board and consider the requirement that it report regularly, at least annually, to Cabinet on the performance of individual investments - and specifically the Property Investment Portfolio held by the Council - including with reference to each original business case and the Investment Strategy stated aims.	Cabinet	These recommendations will be considered by Cabinet on 28 March 2017.

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		<p>Future scrutiny role and Constitution changes</p> <p>c) Annual reviews of the Shareholder Board (including a review of each LATC's performance) in the context of the Investment Strategy should be undertaken by the Council Overview Board in line with the constitution.</p> <p>d) Following this report the Constitution of Surrey County Council should be explicit in permitting the Council Overview Board to require Directors and Chief Executives of wholly owned LATCs (or trading companies where the Council has a controlling interest) to attend as witnesses to programmed agenda items to allow COB to fulfil its existing constitutional role to "review the performance of and hold to account any trading companies established by the Council."</p> <p>e) The Council Overview Board recommends that Scrutiny Boards consider conducting enquiries on proposals to commission services from wholly owned LATCs, at the initial stage when the business case is formulated. Long-term, once contracts are awarded, the boards should</p>		

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		<p>consider incorporating in their programme of work regular overview and scrutiny of service delivery.</p> <p>f) To carry out this work Scrutiny Boards should also be given the role to review the performance of trading companies that deliver relevant services under their remit. As above, the Constitution should be explicit in permitting Scrutiny Boards to access company financial information as part of their enquiries and to require Directors and Chief Executives of wholly owned LATCs (or trading companies where the Council has a controlling interest) to attend as witnesses to programmed agenda items.</p>		

COMPLETED ACTIONS - TO BE DELETED

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1 February 2017 R1/2017	RESPONSES FROM THE CABINET TO ISSUES REFERRED BY THE SCRUTINY BOARD	a) That the Chairman of the Council Overview Board contacts the Leader to discuss the need for a scrutiny process to underpin the work of the Sustainability Review Board and agree a timetable for scrutiny of the existing MTFP savings plans and the proposals developed by the Sustainability Review Board ahead of the Cabinet meeting of 28 March 2017.	COB chairman	The Review Board has contacted all Scrutiny Board Chairman to organise sessions with Members in March to gain their views on proposals for the savings gap.
3 November 2016 R10/2016	HIGH PERFORMANCE DEVELOPMENT PROGRAMME	a) The Board agreed that a further report on the impact of the High Performance Development Programme incorporating the results of the staff survey and an update on the details of the new programme is brought to this Board in early 2017.	Ken Akers Karen Archer-Burton	Item scheduled for March 2017
1 June 2016 A7/2016	ANNUAL REPORT OF THE SHAREHOLDER BOARD	a) That further scrutiny in relation to Surrey Choices be scheduled once the Shareholder Board had completed the review of its business plan.	Scrutiny Manager	Awaiting completion of the business plan review. Update (Sep): Surrey Choices has been given further time to complete a final business plan. This is expected in October. Scrutiny could be scheduled for the December meeting of COB. Update (Dec): the Chairmen of COB, SCSB and Audit & Governance wrote to the Leader and Chief Executive to express their concerns regarding the management and scrutiny of Surrey Choices.

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