

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	<p>A report on the number of employees across the Council who could potentially benefit from training as part of the new apprenticeship levy will be considered at the People, Performance and Development Committee meeting in July.</p> <p>(Updated: 26 May 2017)</p>
A2/17	17 February 2017	Apprenticeship Reforms	Report to be 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	<p>A report on how the Council can support schools on successful implementation of the Apprenticeship Reforms will be brought to the People, Performance and Development Committee meeting in July.</p> <p>(Updated: 26 May 2017)</p>
A13/17	22 March 2017	Severance and Change Management Policy	The Committee requested that HR review options for merging the Severance and Change Management policies into a single policy.	Head of HR & OD	<p>This will be taken forward as part of its review of existing HR policies and a report will be brought back to a future People, Performance and Development Committee meeting on whether it is possible to merge the Severance and Change Management policies.</p> <p>(Update: 26 May 2017)</p>

COMPLETED ACTIONS

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A8/17	22 March 2017	Action Review	Reply from the Chairman of PPDC to be sent to the Cabinet Minister for Apprenticeships and Skills regarding the details highlighting how damaging the apprenticeship levy could be on smaller schools and the hypocrisy inherent in the fact that Academies with a pay bill smaller than £3 million aren't included in the levy.	Executive Assistant to the Leader	A response from the Chairman of PPDC was sent to the Cabinet Minister for Apprenticeships and Skills was on 21 April 2017. (Updated: 21 April 2017)
A9/17	22 March 2017	Forward Work Programme	Letter to be drafted on behalf of the Chairman of PPDC to all Heads of Services and Assistant Directors stating that PPDC is looking forward to reviewing staff appraisal completion rates at its meeting on 14 June and expects that all staff appraisals should be completed by the point.	Executive Assistant to the Leader	All directors have been informed by the Chief Executive that the People, Performance and Development Committee will receive an update on appraisal completion rates for each service at its meeting on 14 June. (Update: 26 May 2017)
A10/17	22 March 2017	Forward Work Programme	The Leader of the Council to be reminded to make preparations for the Chief Executive's appraisal following County Council Elections	Head of HR & OD	A summary of the appraisal process has been provided to the Chief Executive for discussion with the Leader of the Council regarding the approach and timetable for the appraisal. (Update: 26 May 2017)

People, Performance & Development Committee – ACTION TRACKING

June 2017

A11/17	22 March 2017	Forward Work Programme	Q1 Pay Policy Exceptions Analysis to be moved to the PPDC meeting scheduled for 25 July 2017	Regulatory Committee Manager	This item has been moved to the PPDC meeting scheduled for 25 July 2017. (Updated: 22 March 2017)
A12/17	22 March 2017	Forward Work Programme	The Committee to receive a paper on the termination of the pension scheme for Members and the options available for the pension following the scheme's closure at its meeting on 14 June 2017	Senior Advisor (Pension Fund)	This has been added as an item to the PPDC meeting scheduled for 14 June 2017. (Updated: 12 May 2017)
A14/17	22 March 2017	Severance and Change Management Policy	Head of HR & OD to consider introducing a policy which limits employee Fixed Term Contracts at Surrey County Council to a maximum of 22 months.	Regulatory Committee Manager	An item on the Council's Financial position and the number of staff redundancies which may result has been added to PPDC's Forward Work Programme for its meeting scheduled for 21 September 2017. (Updated: 10 April 2017)
A15/17	22 March 2017	Surrey County Council Smokefree Policy	Locations of where smoking should be allowed within Council premises in the year prior to the introduction to the ban should undergo review to ensure that it minimises the impact on the health of others	Equality, Inclusion & Wellbeing Manager	All Surrey County Council sites will be encouraged to adopt the new policy and move to being an entirely smoke free area as soon as it is practical, as this will require reviewing and removing current outside locations where smoking is permitted. (Update: 30 May 2017)
A16/17	22 March 2017	Pay Exceptions Analysis	Reports should include information on the number of people employed in each service for the quarter to provide a percentage on the number of those employed have received pay exceptions	Head of HR & OD	This request has been highlighted to the author of Pay Exceptions Analysis reports to ensure that future reports contain this information. (Updated: 10 April 2017)

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