

ONGOING ACTIONS

| Number | Meeting Date | Item | Recommendation / Action | Action by whom | Action update |
|--------|--------------|--------------------------------|--|-----------------|--|
| A21/17 | 14 June 2017 | Surrey Pay Review 2017 to 2018 | The Committee requested details of the overhead costs associated with employing part time staff to cover full time equivalent positions with the Council including details of the additional National Insurance contributions the Council is required to make as a result. | Head of HR & OD | This information is currently being compiled and will be circulated to Committee Members once this has been completed. (Updated: 19 June 2017) |
| A23/17 | 14 June 2017 | Surrey Pay Review 2017 to 2018 | The Committee to be provided with the number of people in each service across the Council who are at the top of their pay band including details on how long individual members of staff (anonymised) have been at the top of their pay band. | Head of HR & OD | This information is currently being compiled and will be circulated to Committee Members once this has been completed. (Updated: 19 June 2017) |

People, Performance & Development Committee – ACTION TRACKING

July 2017

COMPLETED 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>(Updated: 26 May 2017)</p> |

People, Performance & Development Committee – ACTION TRACKING

July 2017

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| A17/17 | 14 June 2017 | Forward Work Programme | Item to be included on the Forward Plan on the future organisational structure of Surrey County Council for consideration at the Committee's meeting on 25 July. | Head of HR & OD | An item has been added to the Forward Plan and included on the agenda for the July meeting. (Updated: 22 June 2017) |
| A18/17 | 14 June 2017 | Forward Work Programme | Item entitled 'Learning Agreement (under Study Leave and Financial Assistance Policy) currently scheduled to be considered at the Committee's meeting on 25 July to be moved to the PPDC meeting taking place on 21 September. | Regulatory Committee Manager | This item has been moved to the People, Performance & Development Committee meeting scheduled for 21 September 2017. (Updated: 19 June 2017) |
| A19/17 | 14 June 2017 | Forward Work Programme | List of agenda items due to be considered at the PPDC meeting on 25 July to be reviewed so that there is enough time for all items to be considered fully by Members | Regulatory Committee Manager | The Forward Plan for July's meeting has been reviewed and to consider what items can be considered at a later meeting. (Updated: 17 July 2017) |
| A20/17 | 14 June 2017 | Appraisal Completion Update 2016/17 | A letter to be sent from the Chairman of PPDC to the Chief Executive to cascade to all staff members thanking them for expedient completion of appraisals | TBD | Following a discussion with the Chief Executive it has been agreed that a note to managers and officers thanking them for expedient completion of their appraisals will be included as part of the Chief Executive's weekly staff bulletin. (Updated: 22 June 2017) |

People, Performance & Development Committee – ACTION TRACKING**July 2017**

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| A22/17 | 14 June 2017 | Surrey Pay Review 2017 to 2018 | Each Committee Member to receive a copy of SCC's pay band slip | Head of HR & OD | Copies of pay band slips were circulated to Members on 3 July 2017. (Updated: 03 July 2017) |
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